

MADISON TOWNSHIP

PO Box 620

Millville, PA 17846

570-458-0224

E-mail: madisontwp@pa.metrocast.net

April 9, 2018 MEETING MINUTES

The April 9, 2018 meeting of the Madison Township Supervisors was called to order by Michelle Densberger at 7:00 PM. Also attending the meeting was Terry Rider & Glenn Titman.

Guests in attendance: Gary Williams, Nancy Welliver, Connie Crawford, Diana Leighow, Bob & Mary McWilliams, Bob Deihl, Darla Hess, Donald Tappe, Sandy Whispell, Cindy Rider, Jason Rishel, Randy Howell, Heather Mausteller, Rob Densberger, Attorney Barry Lewis, Chief Michael VanDine and Holly Greenly.

An executive meeting was held on March 23, 2018 about personnel.
A workshop meeting was held on March 28, 2018.

Recognition of Guests:

Reports & Presentation of February meeting minutes:

The March Meeting minutes were reviewed. A correction was made to the February 12, 2018 meeting minutes where it spoke of access to Dug Road. Tunnel Road was changed to State Route 44 in the minutes.

Motion by Terry Rider 2nd by Michelle Densberger. Motion carried
Motion: Accept the March 12, 2018 monthly minutes per the revision above.

The March Workshop Meeting minutes were reviewed.
Motion by Terry Rider 2nd by Michelle Densberger. Motion carried
Motion: Accept the March 28, 2018 workshop minutes.

Financial Report:

The Financial Report was reviewed.

G.P. Steiner was issued a second check (#9339) as the first check was not received. Stop payment was placed on the initial check.

Darla Hess asked if the Liquid Fuels funds have been received. Michelle Densberger responded it is included in the totals at the bottom of the financial report.

Sandra Whispell asked if it was correct that Doug Parker was paid \$2,500 for the 2017 audit. She also asked if that was more than the regulator auditors are paid. Michelle responded yes it is. Sandra said it was unnecessary as Beverly Lutcavage was still in the acting Secretary/Treasurer role. Michelle said she was not the permanent Secretary/Treasurer. Sandra answered she was still here. Darla Hess next asked, just because the Secretary/Treasurer went to part-time was it necessary to do this audit.

Attorney Barry Lewis responded it is prudent to do so to protect the Township and also the Secretary/Treasurer as someone new comes in. Sandra questioned if no auditors found any issues was this needed. Attorney Lewis spoke of his experiences with auditors and some auditors are more qualified than others. It depends on the auditors. A lengthy discussion back and forth on auditors ensued in

addition to other questions asked by Darla Hess and Rob Densberger.

Motion by Terry Rider 2nd by Michelle Densberger. Motion carried

Motion: Accept the financial report as submitted and pay the bills

Municipal Authority: Nancy Welliver said the meeting was not able to be held as not enough members were present.

Planning Commission: Michelle Densberger said a meeting was held. No actions were taken as changes need to be made on items submitted to the Planning Commission.

Transfer Tax Report: (2)

From Tracy Beck to Amika Huntington.

From Talen Generation to Carl Slater

Total distribution from transfers was \$4,792.20

SEO Report: (N/A)

Permit Officer Report: (N/A)

Ordinance Enforcement Officer Report: (N/A)

Tax Collector Report (1)

Collected for the taxing district \$11,579.79

Due to the tax collector was \$926.39

Road Master Report: Terry Rider presented his report. **See attached report.**

Donald Tappe asked are we paying for tar & chipping this year. Terry Rider answered yes; we think it will be offered this year. Mr. Tappe then asked will we have to pay as much as last year. Terry responded unsure at this point. It will likely be more as materials to do the tar & chipping has gone up. Mr. Tappe asked about ditch cleaning. Terry answered as soon as the weather allows it will start. Please let us know if there is cleaning or maintenance to the roads that need done.

Sandra Whispell asked if we are looking into a new truck or different truck. Terry answered yes; we are looking into a new or different truck. Sandra then asked if we still have the loan for a truck as it does not show up anymore on the financial report. Michelle & Terry both responded we have a \$50,000 loan for the Peterbuilt Truck. It is under the liabilities account. The Peterbuilt truck maybe sold in the future or upgraded to another truck.

Darla Hess asked if Terry learned anything new at the Dirt & Gravel road workshop. Terry responded he will be at the class on 4/11/18 at Buckhorn.

Darla Hess asked since we will have extra money after planned road work is done; will dust oil be put down free of charge to residents this year. Michelle & Terry answered there are other additional expenses that need to be paid first. A lengthy discussion followed.

Police Report: Hemlock Township Police report was presented by Chief Van Dine. **See attached report.**

Sandra Whispell asked if the police have been down to Boyer Bottom road. Chief Van Dine said yes they have. Sandra asked them to look around as vehicles have been down there and beer cans have

been found on the Greenwood side. Chief Van Dine answered please call when you see activity so they can look in to it.

