

Supervisors' Meeting

March 12, 2019



Call to Order – Meeting was called to order at 7:00 pm by Chairman Morrow. Also in attendance were Supervisors Hunsinger, Klinger, Carr. Supervisor Howell was absent.

Approve February minutes – A Klinger/Hunsinger motion was made to approve the minutes for the February meeting. Motion passed 4-0.

Executive Session – Supervisor Morrow announced that an executive session was held prior to the February meeting to discuss personnel issues. Additionally, an informational session was held on March 11 to meet with the road dust oil supplier to discuss pricing and availability.

Solicitor's Report – No report.

Police Report – Reported by Sergeant Traugh. See attached.

Zoning Officer's Report – Reported by Melissa Matthews. See attached.

Planning Commission Report – The Commission met to discuss the site plans for the warehouse. The square footage is proposed to be 552,000. The Township Engineer has done his initial review. Plans are available for review. The Planning Commission did not make a recommendation yet; it will be reviewed again next month. Ms. Matthews stated the MS4 BMP deadline was extended to April 25. There is a need to review the Township's Zoning Ordinance to make sure it's up-to-date on several topics. She is scheduling workshop meetings for ordinance reviews for June 27, July 30 and August 22. This would include examination of the cell tower regulations she mentioned last month.

Park Committee Report – Reported by Mary Ann Dalkiewicz. See attached.

Sewage Officer's Report – Not present.

Roadmaster's Report – The road crew has finished patching potholes on the paved roads and has now started on the dirt roads. This should take through the rest of next week to complete, weather permitting. Supervisor Klinger is waiting for a return phone call from the tree carver for the Park Committee. He will call again. Snow plowing and repair work continues as needed.

Emergency Management Coordinator's Report – Agenda item. See below.

Manager's Report – Mr. Sutton reported the Lowes tax appeal hearing will be May 1. The Chamber of Commerce bill for \$275 is included in this month's bills. He also gave the financial report. See attached.

Citizens' Comments:

Rev. Moore commended the office staff for their help this past month and the road crew. They don't just help with roads!

Judy Romansik complimented the road crew and voiced concerns about Pony Trail Drive and the new road that is being constructed for the new development. She is concerned that there is only one road going into the new section. She also questioned why the dump trucks are going through the Hunter's Chase neighborhood to get to Schoolhouse Road instead of turning right onto Pony Trail Dr and accessing Schoolhouse Road via Service Lane. Her neighbors have told her that they also travel all the way on Pony Trail Dr to Schoolhouse Rd which is dangerous on the narrow hill section. The road bonding for that project was discussed. Their bond requires them to go through the Hunter's Chase development because of the construction of those roads. The other section of Pony Trail Dr would not be able to take that traffic without major damage. They should not be going all the way down Pony Trail Dr to Schoolhouse Rd either. If they are on other roads or there is mud on the roads, call the Township and we can contact the contractor. Supervisor Klinger noted that trucks with local deliveries are excluded for the road bonding requirements.

Joe Carr stated that the plowing by his property has been better but that the curves on the sides of the road are holding four to six inches of water. Supervisor Klinger states he is waiting for things to dry up and then he plans to work in the ditches to get the water to the stream. Mr. Carr asked if he could be called the day the work is being done, Supervisor Klinger agreed.

Old Business:

1. **PMRS - DROP Approval to Advertise** – Mr. Sutton stated that the changes to allow transfers of time have been added and the ordinance is ready to be advertised. On a Carr/Klinger motion, authorization was given to advertise the changes to the PMRS plans including the addition of the DROP for enactment next month. Motion passed 4-0.
2. **Walmart/Lowes Appraisals** – Mr. Sutton provided the Board with the current appraised values for both properties, as well as the proposed values from both the County's appraiser and the stores' appraisers. The County's appraiser raised the value for each slightly while the stores' appraisers thought that the value for each store should be reduced by roughly half. As stated earlier, there will be a hearing at the courthouse on May 1 for the Lowes appeal. He understands that the judge usually settles somewhere in the middle.

New Business:

