

The monthly meeting of the Plunketts Creek Township Board of Supervisors was called to order Monday October 5th, 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: Harold Sausser, Maggie Emery, Christy and Greg Moyer

Supervisor John Blair made a motion to approve the minutes with corrections as well as the road tour minutes with all agreeing.

Requests to Speak to the Board: Greg Moyer, Tax Collector

Greg stated that the Tax Collector must take continuing education courses which are mandated by the state. Greg has six courses to take by end of December at \$35.00 a course and would like the township to pay for the required courses. The Deputy Tax Collector does not need to take the courses. Supervisor Jim Etzel recommended against the township paying as the Tax Collector is an elected position and the cost of the office should fall on the official elected.

Greg stated Lycoming County was researching if they would assist with the funding – Supervisor Ray Lewis stated he would like to wait and see what county decides to do.

REPORTS:

PCTVFD: -

The hayride is coming up in the next several weeks and is the Fire Company's largest fund raiser. Volunteers are needed.

The Fire Company has decided not to purchase air packs this year.

Emergency Management

Tom Schafer explained about the new flood maps, he stated that if the resident called hazard mitigation they would come and survey the property if the owner wanted to dispute the new flood results. The maps are available on the website – a resident can log onto Plunketts Creek Township website to view. Secretary Pat Johnson will put article in newsletter for residents.

Tom will call Hazard Mitigation to see when new flood maps will be available. Once the township receives the map the Planning Commission will schedule a public meeting to help residents to see who is mapped in and who is mapped out.

Recreation Commission: -

Julie Lewis will plan the Halloween Party on October 24th. The fire hall has already been reserved.

The Recreation Commission has moved their meeting on the 19th to the 20th in order to plan the party.

CII (Code Inspections Inc.): No report

Planning Commission:

Britt Bassett stated the Planning Commission recommended the approval of the Sausser subdivision as all comments that County required were included. Britt reminded Harold Sausser the plans need to be recorded in 60 days. Harold Sausser asked what the time limit of the sewage module would be and was told on a sub-divided lot there is not a time limit as long as the surface of the ground is not altered.

Britt also stated he feels the township should look into the township ordinance and feels that an SEO should not be able to design and also approve his design.

The Planning Commission also discussed the oil and gas ordinance and Britt will contact Kathie Hunter and give the Planning Commissions opinion of what the ordinance should be. Britt feels the township should have a draft by the end of the year.

Supervisor Jim Etzel made a motion with unanimous approval to approve the Harold Sausser sub-division.

Roadmaster:

The road tour was on Saturday, October 3rd- roads are in good shape a few need chipped/tarred. Most need trees trimmed.

Ray started to mow for Cascade Township, and it seems the repeater frequency is working very well.

Sewage Officer: No Report

Zoning Officer:

- PC15-12 Evelyn Madey –5720 Rt 87 Hwy, Construct Garage/carport-\$25.00
- PC15-1 Lohr E. Kerns – 2393 Hoppestown Rd., install woodstove and chimney in flood plain - \$ 25.00
- PC15-13 Raymond Murphy – 13188 Wallis Run Road, addition to existing garage - \$38.40

Continuing Business:

- Bathroom update
Bids received by Steve Bastian on making the men's room handicapped accessible and updating the women's restroom as well as install the proper handicapped accessories in the men's room. The tentative bid package was given to each Supervisor to peruse for discussion and questions.
- Gas well ordinance – discussed under Planning
- Best Beach-PEMA buyout Sal and Solicitor input –
FEMA/PEMA wanted the township to allocate 3% of the bidding to buy Best Beach from the owner. Supervisor Ray Lewis stated the township would not be interested and a letter was sent to Sal Vitko prior to his leaving Hazard Mitigation.
- Township email accounts –Solicitor input was given by the Secretary which was adamantly against email accounts due to the reasoning the Township is a public entity and no township business should be discussed among parties through email. Currently the township does have the Verizon email which is accessible and useable by all Supervisors, Webmaster and Secretary. An email policy was distributed by Supervisor Jim Etzel and Webmaster Tom Schafer – Secretary Pat Johnson feels to give out email accounts to all would create a right to know nightmare. Supervisor Jim Etzel and Webmaster Tom Schafer will meet with the Township Solicitor to discuss. Secretary Pat Johnson requested if the township goes forward she would like the Board of Supervisors to appoint another Right to Know Officer for the Township as she does not feel she should be responsible for the liability falling to her as there would not be any control over who is conducting and or discussing township business via email.
- Sexual harassment policy – Supervisor Jim Etzel asked for the template which has already been filled in per the insurance company. Supervisor Jim Etzel strongly recommends the purchase of sexual harassment policy by the township. Supervisor John Blair made a motion with unanimous approval to add the sexual harassment insurance to the townships current policies for the additional \$200.00 and have the formal policy signed by all Plunketts Creek Township employees. Background checks are required for all that have any contact with children prior to employment.
- Planning Commission appointments – Solicitor input about the two additional members instead of one on the Planning Commission was he saw no problem.
- Vacancy board –needs new member appointment- Supervisor Jim Etzel nominated Ed Johns to the vacancy board.
Supervisor John Blair made a motion with unanimous approval to elect Ed to the vacancy board.

New Business:

- Plunketts Creek Township Volunteer Firefighters Relief Association Audit – Finding – untimely deposit of state aid. This was due to a mistake by Cascade Township in sending checks.
- Review of PCT Job Descriptions
Supervisor Jim Etzel reviewed all the job descriptions with the Board of Supervisors and changes were agreed upon. With changes being made to the job descriptions as reviewed Supervisor Jim Etzel made a motion with unanimous approval to accept the changes and update the current job descriptions.
- Computer data protection
Supervisor Jim Etzel brought up the way the township currently is keeping records for the township accounts. Webmaster Tom Schafer suggested the township purchase two external hard drives and put the drives in a fire file for safe keeping after backups are done.
Supervisor Ray Lewis made a motion with unanimous approval to buy hard drives to back up the township's data. Christy Moyer stated there was a hard drive in the storage closet which was found and given to Webmaster Tom Schafer.
- Set date for budget meeting and advertisement
November 9th at 7:00PM was the date set for the budget meeting. The advertisement will be sent to the Sun-Gazette this week.
- Dunwoody Road – Federal Audit update and FEMA/PEMA update
The federal audit has been completed by Baker Tilly and filed with the government. FEMA/PEMA has also notified Secretary Pat Johnson the final closeout paperwork has also been audited on their end and approved to move forward with all final payments on the last five PW's for Dunwoody Road.
- Lycoming County Association of Township Supervisors – meeting October 21, 2015- resolutions any member Township wishes to submit for adoption consideration.

Dates to Remember:

- Supervisors Meeting – November 2nd
- Planning Commission- November 18th
- Recreation Commission – November 16th

Deeds Reviewed: None received

Mail Received:

- Inflection Energy – Eichenlaub B P1 Gas well, 2278 Mountain Rd., Montoursville, Pa
- Inflection Energy – Hillegas P1 Gas well, 2098 Kaiser Hollow Rd., Upper Fairfield Township, PA
- Inflection Energy – Bennett P1 Gas well, 7150 Pleasant Valley Rd., Eldred Township

- Letter Lycoming County Planning Commission-kickoff of the Comprehensive Plan
- Update Sullivan County Rural Electric – Tree Service trimming
- Notice of Estimated Allocation Municipal Liquid Fuels and Turn-back letter for 2016 deposit of \$ 52,599.73

Meeting Adjourned at 9:15 PM

Respectfully Submitted,
Patricia Johnson, Secretary