

GENESEE TOWNSHIP
REGULAR MONTHLY MEETING

Minutes

May 12, 2020

The Genesee Township Supervisors held the Regular Monthly Meeting at the Genesee Township Building on May 12, 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, Roadmaster Travis Miles, and Tax Collector Denise Elliott.

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 April 14, 2020 – Supervisor Smoker motioned to approve meeting minutes, Vice Chairman Baker 2nd motion – unanimous – motion carried.

PUBLIC COMMENT: None.

REPORTS:

Supervisors: Vice Chairman Bill Baker discussion on the Town Hall meeting that any/all Township Supervisors were welcomed to attend via live webinar through PSATS discussing finance issues/concerns and their recommendations (see new business for comments). Chairman Thompson stated that there was a special meeting held that he will let Secretary Dreas discuss further.

Roadmaster: Over the past month we have been making a little headway on the roads, getting some grading done and changing out sluice pipes. We got another pipe changed on Dogtown and Rag-hill. Cleaned a bunch of them out. Found another one that is failing on Smoker Rd. We started out scuffing out potholes on all the roads as we come to really bad spots and the weather cooperates, we've just gone ahead and done some full on grading. Unfortunately, the weather hasn't been very cooperative. We have finished dismantling the snow removal equipment. And have gotten set back up to make some more head walls. Also, with the weather have had a bunch of debris to clean up along the roads. So we try to take the time to get some extra future pieces while we are there. In the month to come we will continue replacing bad pipes as they pop up. And we will get grading under full swing, this will be our primary objective. And there will always be more potholes here and there as we progress along to be filled. We will get our head walls poured this week and are planning to raise the floor in the recycling center when we do it with the overrun concrete. The water there has been a problem for awhile and most of the floor in there is lower than the driveway and yard around it, so raising it a little should help out a bunch. Thank you and here's hoping it stops snowing soon.

Supervisor Smoker asked Roadmaster Miles when his annual review is. Supervisor Smoker stated that in the 2020 Organizational meeting the Board of Supervisors did not set the wages for Roadmaster, that they were going to wait to do the annual evaluation review and set wages then. Supervisor Smoker asked if we needed to have an executive session to complete Roadmaster Miles' annual evaluation review. Chairman Thompson agreed. Chairman Thompson motioned to have an executive session following the regular monthly meeting to discuss Roadmaster Miles' annual evaluation review, Supervisor Smoker 2nd motion – unanimous – motion carried. Supervisor Smoker asked about trash at the Potter County Solid Waste Authority. Roadmaster Miles stated that throughout the week you can have trash in cans and unload by yourself and on Saturday is bagged only trash.

Secretary: Month in review: There was a special meeting held by the board of supervisors on April 21, 2020 to discuss 2020 1st Quarter and 2019 Budget vs. Actual reports for all accounts as well as the 2019 Audit report. The meeting was recorded on Facebook on the Genesee Township's Facebook page. Sandy Baker sat in as one of the auditors to answer any questions if need be. The 2019 Audit summary report ad was submitted to the Potter Leader and ran in the newspaper on April 30th. County Aid for rock salt and sluice pipe that was submitted was and approved and sent to the Township email on April 22nd. We received the requested finance documents from the Fire Department on April 20th, thank you to the Fire Department. The 2020 Aggregate and Fuel Bid results have been posted on the Township's website and Facebook. Quarterly reports for the 1st quarter were completed and submitted on April 27th. February and March meeting minutes are now available on the Township's website. Monthly meeting minutes will be posted every month once approved by the board of supervisors. Potter County Solid Waste is closed on Monday May 25th in observance for

Memorial Day, so trash pick up for the Township will be on Tuesday May 26th. The Township received a building permit request for 2070 Dogtown Road for a house, garage, deck, and pool that was approved.

Account Balances: as of 5/07/2020

General: \$29717.94
State: \$159,976.49
Solid Waste: \$5.06
Act 13: \$32,385.20
Park General: \$8,082.88
Park Block/Building: \$3,406.20

The park account balances were provided by the park Secretary/Treasurer Roxan Thompson.

