# GENESEE TOWNSHIP

# REGULAR MONTHLY MEETING

# Minutes

# July 14, 2020

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The Genesee Township Supervisors held the Regular Monthly Meeting at the Genesee Township Building on July 14, 2020 beginning at 7:00pm. Present were: Chairman Dann Thompson, Vice Chairman William Baker, Supervisor James Smoker, Secretary Ashlee Dreas and Roadmaster Travis Miles. Visitors were: Ruth Davis, Dennis Matteson Sr., Sandra Baker, and Susan Valentine.

**CALLED TO ORDER@ 7:06pm**

**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 June 9, 2020 – Supervisor Smoker motioned to approve meeting minutes, Vice Chairman Baker 2nd motion – unanimous – motion carried.

**PUBLIC COMMENT:** Susan Valentine shared her concern regarding ATV’s. She asked if the Township received any funds for making our roads accessible for ATV travel. Chairman Thompson stated that all the Township received from the Department of Conservation and Natural Resources (DCNR) was signs for the roads at no cost and where to put them and help install them. Roadmaster Miles stated that the Township explained where we wanted the signs and DCNR installed them. Susan asked if there has been any kind of follow up to see if the ranging flux of money for the Township merchants has occurred. Chairman Thompson stated that he is not aware of any follow up. Susan then stated that she would like to make a formal complaint. She stated that ATV traffic has been exceptionally heavy especially on the weekends and Holidays are atrocious. She stated that Saturday 4th of July weekend her neighbor counted over 100 ATV’s going in one direction, that same day she counted 43 ATV’s in a two-hour period. She stated that the dust, which was not treated until after the Holiday, made it difficult to see. She also shared that she nearly had a head on collision with an ATV due to all the dust being in the air from the multiple ATV’s from being on the road that day. She stated that the ATV’s were driving way too fast for the conditions. She stated that she would like the Board of Supervisors to look into how we can enforce ATV riders to follow the rules of riding on the roads. She then read a listing of what actions while riding ATV permitted receiving a fine according to the DCNR site. Chairman Thompson asked Susan Valentine to fill out an official complaint form for the Township to have for our records. Chairman Thompson said that we will look into it for further discussion.

Ruth Davis shared that according to this year’s budget you are projecting garbage sticker sales of at least $24,000 from those of our township who participate in weekly garbage pick-up. You have shown budget expenses of $14,800, $6,800 for wages and $8,000 tipping fees. This leaves a total of $9,200 in our Solid Waste Fund. Based on this, many in our township would like to request that clean-up days be reinstated now. Many of our surrounding townships have had their clean-up days already. Galeton just completed theirs and paid just over $2,300 in tipping fees. We could cover this tipping fee and any additional expenses (wages, containers, etc) with this $9,200 overage in the Solid Waste Fund. She states that she’s sure there will be other expenses to be paid against this $9,200 excess which are not shown in our 2020 budget. However, we have no way of knowing this since Solid Waste is no longer shown on the Township Monthly Financials. Also, we no long see the monthly Profit & Loss which had been available at our meetings until about a year ago. I believe both should be reinstated so that we know how our township is doing. Perhaps the second increase in garbage stickers from $2.50 to $3.00 isn’t needed. At $2.50 per sticker our total revenue would be $20,000, more than enough to cover all expenses and still have clean-up days each year. Chairman Thompson asked to have a copy of the letter that Ruth Davis just read from. A copy was provided to the Board of Supervisor as well as the Secretary/Treasurer. Secretary Dreas stated that she can start printing out the Profit & Loss reports for each account and have available at the monthly meetings. Vice Chairman Baker stated that he does not have an issue with having clean-up days. Chairman Thompson shared that he is not a fan of clean-up days due to residents abusing it, by saving up their trash for clean-up days and having multiple trips to the dumpster. Sandy Baker suggested having a limit for clean-up days, i.e. residents only be allowed to make one trip to the dumpster. Supervisor Smoker stated that when the Board of Supervisors had the 2020 budget workshop there was not a surplus amount of money from garbage sticker sales. Secretary Dreas stated she would print out a comparison of last year and this year to show where exactly the income from garbage sticker sales is going. Ruth Davis shared her opinion that the garbage sticker sales is considered a special service, so the extra money from sticker sales should not be used for whatever the township sees fit in the General Fund. Chairman Thompson stated that the Board of Supervisors had already spoke to our solicitor a couple years back. Since the sticker sales is not a mandatory service unlike the yearly garbage fee that was eliminated in 2017; that it is not considered a special service. Chairman Thompson asked Secretary Dreas to look into this further.

**REPORTS:**

***Supervisors:*** Chairman Thompson stated that the Board of Supervisors held an executive session on June 25th to discuss the personnel policy. He shared that a copy of the personnel policy is located in the office with Secretary Dreas. Chairman Thompson asked Roadmaster Miles to have the roadcrew be more proactive wearing hard hats and implementing the wear of it for safety concerns. Vice Chairman suggested having all employees review the personnel policy annually and sign stating they reviewed it and are fully aware of the policy. Secretary Dreas stated that in the current personnel policy for the Holiday observance day it states that if the Holiday falls on a Saturday the Township will observe it on Friday and if it falls on a Sunday then the Township will observe it on Monday. The roadcrew and secretary currently work Monday-Thursday, so the policy needs to be adjusted to reflect that if a Holiday falls on a Saturday that the Township will observe it on Thursday.

\* Supervisor Smoker brought a letter and map of the subdivision of Smoker Road and Dogtown Road that needed to be signed by the Board of Supervisors and Secretary Dreas.

