

MINUTES

Antis Township 2022 Board of Supervisors

July 7, 2022, Antis Township Meeting Room

ATTENDANCE

Board Members

Janet Lantz, Chairman; Supervisor; Bob Smith, Supervisor; Steve Winterstein, Supervisor; Dave Worthing; Supervisor. Absent was Brian Lustaborder; Supervisor

Staff

Douglas Brown, John Frederick, Lori Del Biondo and Summer Help/Intern Shawn Wolfe

Visitors

Township Engineer Chris Dutrow, Lance Kustaborder (Pinecroft Fire Hall), and Joe Smyder (Resident)

The July 7, 2022 Board of Supervisors meeting was called to order at 7:00 by Janet Lantz followed by the prayer and Pledge of Allegiance.

Public Comment Period

None

Meeting Minutes

The June 2, 2022 Board of Supervisor meeting minutes were approved on the motion of Supervisor Smith, seconded by Supervisor Winterstein followed by a 4-0 voice vote.

Supervisors Reports

Janet Lantz – The library meeting has not been held yet this month, but the new roof appears to be finished on the library.

Solicitor's Report

Pat Fanelli was not present at the meeting.

Manager's Report

Manager Douglas Brown made a few comments regarding the Year To Date budget vs. the draft budget. The Township remains on track for both income and expenses. However, it faces some challenges moving forward as the full effect of the price increases in materials, gasoline, diesel fuel, etc. are going to accumulate in the last half of the year, along with certain income streams (potentially) facing headwinds, specifically transfer tax and the Cable Franchise fees. He also mentioned that he was contacted by Tax Collector Stephanie Pennington who asked for an ordinance at the February Board of Supervisor meeting in order to charge for tax certifications and duplicate taxes. It was acknowledged that at the February meeting a similar ordinance would be entertained, however it was not followed up on.

Road Foreman Report

Road Foreman, Randy Showalter, was absent. However, Manager Douglas Brown commented on the amount of work that has been completed, but that they have had another employee on leave thus creating a situation where Randy is pulling Shawn Wolfe over to help the remaining 2 highway workers complete routine tasks.

Code Enforcement Report

John Frederick presented a compilation of the Code Enforcement correspondences he has had over the past month and the status of existing citations. In addition he made a quick note about the number of unrelated inquiries that pass through the township on a weekly/daily/monthly basis which suck up a lot of time, but are a necessary portion of the job. He also gave a brief update to the recycling changes for the existing grant for paving at the compost site and also for recycling containers. He expects to be prepared to make formal recommendations at the July Capital Improvement committee meeting.

Engineer's Report

Engineer Chris Dutrow reported that Watts Road Culvert Project has received both DEP permits, and is awaiting the required easements. He generally recommends to wait until all permits and easements are in hand, unless there is a timeframe that needs to be accommodated (similar to when this was bid out previously). However, as the Watts Road project is already pushed to April 2023 we are not working on as tight a timeframe. The supervisors decided to table the Watts Road Culvert Replacement until the August meeting to allow more time to work on acquiring the necessary easements.

Planning Commission

There was nothing from the Planning Commission as a meeting was not held in June.

Treasurer Reports

The June 2022 Treasurers Report was approved on the motion of Supervisor Worthing, seconded by Supervisor Winterstein followed by a 4-0 voice vote.

A motion to approve the April 2022 Bills in the amount of \$59,564.01 from the General Fund, \$2,850 from the Capital Reserve Fund, \$70 from the Stormwater Improvement Fund and \$9,054.72 from the SAP&DC Fund for a total expenditure of \$71,538.73 was approved on the motion of Supervisor Worthing, seconded by Supervisor Smith followed by a 4-0 roll call vote.

A motion to authorize a \$20,000 operating transfer to the Stormwater Improvement Fund was made by Supervisor Winterstein, seconded by Supervisor Worthing followed by a 4-0 vote.

Next on the agenda was the Authorization to release the quarterly commitment of \$23,880.63 to the Intergovernmental Stormwater Committee. The motion was made by Supervisor Winterstein, seconded by Supervisor Worthing followed by a 4-0 vote.

