

DINGMAN TOWNSHIP BOARD OF SUPERVISORS
AUGUST 19, 2014 MEETING
AGENDA

**THERE WILL BE AN EXECUTIVE SESSION IMMEDIATELY FOLLOWING THE
PUBLIC COMMENT PERIOD TO DISCUSS POTENTIAL LITIGATION**

1. CALL TO ORDER - Pledge of Allegiance
2. APPROVAL OF MINUTES: August 5, 2014 Meeting
3. OLD BUSINESS
 - a) Bridge Preserve - Add/Alt Bids Consideration
 - b) Parks & Recreation Commission - Festival Update
 - c) Proposed SALDO Amendment
 - d) I84 Emergency Access Update
 - e) Softball Field 50/70 Conversion
 - f) Other
4. NEW BUSINESS
 - a) Township Fee Schedule Modification
 - b) Digital File Storage Proposal
 - c) Carbonite Remote Backup Services
 - d) Other
5. CORRESPONDENCE
 - a) Miscellaneous Correspondence
6. EMERGENCY SERVICES REPORTS
7. ROADMASTER REPORT
8. SEWAGE/ZONING ENFORCEMENT OFFICER REPORT
9. TREASURER REPORT
 - a) Payment of Bills: \$ 20,204.86 General Fund
\$ 22.40 Park & Rec Fund
\$ 436.22 Bridge Preserve Trust Account
 - b) General Fund Balance: \$ 924,727.72
10. PUBLIC COMMENT PERIOD
11. ADJOURNMENT

- ATTENDANCE:** Thomas E. Mincer, Chairman; Dennis L. Brink, Vice Chairman; Kerry W. Welsh, Supervisor; Karen Kleist, Secretary/Treasurer; John H. Klemeyer, Solicitor; Chris Wood, Sewage/Zoning Enforcement Officer; and a member of the press/public
- ITEM NO. 1: CALL TO ORDER** Chairman Mincer called the meeting to order at 7:30 pm opening with the Pledge of Allegiance. There will be an Executive Session immediately following the public comment period to discuss potential litigation.
- ITEM NO. 2: APPROVAL OF MINUTES** MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to approve the August 5, 2014 Minutes as presented.
- ITEM NO. 3: OLD BUSINESS**
A) Bridge Preserve - Add/Alternate Bid Items Consideration The Board discussed the various optional bid items (Add/Alts) included with Stracka's bid. The Board determined that they would like to upgrade to a concrete pad under the pavilion and purchase a Vault toilet rather than a typical port-a-john. The Secretary was asked to find out if the stone veneer for the columns was specified as real or imitation stone, and to make sure the slab is designed to carry the additional weight should we decide to add the stone veneer in the future. MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to award Add/Alt Item #4 (Pavilion pad) \$11,760, and Add/Alt Item #7 (Vault Toilet) \$4,040 to the contract with Stracka Construction.
- ITEM NO. 3(B): Parks & Recreation Commission** The first fall festival has been named "Scarecrows in the Park". Promises of a total of \$550 in donations have been received; James Leiser & Cliff Park Golf is sponsoring a putting game and prizes; partial donation of a bouncy tent from Community Rental Center; use of two golf carts for the day from Bill Fedun. There will be a scarecrow contest, music, food, and more.
- ITEM NO. 3(C): Proposed SALDO Amendment** The Board reviewed the proposed amendment discussed in theory at the last meeting, as well as the Planning Commission's recommendation for adoption. MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to advertise the proposed SALDO amendment regarding notes required on plans for public hearing and adoption.
- ITEM NO. 3(D): I84 Emergency Access Update** Chairman Mincer reported that he met with Lisa Baker's aid and also talked to a Roaring Brook Township Supervisor regarding the ramp they did. The Board expressed frustration that PaDOT would want the Township to insure and maintain an emergency access on their property between two state roads. The Township's only intent is to facilitate access by emergency responders in an area with a high accident volume. The Board agreed that Tom should have Senator Baker's office facilitate a meeting with PaDOT.
- ITEM NO. 3(E): Softball Field 50/70 Conversion** The Board was in receipt of a proposal from Dingman/Delaware Little League and Park employee Tony Sciano describing how they would extend the infield of the softball field and indicating that they have done this successfully before at the Delaware Township fields.
- ITEM NO. 3(F): Other Old Business** There was no Other Old Business at this time.
- ITEM NO. 4: NEW BUSINESS**
A) Township Fee Schedule Update Karen Kleist provided the Board with a requested increase in the portion of building permit fees that are due at application submission. The actual permit fees will remain the same. It was determined that this change should be advertised prior to adoption.
- ITEM NO. 4(B): Digital File Storage Proposal** Karen Kleist requested authorization to purchase (or lease) a wide format scanner/printer so that they may digitize the building permit plans and subdivision/land development plans in order to free up room in the filing cabinets (which are almost at capacity). Chairman Mincer feels that either all

or none of the records should be done, not just some of them. A decision was tabled for the time being.

**ITEM NO. 4(C):
Carbonite Remote Backup Services**

Karen Kleist informed the Board that their IT Consultant has recommended that the Township secure an off-site data backup location/service. Carbonite was recommended and would cost \$500/year with some discount for longer terms. Currently the data backs up to an external hard drive, which is adequate if a computer crashes, but would not protect data in the case of a fire, etc. in the building. Chairman Mincer feels that it would be better to purchase another external hard drive and have staff swap them out and bring the current one home each week. This item was tabled for the time being.

**ITEM NO. 4(D):
Other New Business**

There was no Other New Business at this time.

**ITEM NO. 5: CORRESPONDENCE
A) Miscellaneous Correspondence**

The Board reviewed various Miscellaneous Correspondence and had no comments.

**ITEM NO. 6:
EMERGENCY SERVICES REPORTS**

There were no reports at this time.

**ITEM NO. 7:
ROADMASTER REPORT**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to approve the August 4-17, 2014 Roadmaster Report as submitted.

**ITEM NO. 8:
SEWAGE / ZONING OFFICER REPORT**

Chris Wood reported that the Zoning Hearing Board denied the Appeal/Variance request for a screenroom which he determined was an expansion of a non-conforming use. There is a similar application filed which is scheduled for a hearing on September 23, 2014.

Lake Adventure's June Monitoring Report shows two days where the inflow exceeded 160,000. They did not note the average gpd/unit on the report.

**ITEM NO. 9:
TREASURER'S REPORT**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to approve the August 190, 2014 Treasurer's Report, Bill Payment List and General Fund balance, and to sign the checks following the meeting.

ITEM NO. 10: PUBLIC COMMENT

There were no comments received.

EXECUTIVE SESSION

The Board recessed to Executive Session at this time.

ITEM NO. 11: ADJOURNMENT

There being no further business upon reconvening the regular meeting, MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to adjourn the August 19th meeting.

Respectfully submitted,

Karen Kleist, Secretary/Treasurer