

**GENESEE TOWNSHIP
REGULAR MONTHLY MEETING
Minutes**

June 9, 2020

The Genesee Township Supervisors held the Regular Monthly Meeting at the Genesee Township Building on June 9, 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@ 7:03pm

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 May 12, 2020 – Supervisor Smoker motioned to approve meeting minutes, Vice Chairman Baker 2nd motion – unanimous – motion carried.

PUBLIC COMMENT: None.

REPORTS:

Supervisors: Chairman Thompson shared that the Board of Supervisors held an executive session that immediately followed the May regular monthly meeting that was held on May 12, 2020. The executive session was regarding personnel and evaluations.

Roadmaster: In the past month we have been hitting the roads hard. We have covered a lot of ground with the grader, we started on bad roads and did full grading as the weather permitted, then rolled straight into grading. We are now done on the north side and are working our way south. It should go by fast as we have a lot of roads finished. We filled in a bunch of potholes and were able to get to the Smoker Road pipe installed. In the month to come we will continue to do more grading. We can start the Kinney Road pipe, although I am not certain we will be able to get to it. We have not done the headwalls for it yet, and Villager may show up and tie up a week of our time. We will probably start mowing roadsides, and we have more potholes to fill along with shoulders. We are going to be terribly busy that is for sure. We have some work to do in the pit to get ready for crushing. Should not take long. Hopefully we will be able to build the headwalls for Kinney Road pipe, but only time will tell, due to the weather being so dry, we need to finish grading.

Secretary Dreas shared that Jay had mowed the park and ball field recently. Roadmaster Travis stated that the park did a good job at getting the park opened and going. Chairman Thompson stated that there were water lines that had to be repaired due to being broken. Supervisor Smoker asked if the permits and everything for Kinney Road pipe were good to go. Roadmaster Travis stated that everything is ready to go as of June 15, that is when the restrictions are up, and we can replace it. He said that he filled up the water tank down there and was almost able to get ahead of it with a two-inch pump, so a couple a dry days like we have had and the pipe should go smoothly. Chairman Thompson asked Roadmaster Travis that if he can not get to replacing the pipe this month then will it be on next month's agenda. Roadmaster Travis stated that the only thing that will stop them from replacing the pipe is Villager coming in with whatever their schedule looks like and will tie us up for a better part of a week.

Supervisor Smoker asked if Roadmaster Travis had gotten the go ahead from the gravel pit owner. Travis stated he spoke to the owner and everything is good, except he wanted to change the way we were paying him by shortening the intervals up.

Secretary: Month in review: Secretary Dreas stated that she updated the Township's website with the update Park Board reservation being changed to Sue Ransom and her phone number. The township has received a lot of phone calls regarding park reservations that have been redirected to Sue Ransom. The Township received an electronic deposit from the Commonwealth of Pennsylvania in the amount of \$566.06 on June 1st for State Police Fines. On May 12th I submitted the approved budget plan for 2019 to the ACT 13 report, which is used to determine the amount of impact fees distributed to the Township. On May 13th, the PURTA (Public Utility Realty Tax Act) Report was filed. Currently am working on prepping for the 2nd half of year budgets and where we are at. I received the bank statements on June 8th, so the bank reconciliations will be completed this week. Potter County Solid Waste Facility will be closed Friday July 3rd and Saturday July 4th in observance for Independence Day. The Township will be closed to observe the holiday on Thursday July 2nd. Trash pick up will be its normal scheduled day on Monday July 6th.

Supervisor Smoker asked Secretary Dreas if we had to submit something for the Impact Fund. Secretary Dreas stated that once a year you must submit a report and it is what our approved budget plan was for the previous year. So, this year we had to submit the budget plan for the year 2019. Secretary also shared that according to previous history, around August is when the Township should receive the impact fund.

Chairman Thompson shared that he had read the census helps determine the amount the Township receives in Liquid Fuels funding. So he would like to state that it is critical that all the residents fill out the census form that was mailed to them and send back to the census bureau so that the Township can receive what funds we are entitled to.

Chairman Thompson thanked Secretary Dreas, in return she stated you are welcome.

Account Balances: as of 6/8/2020

General: \$59,424.70

State: \$148,731.49

Solid Waste: \$5.06

Act 13: \$32,457.32

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: Secretary Dreas shared that the Library opened June 1st with curbside service.

