

***MINUTES - RALPHO TOWNSHIP SUPERVISORS MEETING - JUNE 14, 2011
Held in Municipal Building Meeting Room, 206 S. Market St, Elysburg, PA***

Chairman Edward Payeskie called the meeting to order at 6:30 p.m. and led the recitation of the Pledge of Allegiance to the flag.

Attending were: Supervisors Blaine Madara, Ed Payeskie, William Wetzel, and Vincent Daubert; Supervisor Major was absent from the meeting. Also attending were: Township Manager Joseph Springer, Solicitor Todd Kerstetter, Township Secretary/Treasurer Debra Olson; Code Officer Howard Howal, Township Engineer Justin Keister (*arrived at 6:50 p.m.*), Police Chief Stu Appel, Roadmaster Howard Shadduck, Planning Commission Chairman Harvey Boyer; Debra Eliason from the *Shamokin News Item*; and Donald Spotts Jr. EMA Coordinator.

Chairman Payeskie announced that an executive session was held prior to the May 10, 2011 meeting for possible litigation.

Chairman Payeskie called an executive session at 6:32 p.m. for the supervisors, solicitor, manager and Roadmaster regarding personnel issues. They moved to the hall for a brief session.

Public meeting was called back to order at 6:43 p.m.

CITIZEN INPUT ON AGENDA ITEMS – none

Supervisor Madara motioned and Supervisor Wetzel seconded to ratify the change to bid request from May 10, 2011 meeting for paving as follows: 2011 Paving Project which included – base repair and wearing course of West Center Street from Short Street to Horizon Drive; and Southview Drive; tar & chip Richards Road; bit pavement patch West Center St. 200' from SR 54 intersection and as an alternate bid tar & chip Sleepy Hollow Road. Motion carried unanimously.

Bidding process for Paving and Seal Coat Contracts was officially closed.

Bids for paving contract were opened, tabulated and considered (see tabulation sheet). Wetzel/Madara motioned to accept the apparent low bid of \$146,883.00 from Eastern Industries, Inc. for the Paving Contract. On the question: award is contingent upon bid meeting all legal, bonding and insurance requirements. Motion unanimously approved.

Bids for seal coat contract were opened, tabulated and considered (see tabulation sheet). Wetzel/Madara motioned to accept the apparent low bid of \$20,038.50 from Keystone Paving & Materials for the Seal Coat Contract. Supervisors chose to not accept the alternate bid for Sleepy Hollow Road. On the question: award is contingent upon bid meeting all legal, bonding and insurance requirements. Motion unanimously approved.

Minutes of May 10, 2011 regular monthly meeting were accepted as presented on Daubert/Madara motion and carried.

TREASURER'S REPORT was accepted as presented on Madara/Wetzel motion and carried.

Bills were approved as presented for payment, including those bills paid between meetings and excluding the Bradco invoice for \$980.88 on a Wetzel/Daubert motion, motion carried unanimously.

CORRESPONDENCE

- Trollinger Report of unexpected receipt of money deposited into pension accounts was read.
- Secretary gave copies of the 2010 census report compared to the 2000 census report to the Supervisors. The numbers show an increase from 3764 in 2000 to 4,321 in 2010 in the Township. They also show an increase of 358 housing units in the Township. Much more information is available on the American Factfinder website at <http://factfinder2.census.gov> and also at the interactive map website at <http://2010.census.gov/2010census/popmap/>. Everyone is welcome to check out the information on these sites.
- A NPDES Application was received from Roseview Estates, the solicitor, code officer and/or engineer will take the action necessary.
- A thank you was received from the Northumberland County Conservation District for our support and use of facilities with the recent rain barrel workshop.
- The Pension Funds Compliance Audit report for the 2 years ended December 31, 2009 was received and is available in the office for review.
- Letter was received from Rep. Kurt Masser congratulating the Township on receiving a \$635.76 sewage facilities enforcement grant from DEP.

COMMITTEE/DEPARTMENT REPORTS:

PLANNING – Chairman Harvey Boyer

- Planning Commission Chairman Harvey Boyer asked the supervisors for some guidance on a couple of issues with the campground ordinance before the Planning Commission. He will take it back to the Planning Commission for the July meeting.
- Wetzel/Madara motioned to appoint Dan Yost to fill the open seat vacated by Ralph Renn on the Planning Commission which will be up for reappointment December 31, 2011. Motion carried.
- Supervisors Madara/Daubert motioned to accept the withdrawal of plans submitted by Cathy Scherer for “Schererwood Forest” Land Development and to return \$2,500 of her escrow deposit to her. Motion carried.

STREET DEPARTMENT – Payeskie

- SCI Coal Township has informed us that our application for Prison Trash Detail has been accepted and they will be in the township to work on July 27 and July 28. We will need to provide trash bags and a truck to follow them to collect the waste.
- Berks road has deteriorated because of recent heavy rains. Roadmaster met with DEP the morning after last month’s meeting. Supervisors asked if this project could be postponed until next year and the Roadmaster said if the Township doesn’t have any more torrential downpours it could possibly be put on hold. Chairman Payeskie asked the Township Engineer to hold off on filling out permit paperwork for now.
- Madara/Wetzel motioned to ratify the purchase of the pipe for Hemlock Lane at a price of \$4,176.00 from Chemung Supply. Motion carried unanimously. Roadmaster Shaddock gave an update on the Hemlock pipe replacement. Project should start soon.
- Madara/Daubert motioned to give Roadmaster Shaddock a \$1.00 raise per hour after completing his 6 month probationary period. Motion carried unanimously.
- Payeskie/Madara motioned to increase Doyle Horne’s, part-time street department employee hourly rate to \$13.00 effective next pay period. Motion carried.

