

JEFFERSON TOWNSHIP
Regular Meeting
Carsonville Fire Company Building
April 8, 2009

CALL TO ORDER

The April 8, 2009 Regular meeting of the Jefferson Township Board of Supervisors was called to order at 7:31 PM by Chairman Alan Loesch.

Members present: Chairman Alan Loesch, Vice Chairman Greg Gusler, Supervisor Keith Crum
Secretary present: Robyn Loesch
Guests present:: Deb Everly, John Witmer, Carol Crum, Brad Crum, Mike Crum, Cathy Gusler.

EXECUTIVE SESSION

Alan Loesch called for the first order of business to be an Executive Session; the purpose of which was the discussion of a personnel issue.

APPROVAL OF PREVIOUS MINUTES

Alan Loesch made a motion to approve the minutes of the March 4, 2009 Regular Meeting, as written. Keith Crum seconded the motion. Motion carried 3-0.

Alan Loesch made a motion to approve the minutes of the March 12, 2009 Special Meeting, as written. Greg Gusler asked what was the purpose of this special meeting; why did we revisit the salt contract. Alan Loesch said that the purpose was the same as the advertisement in the paper and emailed to all Supervisors before the meeting: it was to reconsider the salt contract in light of a suggestion to split it between two vendors rather than giving all to one. Greg asked if at the March 4th meeting we had given the entire contract to the State: Keith answered, yes we had. Keith Crum seconded the motion; opposed by Greg Gusler. Motion to approve the minutes carried 2-1.

TREASURERS REPORT

A motion to pay the following bills presented for payment was made by Alan Loesch. Keith Crum seconded the motion. Motion carried 3-0.

General Fund - \$ 3,416.95 State Fund - \$ 0

CORRESPONDENCE

Reed Lebo called asking how to readjust property lines to resolve some issues with neighboring lots. He was referred to Tri-County Planning.

ENGINEERING REPORT

1. Ed Fisher was not at the meeting but had emailed and called this past month. Ed had reviewed the changes to the Macko planning module and recommended signing it, but the Township has still not received a bond from Macko. Township had an email from Grant Marshall about a revision to the planning module's maintenance agreement that goes to DEP. Alan had a question about who would be issuing the actual permit, Ed Fisher thought that it would be issued by Mike Brown, but Mike said it would not go through him, but come directly through DEP. Before the Supervisors take any action on the Macko module, Alan will call Ed Fisher to resolve these questions.

2. Timbering activity at Mike Gustin's. DCCD sent a copy of the latest DEP inspection report. Mike Gustin has not yet filed an erosion control plan.
3. Hillside Camp: The owner talked to Ed Fisher and will now pay the \$250 fee for starting a project without a local assessment permit. The owner changed the scope of his renovation from a new roof (no permit required) - to a complete demolition and rebuilding project (permit required) without notifying the Township. No UCC permit needed because the owner applied for a cabin exemption.

FIRE COMPANY REPORT

John Witmer reported that there was one call last month – a garage fire on Dividing Creek Rd. John also says that the Fire Company had a successful Fish Breakfast. It was discussed that the Township's lease new annual lease payment of \$3000 will be paid at the next Township meeting.

PLANNING COMMISSION REPORT

Deb Everly reported that the Township's Comprehensive Plan has been sent out to the neighboring municipalities for comment. The only response to date has been a letter of "no comment" from Jackson Township. The forty-five day comment period will be completed soon so she would like to schedule a Township public Meeting. Alan Loesch made a motion to hold the Township's Comprehensive Plan Public Comment Meeting on April 30, 2009; 7 p.m.; at the firehouse. Keith Crum seconded the motion. Motion carried 3-0. Deb also reported that the Regional Planning effort is moving forward. Although project funding is not firmed up, the regional group has selected the consulting firm Rettew, for the project.

EMERGENCY MANAGEMENT REPORT

John Witmer is following up a few leads to find a replacement Emergency Management Coordinator.

COG REPORT

Alan Loesch reported that COG has been working on the EMS reciprocity issue, and that next Thursday Rob Brady from DCED is coming to COG to talk about EMS in the Upper Dauphin Area. COG will be also talking to the Humane Society about our options for area-wide coverage. COG is still working on a group sign purchase - this project had been postponed due to PennDOT date changes for mandatory sign upgrades. There is an article in PSATS magazine mentioning UDCOG's Joint UCC appeals Board. COG will be having an area-wide computer recycling event again this fall.

ROAD REPORT

Keith Crum reported that he has done some research for items that needed immediate attention. The State had asked for stimulus money project proposals, and he had put in an application for a 1.1 mile paving project for Back Rd. - at a cost of \$136,500. Also, he had obtained an estimate to replace guide rails on the Back Rd. - at a cost of \$14,197. Keith will check if any pipes still need to be replaced on Back Rd. We will continue this discussion next month and see if we are eligible for any grant money. Greg Gusler asked where Keith got the paving cost estimates from. Keith had gotten them from Scott Lehman at PennDOT. Keith would like to go out for sealed bids on a tar & chip project. He will help Robyn prepare the bids. Keith will be working on cleaning out the gutters on the mountain road. Next Wednesday, Keith is having modified put down on Hemlock Rd. near the intersection of Steigman's and Powells Valley Rd. Other projects are to start the mowing along the roads and the need to clean up anti-skid from the bridges. Keith had called Valley Ag to get a price on a grader blade for the tractor. The cost is \$1300 for an 8' medium grade blade. There was a discussion of buying a three point blade. Greg Gusler made a motion to approve \$1500 to purchase an 8' medium grade blade. Seconded by Keith Crum. Motion carried 3-0.

