

Plunketts Creek Township  
Supervisor's Meeting  
Minutes  
January 6, 2025

Anyone wishing to make a public comment may do so before a vote is taken.  
We ask that you try to keep your comments to a maximum of five minutes.  
The meeting will be called to order at 7:00 PM.

#### Organization

- Appoint a temporary chairman or have the 2024 chairman start the meeting.
- Organize under the supervision of a temporary chairman or 2024 chairman. The temporary chairman will receive nominations for a permanent chairman.  
Supervisor John Blair nominated Supervisor Ray Lewis for Supervisor Chairman  
Supervisor Ray Lewis nominated Supervisor Jason Lewis for Vice Chairman
- Nominate and elect a vice chairman and appoint a secretary and treasurer.  
Supervisor Ray Lewis appointed Patricia Johnson as Secretary/Asst. Treasurer and Carrie Stine as Treasurer/Asst Secretary
- Set regular meeting schedule dates and have the Secretary publish this information in the newspaper in accordance with the Sunshine Law.
  - Dates in 2025 – February 3, March 3, April 7, May 5, June 2, July 7, August 4, August 25, October 6, November 3, December 1, December 29, 2025. Organization meeting will be held on Thursday January 5, 2026.
  - Road tours – at 8:00 AM at the discretion of Roadmaster on April 5 and October 4, 2025.
- Motion to approve resolution 2025-01 to appoint Baker Tilly a certified and competent public accountant to examine all the accounts of the Township of Plunketts Creek for the fiscal year of 2024 fee range from \$8,090 to \$9,100.
- Payment amount for Public Auditors (CPA firms) meetings attended by Secretary and or Treasurer- \$10.00- currently no elected auditors for meeting attendance.
- To pay the Supervisors elected/re-elected a salary of \$1875 per year in accordance with State Act 68
- To continue to deposit general funds into Woodland then transfer to PLGIT leaving a \$3000 running balance to cover electronic transfers and debit card purchases.
- To continue to deposit general funds set up for electronic transfer directly into PLGIT general account.
- To deposit township state funds electronically to PLGIT
- To re-appoint Solicitor- Chris Kenyon McCormick Law Firm as Township Solicitor.
- To re-appoint R.K. Webster LLC as township Engineer

- To pay federal mileage rate (\$0.70 per mile) for use of their vehicles for township business.
- To continue bonds on Secretary and Treasurer through DGK Insurance in amount of \$800,000.00 each.
- To pay general laborers of the township a rate of \$13.50 per hour, skilled laborers a rate of \$15.50 per hour, road supervisor a rate of \$16.50 per hour and to employ persons under the age of 18 by special consent of their parents.
- To give Roadmaster Brad Stine authorization to use his discretion when dealing with road maintenance emergencies.
- To join the PA. State Association of Township Supervisors and to subscribe to the Township News as approved by Township Supervisors.
- To authorize the Secretary and or Treasurer to purchase office supplies up to \$400.00 without prior authorization from Township Supervisors.
- To pay for lawn mowing of township grounds with Township mower the employee's rate.
- To pay township employees their regular hourly rate to act as building caretakers and do building maintenance.
- To appoint SEO Services of Paul Baran, 7966 Route 487, Dushore, PA 18617 as sewage officer.
- To appoint Dave Ambrose and Bruce Ginter to Planning Commission 4-year term ending in 2028.
- The Roadmaster is authorized to plow and cinder the PCTVFD parking lot and the Barbours Cemetery entrance when requested prior to a burial service.
- To Reappoint Brad Stine to Roadmaster at a rate of \$17.50 per hour and federal mileage rate (\$0.70 per mile) for use of his personal vehicle for township business
- The Roadmaster is authorized to spend up to \$400 for supplies without prior authorization on behalf of the township.
- To appoint Ed Johns to the vacancy board
- PSAT conference – designate voting delegate – who may be attending- Noone attending
- To approve current Expense Policy for attendances to conferences and meetings.

**Actions approved by the board will not require a second: a vote will be taken.**

**Supervisors all approved the above motions**

- Supervisors made a motion with unanimous approval for Supervisors all to be appointed as Roadmaster – Ray Lewis, John Blair, and Jason Lewis.
- As the township has no quorum of auditors and the pay rate for the Roadmaster can only be set by elected auditors the pay rate for Supervisors as Roadmaster will stand at \$16.50 per hour.
- Treasurer's Report: 2024 Profit/Loss Statement presented.

**Continuation Regular Monthly Meeting:**

Approval or correction of December 30th meeting minutes as printed.

Supervisor John Blair made a motion with unanimous approval to accept the December 30<sup>th</sup> meeting minutes as printed.

Guests: None

Reports:

**PCTVFD**

- Roadmaster Brad Stine discussed in detail the ambulance and approval for current ambulance to stay in-service by the State. The recertification is good for one year but providing the necessary manpower etc. to continue has need for further discussion.

**CII (Code Inspections Inc.)- No Report**

**Planning Commission- No Report**

**Recreation Commission- No Report**

**Emergency Management Officer**

- Supervisor Jason Lewis talked to Tom Schafer- everything for EMA is updated. Tom mentioned the need to replace the EMA computer. There was also discussion about the replacement eventually of radios.

Supervisor Jason Lewis made a motion with unanimous approval for Tom to purchase a new EMA computer not to exceed \$800.00.

**Roadmaster- No Report**

**Library**

- Annie reported she has new books and DVD's that she picked up from the main library. The library book bus is also scheduled to stop at the township until May.

**Sewage Officer- No Report**

**County Zoning – No Report**

**Township Permit Officer- No Report**

**Secretary Notes**

- Ambulance call log attached to Supervisors packets.

**Continuing Business:**

- Lower Manor Road Repair- permit has been received -prints received- Supervisor Jason Lewis is looking into different courses of action other townships are using for bidding and completely – will advise. Supervisor Ray Lewis will contact Barry Garverick at PennDOT to discuss.
- Woodland Bank- Mausoleum- transfer is in progress – per attorney all paperwork is signed waiting for the courts to approve.

**New Business: None****Dates to Remember:**

- Supervisors – February 3<sup>rd</sup>
- Planning Commission – January 15<sup>th</sup>
- Recreation Commission – January 8<sup>th</sup>

Planning and Recreation Commissions only meet as needed for land development /subdivisions and recreation events.

**Deeds Reviewed:** None to view

**Correspondence and Communications:**

**Checks Reviewed and Signed**

**Meeting Adjourned: 7:45**

**Respectfully submitted:**

**Patricia Johnson, Secretary**