The second quarter EIT transfer from the General Fund to the Capital Reserve Fund in the amount of \$49,643.76 was approved on the motion of Supervisor Smith, seconded by Supervisor Winterstein followed by a 4-0 vote.

New Business

A motion to Authorize Stiffler, McGraw and Associates to revise the 5th Street Park plans was made by Supervisor Worthing, seconded by Supervisor Smith followed by a 4-0 vote.

The last 500+/- feet of Igou Road is in poor condition. The motion was made to authorize applying for funds through the Dirt and Gravel Road Program to fund the repair was made by Supervisor Worthing, seconded by Supervisor Winterstein followed by a 4-0 vote.

The Building Inspector and Code Enforcement position has been posted for awhile now, and Manager Douglas Brown proposed the hiring of Shawn Wolfe who has worked as summer help for the past 3 summers and is also completing his internship this summer at the township as a good candidate. Mr. Wolfe would be hired on a part-time basis at the rate of \$21.35/hour from September through December. He would then transition to full time in January 2023. After Supervisor Winterstein asked Shawn a question about working with the public and how he would handle the pressure the motion to hire Shawn Wolfe for this position was made by Supervisor Worthing, seconded by Supervisor Smith followed by a 4-0 vote.

There was a motion to adopt Resolution #7-2022 authorizing the resubmission of a Sewage Facilities Planning Module for the installation of a small flow treatment facility for the property located at 714 Lower Riggles Gap Road to repair a malfunctioning septic system. The resubmission is due to the need for a hydrological study. The motion was made by Supervisor Smith, seconded by Supervisor Worthing followed by a 4-0 vote.

A motion to adopt Resolution #8-2022 for the Retirement Plan Restatement. In order to maintain the qualified status of the 401(a) plan the Plan must adopt certain amendments required by the IRS to ensure the Plan complies with all applicable laws. In order to adopt these amendments, the IRS requires that a new version of the plan documents, the "Plan Restatement" are adopted. The motion to adopt Resolution #8-2022 was made by Supervisor Smith, seconded by Supervisor Worthing followed by a 4-0 vote.

At the previous meeting Solicitor Pat Fanelli was authorized to draft and advertise an ordinance for the Antis Township Park and Recreation Facilities. There was a motion made to adopt the Ordinance #1-2022 for the Park Rules by Supervisor Worthing, seconded by Supervisor Winterstein followed by a 4-0 vote.

There was a motion to adopt Ordinance #2-2022 for the adoption of the Cable Franchise Agreement with Breezeline (formerly Atlantic Broadband) made by Supervisor Worthing, seconded by Supervisor Winterstein followed by a 4-0 vote.

Douglas Brown and Lori Del Biondo remarked on the current lack of dual control and cash handling procedures. In order to improve this, as currently more cash is being handled at the Township office due to the Compost fob sales, permits, pool passes, etc. they would like to purchase a Square payment system that will allow the Township to accept credit cards, but also offer a way to track and report on all transactions that run through the office. Square also communicates with Quickbooks which should make this a somewhat seamless process. The motion to approve the purchase and implementation of the Square POS system was made by Supervisor Worthing, seconded by Supervisor Smith followed by a 4-0 vote.

There was a motion to release the funds held in the budget (\$500) to the Community Picnic. This motion was made by Supervisor Worthing, seconded by Supervisor Winterstein followed by a 4-0 vote.

Earlier in July Supervisor Brian Kustaborder had offered his resignation to the Board of Supervisors due to a health issue. There was an agenda item to accept this resignation. However, in the weeks between the letter and this meeting Supervisor Kustaborder withdrew his resignation letter. The Board of Supervisors were more than happy to accept the withdrawal of the resignation letter. No action was required on the Agenda item.

Public Comment Period

There were no public comments.

Executive Session

After the public comment period the board recessed to discuss a personnel issue.

The meeting was the adjourned at 8:42 PM.

Submitted by: Douglas Brown