OLD BUSINESS

1. The QuickBooks consultant came last month and most of the problems have been resolved. Greg Gusler asked why would the QuickBooks consultant sent suggestions to the Supervisors, because she was just hired to look at the program. Robyn answered that she had asked the consultant what would be the best QuickBooks reports to print out for the Supervisors meetings, and the consultant recommended a deposit detail and a check detail report. Also, a quarterly budget report was suggested and copies of this were given to the Supervisors. Greg Gusler asked if all the reports are directly from QuickBooks because of possible errors; Robyn said that the monthly financial summary is the first part of the general ledger report but it also includes other information not in any QuickBooks reports, and that QuickBooks had dozens of different possible reports and if the Supervisors wanted any other of these, that she would print them out. Greg Gusler asked with all of the problems we have had with tax accounts, who said/made the rule that we have to account for the payroll taxes this way; why do they have to be calculated with the different job types. Robyn said that it has always been done this way even when it was done by hand, and that the State makes the rules. Alan Loesch said that we obviously had problems with the way our account books were kept in the past, and that DCED had called asking why Cathy Gusler had not called them back about their previous questions about the 2007 audit report. Alan read an email from DCED listing problems they found with the 2007 audit report.
2. Ordinance Book: Atty. Laskowski provided more specific legal advice on replacing the copy of Ordinance J-121- 2008 that is in the Ordinance Book because it had not been sealed and unauthorized personal comments were written on it. Greg Gusler asked why we were going back to the lawyer again on this. Alan Loesch made a motion to place and seal a new copy of Ordinance J-121- 2008 in the Ordinance Book. Seconded by Keith Crum. Motion carried 3-0. Greg Gusler asked if all of the other unsealed ordinances have been sealed into the books yet. Robyn said that she wanted to be sure that the Supervisors wanted her to just go ahead and do this, and did we need a separate motion for this? Greg Gusler made a motion to affix the seal to any unsealed documents in the ordinance books. Seconded by Alan Loesch. Motion carried 3-0.
3. Financial Interest Statements. Some current year and previous year forms are not on file with the Township. Greg Gusler was given extra copies for him and Cathy Gusler to fill out.

NEW BUSINESS

1. Treasurer's Bond: Alan Loesch said that we have to increase our bond because a lot of money, including the State Liquid Fuels check, had come in this month; and we have gone over our current bond amount of \$85,000. The total of our accounts are now \$89,605.24. Robyn has already contacted the bond company and they would increase the bond to \$95,000 for an additional \$30 premium. Alan said that according to the account books, we have been over the bond before in the past. Keith Crum asked what is the most we have had in our accounts. Alan said that in previous years, we have had amounts as high as approximately \$100,000. Keith Crum made a motion to increase the bond to \$100,000. Seconded by Alan Loesch. Motion carried 3-0.
2. Supervisor's pay for Re-organization Meeting. Keith Crum made a motion that because the Re-Organizational Meeting and the Regular January Meeting are held the same evening, the Supervisors should only charge for one meeting pay. Seconded by Alan Loesch. Motion carried 3-0.

3. Rule for Public Records Inspection during all in-person Right to Know requests:
Atty. Laskowski has provided legal advice on a set of policy rules to assure that official Township documents remain available for in-person inspection in response to Right to Know requests while assuring that those documents are not damaged or altered and are fully returned to the Township for filing. Alan Loesch made a motion to adopt the Rules for Public Records Inspection. Keith Crum seconded the motion; opposed by Greg Gusler. Motion carried 2-1.

ADMINISTRATIVE/TAX ASSESSMENT PERMITS

1. # 414 to Carl Snyder, for a 30' x 58' modular home.
2. # 415 to Tim & Nicole Henninger, for a 18' x 36' in-ground pool and a 8' x 12' shed.
3. # 416 to Richard Schmeltz, for a 24' x 24' prefabricated garage.

PUBLIC COMMENT - NONE

Ordinance J-121- 2008

Before the replacement of Ordinance J-121-2008 was signed and sealed into the book, Keith Crum wanted to verify that it was exactly the same. He wanted the replacement copy read aloud while another Supervisor followed the official text of the Ordinance currently in the Ordinance Book. Greg Gusler did not want to read along. Alan Loesch read the entirety of the replacement Ordinance J-121-2008 aloud; Keith verified it to the version previously in the Ordinance Book. Supervisors Alan Loesch and Keith Crum signed the replacement copy to provide a true and accurate document for the Ordinance Book. The ordinance was attested by the Secretary and sealed into the Ordinance Book.

ADJOURNMENT

Alan Loesch motioned to adjourn the meeting, second by Keith Crum. All were in favor and the meeting adjourned at 9:35 PM.

Robyn Loesch

Secretary/Treasurer