

The monthly meeting of the Plunketts Creek Township Board of Supervisors was called to order Monday November 2nd, 2015 at 7:05 PM in the Township building.

PRESENT: Ray Lewis, Supervisor
John Blair, Supervisor
Jim Etzel, Supervisor
Patricia (Pat) Johnson, Secretary
Carrie Stine, Treasurer
Brad Stine – PCTVFC
Britt Bassett- Planning Commission
Tom Schafer – EMA

Guests: Audrey Moon, John McCarty, Karen Frock, Gloria Lewis, Christy Moyer

Supervisor John Blair made a motion with unanimous vote to approve the minutes with correction of sentence pertaining to Tax Collector

REPORTS:

PCTVFD:

The fire company has applied for state grant for the fire department and the ambulance. Hayride did great with about \$10,000 profit made -everyone had a good time and there were many compliments.

Emergency Management: No Report

Recreation Commission: -

Moved their meeting date in November and will probably do the same for December. Secretary Pat Johnson needs the firm dates so advertisement can be run in the Sun-Gazette. The dates for 2016 should be more solidified as this is the third change this year. Suggestion was made that maybe the ads can be run in the Web Weekly to save monies so that will be researched and reported back to the board.

Supervisor Jim Etzel stated he is working on Recreation rules of engagement proposal on all issues but is not finished and will present when ready.

CII (Code Inspections Inc.):

- LY/PC 15-0007 – Lohr E. Kearns, 2392 Hoppestown Rd., Install coal/wood stove

Planning Commission:

The Planning Commission went over the draft of the gas well ordinance. Britt Bassett had a meeting with Kathie Hunter who will be putting together the final draft prior to the commissions November meeting.

Joel Wessner has been elected the new secretary of the Planning Commission

Roadmaster:

Brad stated he has talked with tree trimmers to see about putting out the needed tree trimming bid on Lower and Upper Manor Road. Brad is not sure how to state the bid and what steps the township should follow for description. Secretary Pat Johnson will call PennDot to get the specifics about right of way and what to cut.

Sewage Officer: No Report

Zoning Officer: No Report

Continuing Business:

- Bathroom renovation proposal- Supervisor Jim Etzel expressed his disappointment on the new sidewalk and how it has been installed. He feels in no way can it be advertised as ADA accessible plus the lower vertical portion is very narrow as well as the sidewalk to the door being steep. Supervisor Jim Etzel stated he had the assistance of other contactors that work ADA in making his statement. Secretary Pat Johnson presented the paperwork to the Board which does not state the sidewalk would be installed to ADA but only so it would be wheelchair accessible from the bottom up to the door. A previous Supervisor had met with the contractor and discussed how the sidewalk should be done.

Due to the sidewalk Supervisor Jim Etzel would like to be sure in remodeling of the bathrooms that the contactor is well versed in ADA and the project is done correctly. Steve Bastian had expressed to Secretary Pat Johnson he did have knowledge of ADA but also stated to Supervisor Jim Etzel he only knew what he had researched on the internet. Supervisor Jim Etzel has set up a meeting with Steve Bastian and the Supervisors to make sure the bathroom stated for ADA accessible will be installed correctly. The meeting will be Wednesday, November 4, 2015. Supervisor John Blair will also meet with Supervisor Jim Etzel and Steve Bastian.

- Property Maintenance Ordinance update
Supervisor Jim Etzel raised question on how to follow up with the properties that letters were sent – Secretary Pat Johnson explained the difficulty in getting Codes Inspection to go out and inspect properties so second registered letters per procedure and law could be sent. The Theodore Shelly property at 5701 Rt. 87 had first letter send on 5/31/15 with no response after the 30 day time allowed. The Township has been waiting on Codes Inspection to look at property since that time.

Question was raised whether Glen Johns should be contacted to see when the other structures on his property will be upgraded.

The Gephart property has not had another response since the owner passed away. David Gephart had called originally to state his mother passed and he and his brother needed to execute her estate for the property at 9000 Rt. 87. Secretary Pat Johnson has left two messages.

- PCT Newsletter delivery
Discussion that some newsletters take an exorbitant amount of time to be delivered once mailed. Suggestion was made that maybe they should be sent earlier to meet some of the information included in them.
- Gas well ordinance
Discussed under Planning Commission
- Computer use issues (questions posed, meeting with attorney, email protocol, external hard drives & Windows 10)
Supervisor Jim Etzel's review of McCormick Law Firm and Attorney Chris Kenyon as Township Attorney was stated. Supervisor Jim Etzel believes the township is saving monies by Chris Kenyon handling the affairs of the township in lieu of David Smith whose time would probably be at a higher billing rate. Chris Kenyon also is attorney for many surrounding townships, Old Lycoming and Borough of Montoursville to name few.

