

## Supervisors' Meeting

December 8, 2020



Call to Order – Meeting was called to order at 7:00 by Chairman Morrow. In attendance were Supervisors Hunsinger, Klinger, Carr and Howell. Zoning Officer Melissa Matthews was not present. Meeting was held at the Buckhorn Fire Company. Supervisor Morrow stated there was an Executive Session regarding personnel issues prior to this meeting.

Approve November minutes – On a Howell/Klinger motion, minutes were approved. Motion passed 5-0.

Solicitor – No report.

Police – Reported by Sergeant Traugh. See attached.

Zoning Officer –. See attached report.

Planning Commission – No planning meeting was held in October.

Park Committee – Not present.

SEO – Not present

Roadmaster – Reported by Supervisor Klinger. See attached.

Emergency Management – No report.

Manager's Report: The police dept. has a line item for uniform and clothing allowance. Chief VanDine asked if their uniform allowance can be carried over to 2021. On a Hunsinger/Klinger motion, permission is given to have the uniform allowance carried over to 2021. Motion carried 5-0.

Chief VanDine requested the purchase of a License Plate Reader. Supervisor Morrow and Mr. Sutton had the opportunity to observe this in action. Very good tool for the police. An officer for another area came and showed how the reader works. It takes a picture of every license plate and if that plate is in the system, the alarm goes off. It reads the system from the State Police. This license needs to be verified. If there is a warrant for the person, the police can pursue the vehicle. The annual cost is \$2,300.00 for a five-year lease. Mr. Sutton asked if he can contact the company and see if we entered into a contract now and deferred payment until next year. This is because there is a price increase for 2021. On a Morrow/Hunsinger motion, permission was given to have Mr. Sutton contact the representative from the company. Supervisor Howell thinks we should defer until next year. Officer Traugh stated that this can be paid through the police donations which at this time is \$4,200.00. Supervisor Carr asked if this tool was easy to move from one vehicle to another and was told in only takes several minutes. Supervisor Morrow rescinded his previous motion. On a Morrow/Howell motion, permission is given to Mr. Sutton to negotiate the contract with Rekor Mobil License Plate and Vehicle Recognition. This will be funded by police donation money for the first year. Supervisor Carr asked where the line item is on the budget. Mr. Sutton will find out why this is not showing. Motion passed 5-0.

Mr. Sutton asked that we decide on a date for the supervisors' meetings for 2021. It was discussed at the last meeting to see if it can be changed to the second Tuesday of every month at 9:00 am. Supervisor Howell stated he heard from a few residents that would prefer it be kept in the evening. After further discussion, a Klinger/Morrow motion was made to change the time from 7pm to 9am on the second Tuesday of every month. If this does not work, it can always be changed back to 7pm. Meetings will continue to be held at the fire company. Motion passed 5-0. Supervisor Carr asked who will be in the office to answer the phones. Mr. Sutton stated he will ask Michelle Bella to fill in.

Mr. Sutton would like to move forward with the DCED grant for police and township ramp and update the restrooms. He requested that the Ladies Room become the handicapped accessible unisex bathroom and the Men's room become a closet. On a Morrow/Hunsinger motion, Mr. Sutton is directed to move forward with the DCED contract. Motion passed 5-0.

Mr. Sutton stated that Melissa Matthews requested to have the Ordinance Amendment Hearing on March 8, 2021 at 9:00 am. On a Morrow/Klinger motion, hearing will be scheduled at the time mentioned above, with the location to be determined. Motion passed 5-0.

Reservations for the PSATS conference need to be made in January. Supervisor Howell would like to attend, but at a less expensive hotel, if possible. On a Carr/Morrow motion, Supervisor can attend the conference and be the designated voter. His mileage and meals will be reimbursed. Motion passed 5-0.

We have an employee who is a reservist, and we need to clarify pay for military leave. Mr. Sutton said it is usual to pay the employee the difference between his military pay and his township pay for up to fifteen days. This needs to be an added section to the handbook. On a Hunsinger/Carr motion, Mr. Sutton is directed to update the handbook with this information. Motion passed 5-0.

Mr. Sutton read the financial report.

**Citizen's Comments:** None.

**Old Business:** None.

**New Business:**

1. **Resolution 12-08-2020 Tax Anticipation Note** – We applied for a \$100,000.00 tax anticipation note through First Columbia Bank and Trust. A resolution is required for this to be completed. On a Morrow/Hunsinger motion, Resolution 12-08-2020 approving tax anticipation note is accepted. Motion passed 5-0.
2. **Resolution 12-08-2020A Municipal Assistance Program** – Mr. Sutton asked permission to work on a grant for possibly 25,000.00 toward a new police vehicle through DCED. On a Carr/Klinger motion, Mr. Sutton is allowed to move forward with the grant application, Motion passed 5-0.
3. **DGK Insurance Renewal** – The renewal cost for our liability, bonds, auto insurance and professional insurances will increase \$1,595.00 for an annual cost of 30,694.00. Our insurance also covers the SWAT team insurance, but they reimburse the township. On a Klinger/Hunsinger motion, the township will continue using DGK for our insurance. Motion passed 5-0.

4. **Letter of Credit Partial Release Request** – Landmark Signature Homes has requested a reduction in their letter of credit for the property on School House Road. Our engineer recommended reducing the amount to \$103,925.80. On a Hunsinger/Carr motion, the letter of credit is reduced to the amount recommended by McTish & Kunkle Engineering. Motion passed 4-0 with Supervisor Morrow abstaining due to possible financial gain as a realtor.
5. **Junk Yard License Renewal** – Direkt Recovery, Frosty Valley Road, has submitted their application and annual fee for their Junkyard License. On a Morrow/Howell motion, license renewal is approved. Motion passed 5-0.

**Other Business:** None.

Supervisor Howell questioned why the road crew report did not have a bullet point list for the work that was going to be done in January. Supervisor Klinger stated there were a lot of trees down in the storm and that he has been out of work on vacation and sick time due to a medical procedure he had. Supervisor Morrow stated that he wants a list presented at the January meeting.

**Approve Bills as Posted** – Supervisor Howell had a question on the Harris Bank bill, and this was addressed. On a Howell/Klinger motion, the bills were approved as posted. Motion passed 5-0.

**Adjournment of Meeting** – Meeting adjourned at 7:45 pm.

Respectfully submitted,

Larina S. Kramer  
Township Secretary