3. **Glenn Millard – Flood Buyout Question** – Mr. Millard of 33 Walnut St, asked the Board to consider participating in an elevation project in the upcoming round of grant programs. The Township has approval to buy his property in the current HMGP project, but he and his wife are having difficulty finding another suitable house to move to and would like the Board to consider applying to elevate his home. Mrs. Millard explained her reasoning for wanting the elevation. They have a quote from Dolittle Construction to raise their house and it is less than the cost to buy their house. Mrs. Bella explained some of the differences in funding between the buyout grants and the elevation grants. She was told by PEMA that the funding isn't usually 100% in an elevation project; there could be an out of pocket expense of 10%–25% of the cost of the project. Also, PEMA does not rate elevation projects as high as buyouts so they are not as likely to be awarded the grant money. It was noted that the Township is now buying elevated homes for demolition and flood waters are getting higher. Additionally, to even apply for the elevation grant, an elevation certificate needs to be done for the Millards' home. This can cost up to \$1,000. The Board agreed to apply for the Millard's home to be elevated as long as they provide the elevation certificate. The Millard's will withdraw their current acquisition application and submit applications for both an elevation and an acquisition for the grant program that is just beginning. The Millards agreed to pay the cost of the elevation certificate.
4. **Geisinger Athletic Trainer Presentation** – Gina Marotta an athletic trainer from Geisinger gave a presentation on a voluntary injury prevention program geared towards law enforcement. Geisinger would like the Hemlock Township Police to be involved in this Geisinger-funded pilot program. The specific details of this new program are still being determined. Involvement could help securing appointments with other departments, if needed. Mr. Sutton indicated that he believes the program would benefit our officers. He has a concern that if there is an injury to someone when they're working out for this program, can this become a worker's comp issue because the program is authorized by the Board. Geisinger's director of sports medicine was also present and she doesn't believe this would be an issue. In fact, they actively try to prevent injury by first conducting individual body screenings. Mr. Sutton questioned if the training would be on officers off time. That is the understanding. The program is designed to give recommendations on exercises, but each officer does the work-out on their own. Geisinger would like a minimum commitment time of six months to accurately analyze improvements. There is no contract that needs to be signed. Mr. Sutton has concerns that the protocol provided by Geisinger conflicts with the Township's Worker's Comp Policy. For the first ninety days of a worker's comp claim, injured employees can contact any physician on our approved list. Employees cannot be required to see Geisinger doctors. Geisinger said they can be adaptable. The concern with adding Geisinger to the list is that a patient doesn't always see the same medical professional over multiple visits. The Geisinger rep said she could help with this in the ortho department. On a Morrow/Klinger motion, the decision was made to proceed forward with the voluntary program. Motion carried 4-0.
5. **Brandon & Emma Noll Property Acquisition** – Mr. Sutton stated that Brandon and Emma Noll approached staff with a small strip of property they are interested in donating to the Township. The Nolls reside at 538 Drinker St and are applying for the current acquisition grant. They also own a small strip of vacant land along the creek and since it is not adjacent to their home is not applicable to be included in their grant application. The land is landlocked, the parcels between it and the street are owned by Rod Erwine. There is the possibility that the Fish & Boat Commission may be interested in the Erwine property to put in a boat launch but that the Nolls ownership of the strip along the creek could be a problem. Attorney Lewis stated that there is no need to have a title search performed. A

Carr/Klinger motion was made to accept the property if they pay for the deed preparation and recording fee. Motion passed 4-0.

6. **Employee Handbook** – Mr. Sutton stated that the handbook was last updated in 2014. He is proposing several new sections on communication devices, Township credit card use, and a chain of command structure. He also proposes a change to the distinction between a full-time and part-time employee. On a Hunsinger/Carr motion, the handbook was revised as per the manager’s recommendation. Motion passed 4-0.
7. **Resolution 03-12-2019 Emergency Operation Plan** – This will adopt the Columbia County Emergency Operation Plan as the Township’s plan. On a Hunsinger/Morrow motion, the county’s plan was adopted. Motion passed 4-0.
8. **Resolution 03-12-2019A – Bank Account- HMGP 4408 Buyout Account** – This resolution is required by First Columbia Bank to open a new checking account for the HMGP-4408 grant program. On a Morrow/Carr motion, the Board resolves to open this new bank account. Motion carries 4-0.
9. **Permit Fee Schedule Update** – The existing fee schedule has some discrepancies and some areas where the appropriate fees are unclear. Mrs. Matthews has prepared a copy presented to the Board with highlighted sections needing attention. Mrs. Matthews reviewed the needed changes with the Board. Most were to fix missing decimal points and the like. She is proposing to increase the fee for a zoning compliance letter to \$50.00 and decrease the seasonal camper fee to \$25. Attorney Lewis said this needs to be done by resolution. A clean copy with a resolution should be presented to the Board at the April meeting for approval. On a Carr/Morrow motion, Mrs. Matthews’ changes were approved and she was directed to present them with a resolution in April. Motion passed 4-0.
10. **Additional Engineering Firm** – Larson Design is currently listed as the Township’s alternate engineer. Office staff would like to add another firm to the list. Mrs. Matthews was directed to get fee schedules from three firms to review next month.

Other Business:

Mr. Sutton stated that Suez Water, while they are replacing the water line in Fernville, would like to use a Township owned lot for a stocking area for gravel and pipe. It is okay with FEMA. Suez would provide a liability certificate and a letter of use agreement. The Board questioned if Suez was willing to pay for this. The Board indicated that a \$1,000 donation to the Park Committee would be welcomed. They are to be off the lot prior to fair week.

Mr. Sutton presented a discussion list from Supervisor Howell since he couldn’t attend this meeting. Supervisor Howell would like to oversee the road crew. Regarding road oil, the newsletter mentioned that residents would bear all costs for road dust oil. Howell questions if this was a Board decision. Other Supervisors and audience members remember this being discussed at a meeting. Mr. Sutton stated he could answer Howell’s next question whether property owners could go to the contractor directly for road oil. Howell also asked if any tar/chip, oil/chip, dust oil and or paving would be done this year at Township expense. Can a list of roads not getting done be placed on the website so residents can check to see if they need to pay for dust oil? Supervisor Klinger stated that tar and chipping is planned for some paved roads, not dirt. Dust oil will be at the resident’s expense.

Supervisor Morrow presented Mrs. Bella with a plaque in recognition of her many years of service to the Township.

Supervisor Morrow was wished a happy birthday.

Approve Bills as Posted – On a Klinger/Hunsinger motion, bills as presented were approved. Motion passed 4-0.

Adjournment of Meeting – Meeting adjourned at 8:40 pm.

Respectfully submitted,

Michelle Jaske Bella
Asst. Township Manager