Committees & Boards:

NEW BUSINESS:

- Amend 2020 Aggregate Bid results to reflect IA Construction's error in their bid for 2A Limestone; no bid will be awarded to IA Construction with this correction. Green's Trucking LLC was the next lowest bid and will be awarded the bid.

- Discussion regarding public access to the Township Office now that Potter County is in yellow phase. Chairman Thompson recommends to have Township stay the same; closed for public access and remain recording for regular monthly meetings. Vice Chairman Baker and Supervisor Smoker agreed.

- Resolution #1 of 2020; Extending the discount period for the payment of real estate taxes to August 31, 2020 and waive any fee or penalty if paid in full by December 31, 2020. Tax Collector Denise Elliott stated that the Potter County Board of Commissioners have not made a motion to adopt the resolution. She stated that 2/3 of the real estate property taxes collected go to the county, 1/3 of it goes to the Township. Denise also stated that the Township's portions is around \$57,000 a year and she has already collected \$47,000 of that. She shared that she would only save \$7.87 in penalty fees for the remainder of the amount to be collected if the Township were to adopt this resolution. She stated that her gross wages would also be cut. Denise shared her opinion that the only way to correctly proceed with the resolution would be she would the real estate property taxes as is and the Township Secretary would send refund checks to the resident's that already paid. Chairman Thompson motioned not to adopt the resolution, Supervisor Smother 2nd motion – unanimous – motion carried.

- Vice Chairman Bill Baker discussion on the Town Hall meeting on April 30, 2020 that any/all Township Supervisors were welcomed to attend via live webinar through PSATS (Pennsylvania State Association of Township Supervisors) discussing finance issues/concerns and their recommendations. He stated that PSATS and DCED (Department of Community and Economic Development) lead the meeting. He shared that PSATS and DCED stated that every Township in the State is going to be impacted by the COVID-19, not just some. Vice Chairman Baker stated that PSATS and DCED recommends that our expenditures work with budget reductions, they are recommending that whatever revenue we have budgeted for the rest of the year we cut that by 10%. Supervisor Smoker asked if this is for the carry-over or for the rest of the year. Vice Chairman Baker stated its for the remainder of the year. Vice Chairman Baker shared that PSATS and DCED are already counting on 2nd Quarter losses (April, May, and June) and possibly losses into the 3rd Quarter. PSATS and DCED are figuring up to a 6% loss in Earned Income Credit, Fines are up to 25% reduction, and overall Township budget loss of up to 11%. Vice Chairman Backer stated that for the 2021 budget, we need to have a close to accurate carry-over and that we may need to do an operational loan. Secretary Dreas suggested having a budget meeting in July to discuss where we're at for the first half of 2020 and where we may need to make budget cuts for the remainder of the year. Vice Chairman Baker stated that next year's budget losses for income can be 20-25% less than what was received this year.

ACTION ITEM and/or NOTICE CORRESPONDENCES:

- Township received three RTK requests this month. Secretary Dreas stated that two of the three requests have been denied and are in the appeal process, and the third one will have all the requested documents within the 30 day extension due date.

- Township received an updated 911 report from Department of Emergency Services on May 5th. Secretary Dreas stated that the updated copy is in the 911 binder in the office.

- Governor Wolf's Guidance for Businesses permitted to operate during the COVID-19 Disaster Emergency to ensure the safety and health of employees and the public that was released on May 5th. Secretary Dreas stated that there is a copy of this uploaded on the Genesee Township's website for the residents to view.

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, Chairman Thompson 2nd motion – unanimous – motion carried. Supervisor Smoker asked regarding the Whitney Hill Loan and the payments. Secretary Dreas stated that the first couple months of the year, the bill received from First Citizens was interest only. Secretary Dreas stated that she went through some documents and found a spreadsheet that Kristine started working on with formulas and what to pay for principle and interest. The formulas to calculate this were given to her directly from the bank. Secretary Dreas stated that the way the payments are calculated for the remainder of the year, we will be under the budgeted amount by \$687.12 and have the load paid off by December 31, 2020.

Meeting Adjourned at 7:37pm

Respectfully Submitted

Ashlee M. Dreas
Secretary/ Treasurer