NEW BUSINESS:

- Roadmaster Travis Miles compensation wages based on anniversary month being in May and evaluation review that was held at an executive meeting immediately following May 12, 2020 Regular Monthly Meeting. – Chairman Thompson stated that at the executive session held on May 12th the Board of Supervisors discussed Roadmaster Travis' salary and benefits for his annual review. Roadmaster Travis' anniversary date is May 25th. Chairman Thompson shared that because of the issues the state is facing due to COVID-19 and less the possibility of less amount being received next year in liquid fuels that the Board of Supervisors discussed with Roadmaster Travis that instead of a pay increase that he would normally receive, that Roadmaster Travis be allowed to use the Township pick-up truck for transportation to and from work. Due to Travis living on a Township road and he does check the roads many mornings before work, it is one incentive that we can give to him without costing the Township too much money. Supervisor Smoker asked Roadmaster Travis what his current wages are, Secretary Dreas stated \$18.74/hr. Secretary Dreas stated that according to the 2019 PSATS Pay Salary summary sheet, the wages for Roadmaster full-time position at a medium rate is \$21.14/hr. Chairman Thompson also stated that with the use of the pick-up truck for transportation the Board of Supervisors would also like to give Roadmaster Travis a 1.4% pay increase, raising it to \$19/hr. Chairman Thompson shared that he feels that Travis is worth every bit of that, that he pretty runs the roads and that Travis and Ashlee do not call on the Board of Supervisors too often for any information, that they handle it and believes it is the least they can do for him and still saving the Township without too much excess cost. Chairman Thompson motioned that Roadmaster Travis

receive the 1.4% pay increase and use of the pick-up truck for transportation to and from the Township, Supervisor Smoker 2nd motion – unanimous – motion carried.

- Approve volunteer Real Estate tax rebate for Volunteer Fire Department members that are eligible and meet criteria. – Chairman Thompson stated that two volunteer members met the criteria. Supervisor Smoker motioned to approve the two volunteer members that meet the criteria, Vice Chairman Baker 2nd motion – unanimous – motion carried.

- Letter to residents regarding delinquent Solid Waste Accounts. – Chairman Thompson stated that Ashlee has gone through the list of all property owners that owe a balance and the total amount owed to Township for these delinquent accounts is \$12,661.57. Chairman Thompson shared that Secretary Ashlee has drafted a letter to the property owners that have a balance with a payment plan and invoice. Supervisor Smoker stated that the Board of Supervisors had been discussing the collection of these accounts for some time now but until now, have never put anything into action.

- COVID-19 Yellow to Green Phase guidance. – Chairman Thompson stated that the Board of Supervisors are planning on having the July regular monthly meeting held open to the public at the Township building on July 14th at 7pm. Board of Supervisors stated that the office remains closed to the public to limit the traffic into the Township office and to use the drop box located on the Township Building door for any documents or letters that need to be submitted to the office. Chairman Thompson motioned approval of this, Vice Chairman Baker 2nd motion – unanimous – motion carried.

- Budget workshop-special meeting to discuss the half-way mark for the 2020 budget for all accounts. Chairman Thompson suggested to have the special meeting prior to the July regular monthly meeting to be held on July 14th. The special meeting will be at 5:30pm with the regular monthly meeting to immediately follow at 7pm. Chairman Thompson motioned, Vice Chairman Baker 2nd motion – unanimous – motion carried.

- Building Permit Application for Rick and Karen Fry's off the grid, no electric or septic cabin. Vice Chairman Baker motioned for approval, Chairman Thompson 2nd motion – unanimous – motion carried.

- PSATS Virtual Conference Workshops. Chairman Thompson stated that the virtual conference workshop which replaced the Hershey Conference that was cancelled in May and we had already budgeted funds for the conference. The virtual conference is saving the Township over \$100. Chairman Thompson motioned to approve the purchase, Vice Chairman Baker 2nd motion – unanimous – motion carried.

Vice Chairman Baker shared that the Governor is pushing for a bill that would require each Township to have a police force. This would each resident \$88 for a total cost of the all the Township residents to be \$68,000.

ACTION ITEM and/or NOTICE CORRESPONDENCES:

- Two of the three RTK requests received last month are now in the mediation process. The Third request was granted, and all the requested documents were submitted to the individual. – FYI only.

- Potter County Board of Commissioner's letter regarding the opening of the Community Development Block Grant COVID Response. – FYI only.

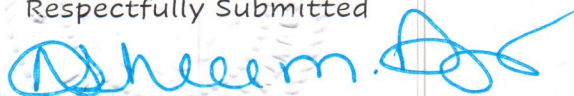
- Letter from ACORN Markets Inc regarding feral cats near the store in town. – Tabled until Secretary Dreas can contact the Game Commissioner for further guidance.

REVIEW & APPROVAL:

Review and Approval of financial bills that come due: Chairman Thompson motioned to approve Secretary Dreas to pay and/all bills that come due, Supervisor Smoker 2nd motion – unanimous – motion carried.

Meeting Adjourned at 7:55pm

Respectfully Submitted



Ashlee M. Dreas
Secretary/ Treasurer