

MINUTES FOR MEETING OF JANUARY 6, 2020

The Organizational meeting of the Pine Grove Township Supervisors was held on Monday, January 6, 2020 at 7:00 PM at the Town Hall. Supervisors present were Carmen Ferranto, Douglas Smith and Linda Farnsworth. Others present were Julie Parmenter.

Linda Farnsworth made a motion to appoint Carmen Ferranto as temporary chairman. Douglas Smith seconded the motion.

The first order of business was the nomination of officers. Linda Farnsworth made a motion to nominate Carmen Ferranto as chairman. Douglas Smith seconded the motion.

Chairman – Carmen Ferranto – Linda Farnsworth motion and Douglas Smith second. All in favor.

Vice Chairman – Douglas Smith – Carmen Ferranto motion and Linda Farnsworth second. All in favor.

Treasurer – Julie Parmenter – Linda Farnsworth motion and Douglas Smith second. All in favor.

Assistant Treasurer – Carmen Ferranto – Douglas Smith motion and Linda Farnsworth second. All in favor.

Secretary – Julie Parmenter – Linda Farnsworth motion and Douglas Smith second. All in favor.

Vacancy Board Member – Charlie Morrison – Carmen Ferranto motion and Linda Farnsworth second. All in favor.

Road Foreman – Kenneth Porter – Douglas Smith motion and Linda Farnsworth second. All in favor.

Skilled Laborers – Jeff Pedersen & Andy Kuppertz – Douglas Smith motion and Linda Farnsworth second. All in favor.

Solicitor – Swanson, Bevevino and Gilford, PC – Carmen Ferranto motion and Douglas Smith second. All in favor.

Depository – PNC Bank and Northwest Savings Bank – Carmen Ferranto motion and Douglas Smith second. All in favor.

Sewage Enforcement Officer – Todd Fantaskey with alternate Nick Melnick – Carmen Ferranto motion and Douglas Smith second. All in favor.

Emergency Coordinator – Richard Barrett – Carmen Ferranto motion and Douglas Smith second. All in favor.

Assistant Emergency Coordinator – Charlie Morrison – Carmen Ferranto motion and Douglas Smith second. All in favor.

There was a short discussion on the solicitor. Swanson, Bevevino and Gilford will continue to handle the Township's legal affairs. If for some reason we need to utilize the Knox Law Firm, the secretary should let the Supervisor's know.

Douglas Smith made a motion to adjourn the meeting to go into executive session to discuss employee's wages for the coming year. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

Carmen Ferranto reopened the meeting following the executive session. The Supervisor's decided to defer the wages until the next meeting. The Supervisor's would like to obtain some further information before a decision is made at the February meeting, with the decision being retroactive to a specific date.

The following will be as follows for 2020:

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, 1/2 Day on Christmas Eve and Christmas Day.

Vacations: Road Crew and Secretary

1 year	5 days
2 through 9 years	10 days
10 through 19 years	15 days
20 years or more	20 days

Personal Days: 4

Sick Time: after 1 year	5 days paid sick time
2 years on	8 days paid sick time

Death in the Family - *Immediate Family – 5 days off with pay
 **Extended Family - 1 day off with pay

*Immediate Family – Mother, Father, Husband, Wife, Child, Sister, Brother, Grandparent, Mother-in-Law, Father-in-Law

**Extended Family - Aunt, Uncle, Brother-in-Law, Sister-in-Law, Cousin

Mileage Compensation: \$.57.5 per mile

Treasurers Bond Limit set at \$500,000.

Douglas Smith made a motion to approve the holidays, vacation, personal, sick days, funeral days, and mileage compensation. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

The Treasurer's Bond Limit set at \$500,000 motion was made by Douglas Smith and seconded by Linda Farnsworth. The vote was unanimous and the motion carried.

Voting Delegate to the State Convention – Douglas Smith.

Supervisors meetings will be held on the 2nd Wednesday of each month at the Town Hall at 7:00 PM. A motion was made by Douglas Smith and seconded by Linda Farnsworth. The vote was unanimous and the motion carried.

Douglas Smith made a motion to adjourn the organizational meeting at 7:45 p.m. Linda Farnsworth seconded the motion.

Carmen Ferranto opened the regular township meeting at 7:50 p.m.

The meeting opened with the pledge to the flag.

Carmen Ferranto read over the agenda and asked if there were any comments from visitors or residents.

No visitors were present.

A motion was made to approve the minutes from the December 19, 2019, meeting by Douglas Smith. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

Douglas Smith made a motion to approve the Treasurer's Report dated January 6, 2020. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

Douglas Smith made a motion to approve the payment of bills in the amount of \$44,592.30 for the general fund, \$16,617.85 for the sewer fund, \$6,701.62 for the sewer II fund, \$46,366.11 for the state fund and \$8,366.67 for the water fund. Also, approval for payment of any utilities that may come due before the next regular scheduled meeting. The motion was seconded by Linda Farnsworth. The vote was unanimous and the motion carried.

Carmen Ferranto advised the other Supervisor's about a concern that was brought up by a resident regarding a section of Mill Road that does not have any guide rails although there is a considerable drop off. There is approximately 120 feet that should have guide rails although there is concern that the ground may not support the guide rails. Carmen suggested we entertain the possibility of the company that currently has the guide rail contract to amend it to include this section of roadway, if possible. Douglas Smith made a motion to amend the guide rail contract and Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried. The Supervisor's directed the secretary to contact the company installing the guide rails to have them look at the location and advise if this is something that could be added to the contract.

A resident had a concern with Howard Road. After some discussion on this issue, the Supervisor's don't know what can be done with this just yet. Once the weather breaks and the roads dry up a bit, then this issue can be dealt with.

Next, Carmen informed the other Supervisor's on the water pressure problem that had occurred. The Water Authority was notified and the problem has been corrected.

Next item was **RESOLUTION #1-6-20** for the destruction of specific records. Douglas Smith made a motion to pass **RESOLUTION #1-6-20** authorizing destruction of the records listed on the Resolution. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

A small flow treatment facility system for Ken Wilcox was reviewed. This system was previously reviewed by the Board but because one downstream property owner notification was missed, the DEP requires the township to re-date all forms 30 days after the notification was sent out. A new **RESOLUTION** was drafted. **RESOLUTION #1-7-20** for the Kent Wilcox small flow treatment facility was presented to the Supervisor's. Douglas Smith made a motion to pass **RESOLUTION #1-7-20** with the stipulation that the forms not be signed and dated until January 23, 2020 to assure no written comments are received within the allotted time. It was seconded by Linda Farnsworth. The vote was unanimous and the motion carried.

There was a discussion on the salt purchase through COSTARS, the enrollment deadline is March 15th. Douglas Smith made a motion to purchase the road salt for the 2020-2021 season through COSTARS. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

There was a short discussion on the COG meetings. The Supervisor's agreed that they would each take turns attending these meetings. Linda will not be able to attend the January or February meetings but she offered to be present for the March and April meetings.

Linda inquired as to what action should be taken if she were to receive a call on the roads. Carmen advised she should contact Ken first, if he is not available then try Andy and then Jeff if no one else can be reached.

Linda also asked about a key for the office. The secretary has keys for her.

Linda also wondered if she could get some complaint forms to keep at home. The secretary will print some off for her.

Next, Linda Farnsworth suggested getting everyone a photo I.D. Doug mentioned that currently him and Carmen each have business cards. They will consider this.

Douglas Smith made a motion for adjournment at 8:22 PM. Linda Farnsworth seconded the motion. The vote was unanimous and the motion carried.

Sincerely,

Secretary