

GENESEE TOWNSHIP
REGULAR MONTHLY MEETING

Minutes

April 14, 2020

The Genesee Township Supervisors held the Regular Monthly Meeting at the Genesee Township Building on April 14, 2020 beginning at 7:00pm via Facebook Live on the Genesee Township's Facebook page. Present were: Chairman Dann Thompson, Vice Chairman William Baker, Supervisor James Smoker, Secretary Ashlee Dreas, and Roadmaster Travis Miles.

CALLED TO ORDER@ 7:00p

PLEDGE OF ALLEGIANCE

ROLL CALL: Chairman Thompson- Present, Vice Chairman Baker- Present, Supervisor Smoker- Present, Secretary Dreas- Present, Roadmaster Miles- Present.

REVIEW & APPROVAL OF MINUTES: Regular Monthly Meeting held on February 11, 2020 – Supervisor Smoker motioned to approve meeting minutes, Vice Chairman Baker 2nd motion – unanimous – motion carried. Regular Monthly Meeting held on March 3, 2020 – Vice Chairman Baker motioned to approve meeting minutes, Supervisor Smoker 2nd motion – unanimous – motion carried.

PUBLIC COMMENT: See attached pages of Facebook comments during the live recording.

REPORTS:

Supervisors: Vice Chairman Bill Baker shared that he is still working on the PSATS Boot Camp which is online with webinar sessions. He stated that some of the information they're recommending he will discuss as new business. Chairman Thompson stated that the Board of Supervisors had two executives sessions in the month of March; one on March 16th to discuss about COVID-19 and adopted a Declaration of Disaster Emergency signed by the Board of Supervisors on March 18 2020 which was submitted to the Department of Emergency Services. The other executive session was held on March 25th where the Board of Supervisors met with the auditors to discuss the 2019 Audit and some of the issues that the auditors had. Supervisor Smoker believed that the issues are something that need to be addressed. Supervisor Smoker shared that as we all know, one of the auditors resigned last month and last year they had an issue completing the audit and the auditors stated that if the Township didn't get a new Quickbook's system they were going to quit. Supervisor Smoker stated that the Township upgraded to the new Quickbook's and had training but not all the issues were fixed. Supervisor Smoker suggested that the Township hire Joe Mitchell Bookkeeping to help train Secretary Dreas and point her in the right direction. Supervisor Smoker stated that Joe Mitchell charges \$35/hour to sit down and do training with him. Secretary Dreas shared that she had spoke to Diana would trained Kristine last year on Quickbooks and her fee is \$59/hour. Chairman Thompson agreed with Supervisor Smoker to hire Joe Mitchell to train Secretary Dreas on Quickbooks.

Roadmaster: We are back into the time of year when we are crazy busy, lots to do and the weather isn't as cooperative as it should be. But we are getting somewhere and we had quite a few good days. There were a lot of signs that were tipping over from the ground being so soft and the weird freeze cycles, so we went around fixing them and other sign problems. We put up a lot of street name signs where they were missing, we have more to do but we did a pretty big share of them. Being it's the rainy season we spent some time just clearing debris from ditches so the water can run free, and then spent time making sure the water was going where it's supposed to go. We took down all the snow fence. Took apart some of the snow removal equipment we probably won't be needing any more this season. We started patching some potholes and then came across a failing sluice pipe, so we got everything around and got that fixed. And repaired one on the other end of Dogtown Rd. We were able to finally finish getting the grader and roller ready to go. I did a couple webinars one was for the flood wall program and I don't believe the new changes will affect us to much sounds like the biggest change they are trying to make is getting more significant flood mitigation systems into a system that more effectively inspects them and the lower risk systems onto a schedule that doesn't detract from major systems. The other webinar was on corona virus and townships, which bill came over and watched that one as well. Got together with the supervisors one Monday afternoon so we could all be on the same page as to what needed to be accomplished and how to keep providing services. We spent some time this month making sure that employees are cross trained so that if/when we are absent for an extended period of time that all the bases are covered. In the month to come there is lots to be done at the top of our list is dealing with weather, potholes, and shoulders. These are the most pressing issues. We have a couple more sluice pipes that need to be replaced. Road side brush to cut back. And I think we will be able to store away the rest of the snow

the summer season we can just keep going. There are more signs to be fixed. Under the current state of things there are quite a few different ways we've had to adapt to keep going but we're still in it. The garbage has been pretty heavy but we aren't overwhelmed by it many of the residents use the service to start with so the major influx I think has been from spring cleaning. There are several people using it now that weren't previously, hopefully they get the transfer station situation figured out soon. But even once they do we will still be offering the same service as always. Some may have noticed that we are actually running ahead of schedule on the route now for the most part and it's due to not having to wait in line at the transfer station.

