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**Monthly Meeting:**  
**January 3, 2017**

The Organization Meeting of the Keating Township Supervisors was held on January 3, 2017 at 6:00 pm in the Township Building with Temporary Chairman McClain opening the meeting and leading the Pledge of Allegiance. Supervisors David S. McClain, and Richard E. Tanner, Doug Covert, Temporary Sec’y Melissa Jo Smith, Anthony J. Alfieri, and ten (10) others attended the meeting.

<b>ORGANIZATION APPOINTMENTS</b> were as follows:			
	Position	Appointee	Motion/2nd the motion
1	Chairman	David S. McClain	Tanner/Covert - Unanimous
2	Vice-Chairman	Douglas A. Covert	Covert/Tanner - Unanimous
3	Secretary-Treasurer	Melissa Jo Smith	Covert/Tanner - Unanimous
4	Clerk	Audrey Berne	Covert/Tanner - Unanimous
5	Earned Income Tax Collector	Berkheimer Associates	Covert/Tanner - Unanimous
6	Tax Collector Deputy	Dawn Babcock	Tanner/Covert - Unanimous
7	Roadmaster/Employee	David A. Vossler	Tanner/Covert - Unanimous
8	SEO/Alternate	Todd S. Fantaskey/ Nick Melnick	Tanner/McClain - Unanimous
9	Solicitor	Anthony J. Alfieri	Covert/Tanner - Unanimous
10	Third Party Collection Agency	Stapleford & Byham, LLC	Tanner/Covert - Unanimous
11	Vacancy Board Chairman	Robert Bosworth	Covert/Tanner - Unanimous
12	Bank Designation	Hamlin Bank & Trust Company	Covert/Tanner - Unanimous
13	Meeting Schedule	Wed-Feb 1st * Wed-Mar 1st * Tues-Apr 4th Tues-May 2nd * Wed-June 14th * Wed-July 12th Wed-Aug 9th * Wed-Sept 6th * Wed-Oct 4th Wed- Nov 1st * Wed-Dec 6th	Tanner/Covert - Unanimous
14	State Convention Voting Delegate	Douglas A. Covert	McClain/Tanner - Unanimous
15	Advertising	Bradford Era	Tanner/McClain - Unanimous
16	Emergency Management Coordinator	Dana Spittler	Tanner/Covert - Unanimous
17	Hilltop Fire Police Chief	James Graves	Tanner/Covert - Unanimous
18	Building Code Officer/Inspector (UCC)	Mark Grassi, Kelmar Services, LLC	Tanner/McClain - Unanimous
19	Building Code Inspector (UCC)	Code Inspections, Inc.	Tanner/Covert - Unanimous
20	Time keeper	David A. Vossler	Covert/Tanner - Unanimous
21	Safety Officer	Roy A. Burt	Tanner/McClain - Unanimous
22	Open Records Officer	Melissa Jo Smith	Covert/Tanner - Unanimous
23	Tax Collection Voting Delegate/Alternate	Sara Younkins/Jan M. Knight	Covert/Tanner - Unanimous
24	UCC Appeals Board Members (3)	Mark Vossler Dave Kibble William Gallup	Covert/Tanner - Unanimous Covert/Tanner - Unanimous Covert/Tanner - Unanimous
25	Employee	Clair Sweeley	Tanner/Covert - Unanimous
26	Employee	Roy A. Burt	Covert/Tanner - Unanimous
27	WWTP - Operator	Terry Carlson	Covert/Tanner - Unanimous
28	Employee- Part-time (as needed)	Scott Thomas	Covert/Tanner - Unanimous
29	CDL Drug Testing Program	Occupational Health Systems	McClain/Covert - Unanimous
30	All other resolutions, appointments and ordinances remain the same.		

The Minutes of the December 7th, 2016 meeting were unanimously approved by motion of Supv Covert/2<sup>nd</sup> Tanner.

