

**GENESEE TOWNSHIP  
REGULAR MONTHLY MEETING  
Minutes**

**September 8, 2020**

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The Genesee Township Supervisors held the Regular Monthly Meeting at the Genesee Township Building on September 8, 2020 beginning at 7:00pm. Present were: Chairman Dann Thompson, Vice Chairman William Baker, Supervisor Smoker, Secretary Ashlee Dreas and Roadmaster Travis Miles. Visitors were: Dennis Matteson Sr., Sandra Baker, Charles Prentice, and Chris Moser.

**CALLED TO ORDER@ 7:00pm**

**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 August 11, 2020 – Supervisor Smoker motioned to approve meeting minutes, Vice Chairman Baker 2<sup>nd</sup> motion – unanimous – motion carried.

**PUBLIC COMMENT:** Dennis Matteson Sr. shared that people who attend big gatherings are still at risk of COVID-19 if they choose not to wear a mask.

**REPORTS:**

**Supervisors:** Supervisor Smoker mentioned that the meeting with Department of Emergency Services (DES) held in August provided a handbook full of resources for the residents. Chairman Thompson stated that anyone needing excavation work DES would like to be notified first.

**Roadmaster:** In the past month we have filled a few more potholes and have almost finished roadside mowing. We have just about finished ditching and I have talked to Villager this morning and they plan to be here next week to make gravel. We met with the Conservation District to discuss their handbook update. In the month to come, we plan to finish ditches, hopefully this week, get gravel made, fill shoulders, patch more potholes, and add gravel to pump station, Rag Hill, and Dogtown. We also will be doing crack sealing. Supervisor Smoker asked about the ATV signs from DCNR. Roadmaster Miles stated that he would check Dogtown and River Road for the ATV signs.

**Secretary:** I continued to work with Joel Long on the Liquid Fuels audit for most of the month. I have submitted all the documents that he requested to complete the audit. Currently waiting to receive the exit conference memorandum for the audit. I am currently working on the Federal Highway Administration Form 536 that is due September 15<sup>th</sup>. In preparation for the Budget workshops that will be held in October; I have been continuously compiling information for the 2021 budget. I recently began mailing out second notices to residents that have a Solid Waste delinquent account and have not yet responded to the Township office. The Township office received 3 building permit applications, which have been approved by the local building permit officer and forwarded to ERB Inspections.

**Upcoming meetings:** On September 14<sup>th</sup>, PSATS is having a virtual online class on Developing your Township Budget that I would like to attend and is on the agenda under new business.

**Account Balances as of 9/3/20:**

**General:** \$52,504.65

**State:** \$137,512.64

**Impact Fund:** \$42,341.02



**Solid Waste:** \$787.12

**Park General:** \$8,959.90

**Park Building:** \$3,331.20

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

**Officers/Boards/Committees:** Chris Moser shared that Mary is no longer the director for the Library board as of Saturday September 5<sup>th</sup>.

#### **UNFINISHED BUSINESS:**

- Property for sale beside Township. Tax parcel 100-005-044A; .840 acre – First Citizens recommended two names to conduct the appraisal; Dean Appraisals and Diane Young. Secretary Dreas contacted both individuals. Dean appraisals quoted the cost of an appraisal to be \$350 and would be 4-5 weeks out from the order date. Diane Young stated to Secretary Dreas that she does not conduct appraisals this far out from her location in Wellsboro and recommended Dean Appraisals. Chairman Thompson motioned pay Dean Appraisals \$350 to appraise the property, Supervisor Smoker 2<sup>nd</sup> motion – unanimous – motion carried. Sandra Baker shared her concerns with purchasing the property with the possible loss of revenue next year. Secretary Dreas stated that in order for the Township to consider purchasing the property, an appraisal must be completed, that this is just the first step to see if the property is even worth considering purchasing.

#### **NEW BUSINESS:**

- Statewide Tax Recovery LLC; Per Capita exemption request form for Ben Grover. – Supervisor Smoker motioned to approve the exemption request, Vice Chairman Baker 2<sup>nd</sup> motion – unanimous – motion carried.
- PSATS virtual training on “Developing your Township Budget” on September 14<sup>th</sup>. Registration fee is \$35. – Chairman Thompson motioned to approve the purchase, Vice Chairman Baker 2<sup>nd</sup> motion – unanimous – motion carried.
- Jason Bilby: Two-year anniversary and performance review, hire date was 9/17/18. Chairman Thompson asked Roadmaster Miles to complete the performance review and the Board of Supervisors will have an executive session to discuss the review and possible wage increase.
- Schedule Budget Meetings – Secretary Dreas suggested October 20, 21, and 22 during the afternoon. The Board of supervisors agreed on the dates from 12-3pm.
- Library board has two board appointments where the term length has ended. Megan Reynolds term ended in March and requests to attain the position, Joshua Reynolds’ term ended in August and does not want to attain the position. Trinity Cowburn submitted a board application to fill the empty position. Both positions will be for a term length of 3 years. – Chairman Thompson motioned for Megan Reynolds and Trinity Cowburn to be on the Library board for a term of 3 years, Supervisor Smoker 2<sup>nd</sup> motion – unanimous – motion carried.
- Water Authority has one board appointment where the term length has ended. -Dale Steadman’s term ended in August and does not want to attain the position. No applications have been received to fill the position.

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

- 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. – Vance from ERB Inspections visited the campsite August 14<sup>th</sup> and found no evidence of any new construction. He observed a pavilion which he knows has been there for a year or more (12 x 10 size, approximately). He feels that no further action is warranted under the UCC, but local laws may apply, and he does not have the authority to enforce those laws (local). – Chairman Thompson suggests having Billy Braun review the email from ERB and look at the property to see it requires a local building permit.
- Letter from PennDOT stating the final inspection for SR 4016 over Orebed Creek Box is scheduled for August 27<sup>th</sup>. FYI only

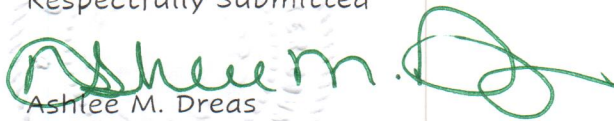
- Letter from Roger Bickleman regarding permitted outhouse at the Button Property on Wintergreen Road.
- Letter from Potter County Planning Commission regarding Kevin Smoker; Potter County Subdivision and Land Development Number 2812.

**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, Vice Chairman Baker 2<sup>nd</sup> motion – unanimous – motion carried.

**Meeting Adjourned at 7:55pm**

Respectfully Submitted

  
Ashlee M. Dreas  
Secretary/ Treasurer