BUILDINGS – Daubert

- Daubert/Madara motioned to have Best Cleaners come after hours and clean the carpets in the office suite, Code Office and meeting room for \$211. Motion carried.

POLICE DEPARTMENT/PUBLIC SAFETY – Madara

- EMA Director Donald Spotts, Jr. presented an Emergency Operation Plan for the Township. Supervisors will look over the plan and consider adopting it at the next meeting.
- Tabled considering to advertise the 2006 Cruiser for sale for bid until next month. Chief Appel informed the board that there is another municipality interested in purchasing the cruiser from us and they will get back to him prior to next month's meeting.

ZONING OFFICER'S REPORT – Daubert

- 9 permits were issued and \$853.50 in fees were collected during May. Several occupancy permits were issued and officer also worked with Solicitor Kerstetter and Manager Springer on the "Schererwood Forest" Land Development Plan and the Campground Ordinance.

RECREATION - Wetzel

- none

RECYCLING – Major

- none

MANAGER'S REPORT

- Madara/Daubert motioned to advertise the fuel bid with bids to be opened at the July 12, 2011 meeting. Motion carried.
- Madara/Wetzel motioned to adopt resolution 2011-05 Procedures for Disposition of Records to follow the Municipal Records Manual approved December 16, 2008 and updated July 23, 2009. Motion carried unanimously.
- Mr. Springer spoke on the 457 plan at PSATS for another option for retirement for the full-time employees. Daubert/Madara motioned to have Mr. Springer survey the employees to see if they are interested in this program. Motion carried.
- Mr. Springer is looking into a line of credit for the township. He contacted First Columbia and M&T Bank. They would need 60 days to set up. Fees could be around \$200 yearly for the line of credit. Supervisors gave manager go ahead to move forward with the line of credit and to do an RFP.

SOLICITOR'S REPORT

- Madara/Wetzel motioned to adopt Ordinance #177 to amend the sign ordinance to add two additional stop signs on Montour Road intersecting West Center; and Happy Valley Road intersecting Bear Hollow Road. Motion carried.
- Supervisors asked the solicitor to move forward on the resolution for Tax Duplicate fees for the next meeting. Daubert/Madara motioned, motioned carried.

ENGINEER'S REPORT

- Engineer attended Planning Commission meeting on June 7, 2011 at the request of the supervisors in order to provide feedback on the plan submitted by Cathy Scherer for "Schererwood Forest" Land Development Plan and also the campground ordinance.
- Engineer received plans and narratives for preliminary subdivision plan for Danson Enterprises. He will provide plan review for consideration at the July Planning Commission meeting. Supervisors informed the engineer that this plan in some form had come to the board previously and was rejected. They want him to proceed carefully.
- Shared with the supervisors a technical information sheet for reference on sidewalk ADA compliance provided by PennDOT LTAP.

OLD BUSINESS:

- The exotic animal ordinance was not discussed and will move to the next month.

- Chairman Payeskie brought up Holiday decorations for discussion. Mr. Payeskie will look into this further for future discussion.

NEW BUSINESS:

- Wetzel/Daubert motioned to amend the rate schedule for Engineering Fees to the Larson Design Group 2011 Civil Rate Schedule (below). Motion carried.

| | |
|---------------------------------------|-------|
| Principal | \$150 |
| Department Director | \$140 |
| Project Manager | \$120 |
| Project Engineer..... | \$110 |
| Project Designer..... | \$95 |
| Designer | \$75 |
| Technician..... | \$65 |
| Administrative Assistant..... | \$50 |
| Construction Inspection Manager | \$98 |
| Construction Inspector..... | \$65 |
| Survey Party Chief | \$75 |
| Survey Technician | \$55 |
| 2-person Field Survey Crew | \$130 |

Reimbursable Costs (not all inclusive):

| | |
|------------------------------------|--|
| Mileage | \$.51 per mile or current approved rate) |
| Project Photographs | At Cost |
| Project Prints..... | Starting at \$1.00/Print |
| Photo Copies | \$.10/Copy |
| Codes/Permits/Agency Approval..... | At Cost |
| Postage | At Cost |
| Survey Grade GPS Equipment..... | \$17.50 per hour |
| Survey Stakes..... | \$.75/each |
| UTV Ranger..... | \$50.00 per day |
| Lodging and subsistence | At cost |

- A memo was received from Michele Auckerman, Uni-tec Consulting Engineers Inc., in regard to the Cancer Care Center final inspection. She stated the final inspection is performed and the stormwater management facilities have been constructed according to plan. She also stated that some grass planting, etc. needed to be completed. The supervisors would like something in writing from her to be sure all is complete before returning the escrow balance. They also asked Howard Howal to check on this prior to the next meeting.
- The new eCode 360 is now posted to the internet. The link is <http://www.ecode360.com/?custId=RA2432>. All supervisors were made aware that they are encouraged to sign up for a free online training session to attend an eCode2560 webinar.
- The Supervisor's Office will be closed for vacation from June 27 through July 6th. Township manager will check phone messages and mail during that time.

CITIZEN INPUT – none

ADJOURNMENT – there being nothing further for discussion, meeting adjourned at approximately 8:50 p.m. on Daubert/Wetzel motion and carried.

Respectfully submitted,

Debra L. Olson
Ralpho Township Secretary