**TREASURER’S REPORT** showed the following bank balances:

	<b>GENERAL FUND</b>	<b>STATE AID</b>	<b>SEWER</b>	Period of	12/1/16 to 12/31/16
Petty Cash	89.42	-	136.68	General Fund	Receipts \$ 14,708.02
Checking	41,373.25	1,786.83	4,099.82		Expenses \$ 510,273.80
Savings	417,127.77	98,421.49	79,609.86		Checks No. 7342-7382
NWS - Savings	107,432.81	-	-		
Impact Fee/Debt Res	51,027.93	-	46,960.50	State Aid	Receipts \$ -
	<u>\$ 617,051.18</u>	<u>\$ 100,208.32</u>	<u>\$ 130,806.86</u>		Expenses \$ 23,589.61
PAID EXPENSES	2,278.11		7,583.82		Checks No. 3082-3088
UNPAID EXPENSES:	<u>\$ 14,844.08</u>	<u>\$ 7,185.90</u>	<u>\$ 2,015.46</u>		

A motion was made by Supv Covert/2<sup>nd</sup> Tanner, to accept the Treasurer’s Report, pending audit. Motion carried unanimously. By motion of Supv Tanner/2<sup>nd</sup> Covert, it was unanimously agreed to pay the bills as listed on the Expense Report for a total of \$24,045.44, including Sewer Expenses of \$2,015.46. A motion was made by Supv Covert/2<sup>nd</sup> Tanner to pay any bills that come due before next meeting that will accrual a late charge. Motion carried unanimously.

**PUBLIC HEARD:**

- 1) Chris Chapman read a statement in which he questioned a supervisor’s vote against the 2017 budget because “it appeared that one of the supervisors cast a ‘nay’ vote on the motion because after reviewing the 2016 budget and the amended 2016 budget, there were numbers in these documents he didn’t agree with” Chapman asked, “Did this supervisor attend any workshops to explain his concerns to the board so actions could be taken to achieve a unanimous decision for a proposed 2017 budget? “The supervisor also stated that he would like a forensic audit done to satisfy him with the numbers, and if he is wrong, and the budget is not off, he would step down as supervisor.” After explaining the definitions of “audit” and “budget,” Chapman then referred to the new business portion of the supervisors’ September meeting where it is recorded that “the township received the final 2015 financial audit from Felix and Gloeckler, P.C., and all the financials are in accordance with the government standards. Then, pointing to the article printed in The Era on Dec. 9, 2016, Chapman said it stated that Alan C. Felix, the CPA of the Erie-based certified public accountants who audit Keating Township financial records, told the supervisors he sees no problems with the municipality’s budget process. “I have not heard any negative findings from the township’s elected auditors either,” stated Chapman. Chapman called attention to the section where the supervisor stated he favored bringing in a Harrisburg firm, which he has contacted, to perform a forensic audit. Chapman said he believes “if the majority of the board has voted to accept the proposed budget after much deliberation of all aspects of its preparation and that the tax-paying residents of the township should not have to pay for a forensic audit to be done when no less than two audits have already been performed with no negative findings.” Chapman said the supervisor should have “explicitly expressed his concerns to the other boards members” for consideration prior to any motion to adopt the proposed budget. In conclusion, Chapman stated, “Being that a paid auditing firm and the elected auditors both have found nothing wrong, then I think that if this supervisor has any amount of measurable integrity within him that he should do what he said and announce his intention to resign as a supervisor tonight and follow up with an official letter of resignation given to the secretary prior to the February meeting.”
- 2) Margaret Vandermark wanted to know why Melissa says it’s “her” budget. Supv Covert stated that all of the workers take ownership of their work.

## **COMMUNICATIONS:**

- 1) The PSATS Educational Conference & Trade Show is being held April 23<sup>rd</sup>-26<sup>th</sup> in Hershey. A motion was made by Covert/2<sup>nd</sup> Tanner to table who would be attending conference. Motion carried unanimously.
- 2) The PSATS news bulletin was received; McClain noted that the 2017 IRS mileage rate decrease from 54 cents per mile to 53.5 cents per mile. A motion was made by Supv Tanner/2<sup>nd</sup> McClain to accept 53.5 cents per mile. Motion carried unanimously. 2017 Bidding Limits: Minimum purchase amount that requires advertisement for bids remains at \$19,700 for 2017. In addition, the minimum purchase amount for the telephone quotes remains at \$10,700 for 2017.

## **OLD BUSINESS:**

- 1) Sec-Tres Smith stated that Phase III Right of Ways are almost completed. Supv Covert is reviewing the plans of the WWTP Phase III. He hasn't noticed any huge issues.