Secretary: Due to the Coronavirus (COVID-19), the Township office remains closed to the public until further notice. The auditors completed and submitted the 2019 audit to DCED on March 19, 2020. On March 26th the State Workers Compensation requested an audit that was performed by an employee from RLD Associates. They requested and received a payroll summary from 3/07/19-03/07/20 and the quarterly reports that are submitted to Federal, State, Local, and Unemployment Compensation. As of today, we have completed their audit and there has been no negative feedback on the documents provided. Now that the audit is complete, we have installed the new computer that has windows 10. We transferred all documents the documents and programs from the old computer using an external hard drive. All the documents and programs were transferred smoothly onto the new computer. The 2020 Aggregate and Fuel Bid Ad notices ran for three consecutive days for two weeks (3/11, 3/12, 3/13, 3/17/, 3/18, 3/19). For the aggregate bidding, there were packets sent to seven companies. All of which submitted a bid for 2020. The packet included: the bid ad notice and the forms the fill out and return with their bids.

Supervisor Smoker asked how much was spent on the auditors for their pay. Secretary Dreas stated that we spent a total of \$1807 for the three of them. Secretary Dreas shared that we had only budgeted \$1500 for auditor's wages but that was also based off the amount that was spent last year and only two auditors. This year we had appointed a third auditor.

Secretary Dreas sug gested the possibility of having a special meeting in July after the 2nd quarter and half year mark to go over the 2020 budget vs. actual to see where we stand and where the Township may need to cut back in order to stay within budget. Roadmaster Miles stated that one way the Township could cut corners and save would be to limit mowing to only once a month.

The board of supervisors agreed to hold a special meeting on April 21, 2020 at 4pm at the Township via Facebook live recording fort the public to watch to discuss any budget concerns for the 1st quarter of 2020 and the 2019 audit report.

Account Balances: as of 5/07/2020

General: \$42,580.98

State: \$171,938.91

Solid Waste: \$5.06

Act 13: \$32,262.65

Park General: \$5,578.91

Park Block/Building: \$3,356.20

Committees & Boards: Kris from the Library board stated that the library continues to remain closed. Roxan from the Park board stated that the park is closed until further notice.

NEW BUSINESS:

- 2020 Aggregate Bids. Bids awarded are: New Enterprise; 1A's delivered at \$19.60/ton, picked up at \$12.35/ton. IA Construction; 2A Limestone delivered at \$19.75/ton, picked up at \$8.50/ton. Earl Dean Inc; 2RC Gravel delivered at \$13.95/ton. Glenn O. Hawbaker; 2B's washed delivered at \$19.25/ton, picked up at \$11.00/ton, Course sand delivered at \$11.25/ton, delivered at \$3.00/ton. Greens Trucking; no bid awarded. Villager Construction; crushing delivered at \$6.25/ton and picked up at \$5.25/ton.
- 2020 Fuel Bids. Shorts Oil was awarded Ultra Low Sulfur Diesel at \$1.305/gallon and 87 Octane No-lead Gas at \$.635/gallon. Chairman Thompson motioned, Supervisor Smoker 2nd motion – unanimous – motion carried.
- Letter from Pennsylvania Sewage Facilities Act stating that municipalities are required to employ at least one Sewage Enforcement Officer (SEO) and at least one alternate SEO. Nominate and appoint an alternate SEO. Chairman Thompson nominated Terry Meyers, Supervisor Smoker 2nd motion – unanimous – motion carried.
- Approve Auditor's Report Ad to be submitted to the Potter Leader. Chairman Thompson motioned to approve, Supervisor Smoker 2nd motion – unanimous – motion carried.
- Joe Mitchell Bookkeeping & Accounting for Quicbooks training for Secretary Dreas. – Chairman Thompson motioned to approve the hire of Joe Mitchell at \$35/hour, Supervisor Smoker 2nd motion – unanimous – motion carried.
- Vice Chairman Baker suggested to set limits for purchases that would require a meeting to approve. – tabled.