Old Business:

Bassett Engineering sent a notice (incoming correspondence) that they are applying for a GP-11 permit and have done the PA1 calls including Slate Road Bridge, Diehl Road Bridge Camp Road Bridge, Lyons Road Bridge, and Christy Hill Road Bridge.

Camp Road Bridge- Inspection was done. Signs are up for now regarding weight limit.

Randy Howell asked if there were attendees at the workshop meeting held on March 28. Randy asked about the frequency of the meetings. Randy asked Terry for his feedback on the meeting. Terry responded it went well and all comments are considered in decision meeting. Diana Leighow said she learned a lot. She asked if the workshop meetings can be held monthly. Terry said this will be reconsidered but for now meetings will be quarterly. Sandra Whispell asked if another time would be more suitable. Michelle answered trying to find a time that is good for everyone is difficult.

New Business:

Request to the supervisors from Millville Borough for use of the roads for the annual 4th of July Parade route.

Motion by Terry Rider 2nd by Dale Titman. Motion carried

Motion: To allow Millville Borough to use the roads as they have for the last fifty years for the annual 4th of July Parade.

Sandra Whispell asked if money was put into the PLGIT account. Michelle said yes one deposit was put in by the state annually for a small amount. Sandra then asked how the debit card was used. Michelle said it was used for payment of conferences & dues so the township has a "VISA" card. Money is transferred as needed from General Funds to the debit card to cover small purchases to avoid fees.

Darla Hess asked the Secretary if she felt like she had enough training or was getting enough training. Holly Greenly responded she has had two accounting classes, two QuickBooks classes, Beverly's assistance from time to time, and a mentor. Holly asks for help when she needs it. Currently, she is working 15-20 hours a week. She is ok for now.

Terry Rider discussed the in-kind service for Swartz Road. To cut costs for the work that needs to be done. The Swartz Road project paperwork was submitted to the Columbia County Conservation District's Dirt & Gravel Road program on 4/13/18.

Motion by Michelle Densberger 2nd by Terry Rider. Motion carried

Motion: To use In-kind service for Swartz Road. The township will provide flaggers, inlet boxes, and stone

Sandra Whispell asked if projects are questioned because the township does have funds. Michelle & Terry said no. The conservation district will assist in funding projects if it meets their criteria.

Terry then discussed purchasing a 3 point 8' hedge broom

Motion by Michelle Densberger 2nd by Terry Rider. Motion carried

Motion: To purchase a new 8' 3 point hedge broom from the low-cost supplier not exceeding a price of \$5,200.

Dale Titman asked Terry Rider if he wants to advertise for employees. Terry responded he would be willing to hire a part-time, lead worker, CDL required, equipment operator preferred employee.

Motion by Michelle Densberger 2nd by Dale Titman. Motion carried

Motion: To advertise for a part-time, CDL required, equipment operator preferred worker.

The supervisors received a resolution from Chief Van Dine. Resolution is to dispose of old police department's records & reports. The resolution will be reviewed for next meeting.

Attorney Lewis spoke of calls he received from the supervisors and email that was forwarded to him. The email was from Diana Leighow to PSATS regarding the Sunshine Act. He spoke of when the supervisors are allowed to discuss township business. Attorney Lewis explained Deliberation (quorum-decision making) vs. Informational discussions. He also discussed example cases of how the Sunshine Act is demonstrated. Attorney Lewis said he is glad to clarify anything in question about the Sunshine Law or any other relevant subjects but, reminded everyone that it costs the township money in paying for his time.

Correspondence:

The incoming correspondences received were announced. Correspondence consisted of training information, grant information, Membership information, news bulletins, Costars information, and equipment information.

For the Good of the Township:

Gary Williams asked why we only used a little stone for all the mud we had. Terry & Dale said stone was placed where needed. Terry said Gary is welcome to help put stone down.

Heather Mausteller asked if the agenda could be posted to the website before the meeting. The police department section also needs to be updated. Michelle responded if the agenda is completed in time it will be put on the website. The police section will be looked at on the website. Darla Hess asked about the financial report being added to the website as well. Michelle said she has not found any other financial reports on website of other municipalities. She asked Darla which website she saw that information on so she could look at them. Darla said she didn't remember. At this point the agenda will be added Michelle said.

Nancy Welliver spoke of the Easter egg hunt hosted by the church ladies. It was well attended. The police department was present to visit with the public and let them know they are around. Everyone was glad and appreciated the police department being there. Bluegrass will be on Sunday (4/15/18).

Motion by Dale Titman 2nd by Michelle Densberger to adjourn at 8:16. Motion carried.

Respectfully submitted,



Holly Greenly
Secretary-Treasurer