## **NEW BUSINESS:**

- 1) A motion was made by Supv Covert/2<sup>nd</sup> Tanner, to adopt Resolution No. 2017-A, accepting SEO Fantaskey's 2017 Fee Schedule for the Sewage Enforcement Officer. Motion carried unanimously. It was noted there were no increases or decreases.
- 2) Resolution No. 2017-B was motioned by Supv Covert/2<sup>nd</sup> Tanner to accepted G & C Coal Analysis Lab, Inc. agreement for Phase II WWTP laboratory testing. Motion carried unanimously.
- 3) A motion was made by Supv Covert/2<sup>nd</sup> Tanner, to adopt Resolution No. 2017-C, Stapleford & Byham, LLC, agreement to be our 3<sup>rd</sup> Party Solicitor for our sewer account. Motion carried unanimously.
- 4) Supervisors had a long discussion regarding Employee Raises. Supv Covert would like to see Laborers increase by \$.75 per hour, Road Master increase by \$1.75 per hour and Sec-Tres increase by \$3.00 per hour. Supv Covert stated everyone has done an excellent job. Sec-Tres duties have increase with the Phase II Sewer Project being completed and she has handled it wonderfully. Supv Tanner asked did we budget for any of these raises. And this amounts? Supv Covert state that there are numbers in the budget for this. Supv Tanner, did we discuss it in any budgeting procedures? Sec-Tres Smith stated Supv Tanner didn't come to any of the workshops. Supv Tanner stated he came to a couple of the workshops. Sec-Tres Smith stated Supv Tanner didn't come to the budget workshops. Supv Tanner stated that we didn't bring it out to the people. Sec-Tres Smith stated that all amounts were in the 2017 budget. Supv Tanner stated that we have very good benefits, if you look around there isn't anybody giving raises and being implemented, I see people benefits being taking away; I'm not saying we are going to take away. A few residents asked questions, what current wages are to date, what duties and how much extra work load they each have. Supv Covert did check in with PSATS Wage Summary and Benefits for our area and Keating Twp wages are right in the middle. Supv Tanner sat on Union negotiations and he would see 1-2% raises. Supv McClain figured out the 1-2%. Laborers - .37 Sec-Tres - .30. Lu Vandermark asked what other Twp like Foster are making. Sec-Tres Smith stated Foster Twp is making over \$60,000 a year and Bradford Twp is making over \$55,000. Supv Tanner said County just received 1% and they changed their insurance. Supv Tanner said it was out of the normal to give raises like this. Supv Covert said let give a snap shot back, last year there were working supervisors, Phase II sewer system came on aboard and she took a large share of that load on because us Supervisor can't be here all time. She has absorbed a lot of the work load. Supv Covert shared a day of office life of Melissa to the residents. Nelson Tanner stated .40 a raise for laborers is a decent increase. Supv McClain would to like to make the motion of Laborer \$.50, Road master \$1.50 and \$2.00 for our Sec-Tres with Supv Tanner recommendations. Supv McClain is comfortable with that but is open for any other decisions. Emery asked if the 5% health benefits have changed. McClain is not opposed to looking into health benefits but not at this time. McClain wants to work on the personal policy in the future to change a few things that need to

be addressed. McClain does believe that we do deserve a significant increase because everyone duties have increased. A motion was made by Supv McClain/2<sup>nd</sup> Covert to increase Laborer wages \$.50 per hr, Road master wages \$1.50 per hr and Sec-Tres wages \$2.00 per hr. Supv Tanner Nay.

- 5) A motion was made by Supv Covert/2<sup>nd</sup> Tanner to accepted Kelmar Services, LLC of 814 Interstate Parkway, Bradford, PA agreement for our Building Code Official. Motion carried unanimously.
- 6) Resolution No. 2017-G, Bradford Regional Medical Center, Consortium Agreement for the CDL drug program was motioned by Supv Tanner /2<sup>nd</sup> Covert. Motion carried unanimously.
- 7) Keating Twp received two Engineering Services Agreements from Stiffler McGraw and Stone Consulting, Inc. Supervisors agreed to table it till next meeting and to have Sec-Tres contact a few others for their proposals.
- 8) The Annual Occupational Health System's Commercial Driver's License (CDL) Contract and CDL Agreement were signed by Chairman McClain, via motion of Tanner/2<sup>nd</sup> McClain. Motion carried unanimously.
- 9) It was announced the Township Auditor's Organizational Meeting will be held on Wednesday January 4th, 2016 at 6pm.
- 10) Keating Twp WWTP Operator asked to go to 3 different workshops to get him ready for taking his WWTP Operator Certification.

**NEXT MEETING:** will be held on February 1st, 2017 at 6:00 pm in the Township Building.

**ADJOURNMENT:** was heard at 7:13pm.

Respectfully submitted, Melissa Jo Smith, Secretary-Treasurer