ACTION ITEM and/or NOTICE CORRESPONDENCES:


- Resignation letter from Kimberly Palmatier as an elected auditor (4yr term). Chairman Thompson nominated to accept, Vice Chairman Baker 2nd motion – unanimous – motion carried.
- Declaration of Disaster Emergency signed by Board of Supervisors on March 18, 2020.
- Letter from Potter County Solid Waste stating they will re-open April 21, 2020 with new rules of operation.

REVIEW & APPROVAL:

Review and Approval of financial bills that come due: Supervisor Smoker motioned that Secretary/Treasurer Dreas to complete reports and pay bills that come due, Vice Chairman Baker 2nd motion – unanimous – motion carried

Meeting Adjourned at 8:45pm

Respectfully Submitted



Ashlee M. Dreas
Secretary/ Treasurer

April Meeting Minutes (Facebook Live)

Genesee Township Office · 26:19 i'll ask this right after the bids mark

Genesee Township Office · 8:17 is that better

Kristine Milkeris-Smith · 4:46 Compliments to figuring something out

Kristine Milkeris-Smith · 1:24:11 Park monies included in auditors report weren't specific in township budget, they have their own, but township must report them. So their purchases would make it appear "over budget" in auditors report

Mark Buffington · 1:37:42 Unbelievable! You don't have to block me Im leaving and I'll see what I can do to help you out in the interim.

Mark Buffington · 48:29 Towns all over the country come up with their own plan of action like what we submitted. Can I get a copy of that please? mbuff68@gmail.com

Mark Buffington · 58:39 Training expenses. Is there a reason we can't go back to hand written record keeping? No training necessary in regards to the record keeping and never ending updates in software, etc. Scan and put in an folder?

Mark Buffington · 1:19:49 \$160,000 over budget. That wasn't caused by tax payers is was caused by inability to manage. You catch it up and stop taking services from tax payers your employers.

Mark Buffington · 1:11:45 Why do none of you seem to know how to keep a budget? It's kind of a big deal? If people can't pay their real estate taxes what makes you think they can pay anything else? It's not the tax payers fault we can't manage. Im not trying to be rude but if people can't pay because they aren't working what good is an collection agency other than another added expense we don't need.

Sandra Brubaker Baker · 9:53 I understood that Diane# part of her fee she would help with the training And there would not be additional fee

Mark Buffington · 1:25:52 Collection agencies don't work for free Dan? They normally charge a percentage or fee and your still not going to get your money. Discuss the numbers on your time lets figure out how to fix this and move forward. If quick books is so easy how did we get to this point?

Kristine Milkeris-Smith · 1:19:56 The budget report from QuickBooks would give the exact overage of expenses

Kristine Milkeris-Smith · 1:16:35 Any quorum gathering of board for Budget/expense review would need to be open to the public.

Mark Buffington · 33:14 Do any of you ever question the governors mandates? Is there really a reason to close all things paid for by the tax payers for zero cases of covid-19m in our community? Especially after having no cases to date?

Christine Bacon Moser · 1:39:24 Think of people who work when setting a meeting

Roxan Thompson · 31:52 That would be for the cost of a brick

Susan Valentine · 2:37 I have no sound and no movement.

Susan Valentine · 16:22 It's good now -- last few minutes. Thanks.

Roxan Thompson · 30:20 Deposit the check and then write a check out to the park directly

Christine Bacon Moser · 35:09 We receive state aid Mark and are under the state we have to follow what we are told or lose our funding and we can't do that.

Sandra Brubaker Baker · 10:14 So basically training cost was already paid

Christine Bacon Moser · 28:49 The library continues to be closed under Gov orders

Mark Buffington · 1:41:48 Put the meeting on facebook please?

Susan Valentine · 8:17 It was. Now nothing again.

Christine Bacon Moser · 32:02 Aren't there 3 sizes

Sarah Inzana · 28:58 Billy Said no building permit report

Mark Buffington · 1:42:29 Were will it be advertised?

Mark Buffington · 1:44:56 Thank you.

Susan Valentine · 2:37 Lost you.

Roxan Thompson · 28:41 Park is closed until further notice

Mark Buffington · 1:43:08 Pick me? Pick me?

Mark Buffington · 35:40 I said question?

Peter Knights 0:00 Naughty

Mark Buffington · 1:32:32 How do you know ha ha?

Mark Buffington · 50:19 Thanks

[Mark Buffington](#) · 1:38:09 Ask Kristine?

[Mark Buffington](#) · 35:11 Ok thanks