Supervisor Jim Etzel feels a shift on who should interact with the lawyer is needed and he would like to be the person who deals with the issues. The Secretary should only call the attorney when directed by the board. Secretary Pat Johnson stated this is the way issues are handled and she only calls when directed by the board. Supervisor Jim Etzel believes the Supervisors need to be more involved with contacting the attorney directly in an advisory situation not in making decisions that could be construed as conducting business.

Communication of a general nature is acceptable but deliberation and open discussions cannot take place in any form except in open meeting. Executive sessions are only allowed for certain issues and the attorney should be present if of a legal nature.

Supervisor Jim Etzel also discussed township email – if emails are to be used then a policy is needed. Before an email address is given to an individual within the township the policy will need to signed and returned to the township.

It was agreed that an email account could be set up for Britt Bassett, Chairman of the Planning Commission as an experiment to see how this procedure will work.

The Board of Supervisors decision was to read the policy and make resolution if agreed at the next monthly meeting.

Supervisor Jim Etzel also stated the township computers should be updated to Windows 10 as many businesses and individuals are taking advantage of the free install– Secretary Pat Johnson expressed concern as many PSAT emails exchanged showed problems for entities using QuickBooks as Windows10 does not seem compatible. Those townships

then needed to go back to previous systems they were using. Windows10 is not offered free to businesses.

- Final review of job descriptions, revisions, and implementation (Sec. & Treasurer)
Job descriptions were accepted at last meeting – now implemented.
Supervisor John Blair made a motion with unanimous approval that starting in January all employees of the township –supervisors included will be paid on a monthly basis. No exceptions for the previous way Recreation was handled during summer recreation.
- Final review of Sexual Abuse Policy, and implementation
Sexual Abuse Policy was accepted at last meeting – being handed out for signatures once all are received insurance company will be notified.
- Dunwoody Road-FEMA/PEMA
First PW5395 final balance owed township -\$7220.04 will be deposited

New Business:

- Email from DCNR – interested in selling the O’Brien property if allowed by FEMA/PEMA or partner with DCNR through grants to make a boat launch etc.
Supervisor Jim Etzel will invite DCNR to the next meeting to discuss as Supervisor Ray Lewis would like to hear what DCNR will offer.
- Message left on phone – no COG meeting until January
- PCTVFD Feasibility Study
Supervisor Jim Etzel discussed meeting held at the fire hall and information collected and discussed on updating or rebuilding the fire hall. The decision was renovation is best in way of updating the building. Jeff Harris has been tasked with getting evaluation of the building upgrade.
- Rural Planning (Nov.10) Tuesday 6:00-8:00, @ Hughesville Public Library
Discussion as to who may attend – no decision made
- Recreation Commission – Rules of Engagement –discussed under Recreation
- Conference and Training Approvals: from a Cost-Benefit Analysis to a Paradigm Shift, and an Algorithm Proposal
Supervisor Jim Etzel showed presentation of cost benefit analysis of elected tax collector to county collection of taxes by which he based the non-payment of continuing education that will be required by Tax Collectors. It is costing the township approximately \$3,508.00 for the elected Tax Collector compared to \$804.00 that county charged for collection and mailing of taxes.

Dates to Remember:

- Supervisors Meeting – December 7
- Supervisors Meeting - December 28
- Planning Commission- November 18
- Recreation Commission – November 17
- Budget Meeting-November 9

Deeds Reviewed:

- Kevin R. Marks & Thomas C. Wengert, to John F & Donna M. McCarty, 74 Lower Barbours Road.
- Margaret A & Clark E Bigger to Clark E & Nancy L Bigger, 12010 Wallis Run Road
- Robert F and Renee K Pierce to Creekside Realty, LLC, 589 Lower Barbours Road
- Eric W & Suzanne E. Rogers to Timothy Leibensperger, 110 Marshall Lane
- Daniel M Hollingsworth to Allen E and Jill L Kaplan, Rt 87 Highway

Mail Received:

- DCNR – Conservation grant program information

Meeting Adjourned at 9:30 PM

Respectfully Submitted,
Patricia Johnson, Secretary