\* Chairman Thompson shared that Dominion completed the water wells inspection. They found contaminated water in the pond. Local resident’s that were affected were provided wells. Dominion did excavate the area of contamination.

***Roadmaster*:** In the last month we have been going right along checking things off the list. We finished spring grading, finally. Then we followed that up with a couple days of applying dust control to all of the roads that hadn't been done yet. We got the vegetation cleared from the flood wall and holes all filled in, I haven't heard anything yet on this year’s inspection but we are ready for it whenever they decide to do it. We also got the big pipe done on Kinney Rd. that has been failing for a while replaced. We did it in one day to minimize impact on local traffic and save us the headache of doing a long drawn out project. It went fairly well, we weren't as prepped as we wanted to be but were pretty sure we could pull it off. I appreciate the crew that we have for the extra time and effort to make it happen. We've had a few nights where the wind has picked up, so we had to go out and pick up some debris from roads and ditches. We even got a couple scoops of cold patch in potholes on Shongo St. and Grover Hollow Rd. Tonight we had a budget checkup and review 2nd quarter. In the month to come we will be cleaning ditches, as there are many rds. That need it. Filling shoulders, recent rainstorms have done a number on the areas that needed it before, now they really need it. And getting rolling with roadside mowing, it’s getting latter than usual, we generally start by mowing to help with community days parade line up, now starting later the grass should grow considerably slower. Also, since it's generally a rainy day project and we've had more important irons in the fire to contend with. I haven't heard back yet from Villager on an updated time frame for crushing but hopefully we get that in too. Tomorrow we are attending a stream crossing workshop put on by the Potter county conservation district.

Roadmaster Miles shared that DEP will conduct the floodwall inspection on August 18th.

***Secretary***: All 66 Delinquent Solid Waste accounts were mailed to the property owner(s) with the letter signed by the Board of Supervisors, a payment plan agreement, and a copy of their balance report. So far the Township has; received payments totaling $975, corrected a customer balance to now be paid with the documented proof that was provided by the property owner proving the bill was paid and received by the Township office in March 2017, and corrected a balance for a property owner whose home was burnt in 2015, so 2016 & 2017 statement charges were removed for their account balance. The Township office received COVID-19 informational guidelines on PA’s reopening phase that are now posted in the Township building and on the website. This also included a budget code revenue of possible loss percentages due to the virus for the remaining of 2020. I have been working on updating the Township’s website page to include building/demolition applications with a list of the current process & fees. The Township’s Municipal Pension Specialists Thomas Anderson & Associates Inc. requested W2 earnings for full-time employees for the 1st half of 2020 for the 2021 Municipal Budget Information due to their office by July 10th, the requested documents were submitted June 29th. Township received a check for ACT 13 for the Marcellus Shale Impact on July 1st in the amount of $9,789.48. Joel Long from Pennsylvania Department of Audit General contacted me on July 6th to start the Liquid Fuels Audit for the years 2018 and 2019. I have already started working on certain invoices for checks for those years as well as sent all the bank statements. The Township received one building permit application and two demolition permit applications which have all been approved and sent back to the applicants. I am currently working on a Secretary/Treasurer continuity book which includes instructions for specific tasks in QuickBooks and the process & procedures on any/all reports due throughout the year.

**Account Balances as of 7/08/20:**
**General:** $46,505.78

**State:** $145,221.73

**Impact Fund:** $42,322.28

**Solid Waste:** $980.06

**Park General:** $9,315.26

**Park Building:** $3,406.20

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

**Officers/Boards/Committees**:

UNFINISHED BUSINESS:

* Letter from ACORN Markets Inc regarding feral cats near the store in town-Game Commissioner stated to contact the local dog warden, local dog warden stated anything dealing with feline must contact the local humane officer. Potter County does not have on only Tioga County (Animal Care Sanctuary) and McKean County (SPCA). ACORN is still requesting the help of the Board of Supervisors to resolve the issue of residents feeding the cats which is causing more cats to come around and cause problems for the store. - The Board of Supervisors were in an agreement that the Township has no authority when it comes to this matter. Chairman Thompson Suggested to Secretary Dreas that she create a letter and post on the Township’s website and Facebook page advising residents not to feed the feral cats in the area, that it is only compounding the issue.

NEW BUSINESS:

* Anonymous complaint/concern regarding an electric fence beside the trestle creek bed, where residents, to include many children swim at and is dangerous. - Chairman Thompson stated that the Township has no authority to tell a home owner what they can/can not have on their property. He asked Secretary Dreas to look at DEP’s GIS mapping to see where exactly the property line ends to verify that the electric fence is in fact on the property owners land.
* Anonymous complaint regarding a pavilion and small home/shed that was built in the campground area on wintergreen road that did not submit a building permit. -Chairman Thompson suggested to contact ERB Inspections to investigate the situation. Supervisor Smoker motioned to contact ERB Inspections, Vice Chairman Baker 2nd motion – unanimous – motion carried.

**ACTION ITEM and/or NOTICE CORRESPONDENCES:**

* Official notification that Dominion Energy Transmission, Inc. (DETI) is applying for a renewal to the Department of Environmental Protection Air Quality’s Title V Operating Permit for Ellisburg Compressor Statement. -FYI only
* Courtesy letter from PennDOT regarding inventory/inspection of all traffic poles within Genesee Township jurisdiction.
* National Pollutant Discharge Elimination System (NPDES) individual approved permit for Mike Stone (for Stone Pond Project, Genesee Township) effective 5/19/20, expires 5/18/2025. -FYI only

**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 8:17pm**

Respectfully Submitted

Ashlee M. Dreas

Secretary/ Treasurer