

DINGMAN TOWNSHIP BOARD OF SUPERVISORS
JUNE 3, 2014 MEETING
AGENDA

1. CALL TO ORDER - Pledge of Allegiance
2. APPROVAL OF MINUTES: May 21, 2014 Meeting
3. OLD BUSINESS
 - a) Public Hearing - Fire Protection Ordinance Amendment
 - b) 2014 Road Materials Bid Award
 - c) Personnel Policy Update
 - d) Other
4. NEW BUSINESS
 - a) Geoffrey Gordon Temporary Trailer permit extension request
 - b) Asphalt quote
 - c) NBT (Pennstar) Bank ICS account
 - d) Other
5. CORRESPONDENCE
 - a) Robert Corby, PaDEP
 - b) Kirk Mackey, Pike County Public Library
 - c) Miscellaneous Correspondence
6. EMERGENCY SERVICES REPORTS
7. ROADMASTER REPORT
8. SEWAGE/ZONING ENFORCEMENT OFFICER REPORT
9. TREASURER REPORT
 - a) Payment of Bills: \$ 21,249.69 General Fund
\$ 400.92 Park & Rec Fund
 - b) General Fund Balance: \$ 963,620.83
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; William Mikulak, EMA Coordinator; Mr. Geoffrey Gordon; and members of the public and press.
- ITEM NO. 1: CALL TO ORDER** Chairman Mincer called the meeting to order at 7:30 pm opening with the Pledge of Allegiance.
- ITEM NO. 2: APPROVAL OF MINUTES** MOTION was made by Dennis Brink, seconded by Thomas Mincer, and unanimously carried to approve the May 21, 2014 Minutes as presented.
- ITEM NO. 3: OLD BUSINESS**
A) Fire Protection Ord. Amendment A duly advertised public hearing was held to consider the adoption of an amendment to the Fire Protection Ordinance requiring necessary Maintenance Agreements to include language indemnifying the Township. There was no public comment. MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to adopt Ordinance No. 01-2014, amendment to the Fire Protection Ordinance.
- ITEM NO. 3(B):**
2014 Road Materials Bid Award The Board discussed the bids opened on May 2, 2014. The Board had billing practice concerns with the low bidder, Dingmans Ferry Stone. In addition to raising the price for antiskid after the material was delivered (the estimated quantity in the contract had been exceeded), a few weeks later they discovered they had under billed since the beginning of the contract last summer. The next lowest bidder was a total of \$920.00 more. Following discussion, MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to award the 2014 Road Materials contract to Edwards Sand & Stone, as the lowest responsible bidder.
- ITEM NO. 3(C):**
Personnel Policy Update Solicitor Klemeyer and Karen Kleist did some research on the update to the Personnel Policy requested by the Board. Solicitor Klemeyer strongly recommends a thorough pre-employment physical in addition to drug and alcohol testing. Karen Kleist added that in order to know if an applicant "passes" a physical, job descriptions are needed. The Township is already part of a Non-CDL testing pool for the Road Department employees, which can be expanded to include all non-CDL employees. The Board agrees with the recommendations so far and requested Township specific policies, forms, etc. be developed for review.
- ITEM NO. 3(D):**
Other Old Business There was no Other Old Business at this time.
- ITEM NO. 4: NEW BUSINESS**
A) Geoffrey Gordon Temp Trailer Mr. Gordon was in to request an extension of his temporary trailer permit which was issued last June following a complete fire loss of his home. He has been fighting with the insurance company on the value and has just received clearance from them in writing that the structure can be demolished. Following discussion, MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to grant a one year extension from the current expiration date.
- ITEM NO. 4(B):**
Asphalt Quote Karen Kleist informed the Board that she received a quote from Eureka Stone Quarry for asphalt. Apparently our bid packet did not reach the appropriate person. Following discussion, it was determined that the asphalt material should be re-bid.
- ITEM NO. 4(C):**
NBT Bank - ICS Account Program Karen Kleist presented information on NBT's ICS program which pays higher interest rates by distributing funds (set by account holder) into accounts with other FDIC insured institutions. Since NBT pays for extra FDIC insurance on municipal funds over \$250,000, the program reduces their costs allowing them to pay a higher interest rate. The funds in the program continue to remain liquid, and six withdrawals per month are allowed. Karen requested authorization to put excess General Fund monies into the program. The Board will consider it.

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

There was no Other New Business at this time.

**ITEM NO. 5: CORRESPONDENCE
A) Robert Corby, PaDEP**

The Board was in receipt of a letter from Mr. Corby passing on a complaint of a sewage malfunction at a property on Arbutus Lane, and requesting our findings be reported to him within seven days; the complainants name is kept confidential by DEP. Chris Wood investigated and found an unpermitted modification to the system, but no active malfunction. The property owner has indicated willingness to rectify the situation. Chris objects to DEP taking anonymous phone complaints rather than directing the caller to contact the Township. One time he received notice of a complaint from DEP for a malfunction on "Sawkill Road". After spending time driving up and down the road, DEP finally patched him through to the complainant and it turned out the site was on Sawkill Avenue in Milford Borough. The Board requested Attorney Klemeyer send a letter to Mr. Corby requesting our procedures be followed.

**ITEM NO. 5(B):
Kirk Mackey, Pike County Library**

The Board was in receipt of a letter from the PCPL Board President informing that they are considering the purchase of a Book Mobile and requesting input on whether it would be a valuable service to Dingman Township. Initial thoughts were that with the proximity of both the Dingman's and Milford branches to the Township, that there probably would not be much need. This item was tabled for further consideration.

**ITEM NO. 5(C):
Miscellaneous Correspondence**

The Board reviewed various Miscellaneous Correspondence and had no comments.

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

DTVFD Chief Bill Mikulak reported that there were 36 EMS and 25 Fire calls in May.

**ITEM NO. 7:
ROADMASTER REPORT**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to approve the May 12-May 25, 2014 Roadmaster Report as submitted.

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

Chris Wood reported that Lake Adventure's April Monitoring Report showed 11 days where discharges exceeded the 160,000 gpd parameter, but the monthly average was below that. Average sewage per occupied unit was 1641 gpd and water was 1395 gpd.

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

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to approve the June 3, 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 from the public or press.

ITEM NO. 11: ADJOURNMENT

There being no further business, MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to adjourn the June 3rd meeting.

Respectfully submitted,

Karen Kleist, Secretary/Treasurer