

Eldred Township Supervisors

Regular Meeting

April 12, 2023

This meeting was held at the Eldred Township Building.

Call to order at 4:30 PM by Supervisor MacBeth.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors John MacBeth and Lawrence Ross were in attendance. Chairman Gordon Greeley was absent.

PUBLIC COMMENT PERIOD:

Elizabeth Hanson, a resident of Barnett Township, said that she thought the joint meeting went well.

A motion to approve the **March 8, 2023 Regular Meeting Minutes** was made by Supervisor Ross. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

A motion to acknowledge receipt of the Treasurer's Report was made by Supervisor Ross. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

Total Receipts (March 1, 2023 to March 31, 2023): \$203,880.51

Total Expenditures (March 1, 2023 to March 31, 2023): \$47,962.75

A motion to approve payment of the invoices for March 2023, in the amount of \$36,558.30 was made by Supervisor Ross. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

A motion to approve payment of the payroll expenses for March 2023, in the amount of \$11,404.45 was made by Supervisor Ross. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

ROADMASTER REPORT:

Supervisor/Roadmaster Ross said that the road crew has been replacing signs that have been stolen. The guys fixed the stop sign at the Township Building and surrounded the post with barn stone to prevent it from being hit again.

Supervisor/Roadmaster Ross said that he received a complaint about Greeley Road saying that both the road and berm have been ripped up, possibly by farm equipment. He said he would take a look at it. The guys have also been repairing equipment. They replaced a manifold among other things.

UNFINISHED BUSINESS:

1. New Building

Supervisor MacBeth explained that the Township is using ARPA funds to build an extension onto the existing building. He said that it has to be put out for bid and the Township will have to pay prevailing wage. Lisa Kelso received the Prevailing Wage Determination from the Department of Labor and Industry. Supervisor MacBeth said that there are a lot of classifications for the same type of contractor, with differing wage rates. Lisa Kelso said that she was told by Terri Cunkle with the Department of Community and Economic Development (DCED) that an engineer should create the bid packet. Lisa reached out to Mike Clinger, the engineer who drew the building plans, and he found a sample bid packet that should work. She will work on editing it so the project can be advertised.

NEW BUSINESS:

1. Resolution 2023-5 Disposition of Specific Records

Resolution 2023-5 authorizes the destruction of specific records, in accordance with the Municipal Records Manual approved December 16, 2008 and amended March 28, 2019. Ashlyn Ross has continued going through old records that have been stored in the room above the office. She has been using the Municipal Records Manual, which was issued by the Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives as a reference for the types and years of records that can be destroyed. She has compiled a list of specific documents, invoices, and financial records that are eligible for destruction. The documents to be destroyed are from the years: 1982, 1984, 1985, 1986, 1987, 1989, 1990, 1991, 1993, 1994, 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2004, and 2005. The list of specific records is attached to Resolution 2023-5. Supervisor Ross made a motion to adopt Resolution 2023-5 and authorize the destruction of the specific records on the list attached to the Resolution. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried and Resolution adopted.

2. Stone Bids

The Greater Jefferson Area Council of Governments (COG) distributed a list of the stone bids that were received at the COG's bid opening on March 20, 2023. The low bidder for all types of stone for Eldred Township was Woodland Equipment and Supply. The low bidder for the oils used on the roads was Jefferson Paving Corp. Supervisor Ross made

a motion to accept the bid from Woodland Equipment and Supply for stone and to accept the bid from Jefferson Paving for road oils, and to reject all other bids. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried. Supervisor Ross explained the ordering process. He said that the company has 10 days to deliver the order. If they are unable to fill the order, then the order goes to the next lowest bidder. He said that the first company would then have to reimburse the Township for the difference in price.

3. Hazard Mitigation Project Opportunity Form

Marcie Caine from the Jefferson County Department of Emergency Services distributed forms so that municipalities can apply for funding for hazard mitigation projects, like culvert repair/replacement, municipal building generators, weather sirens, shelter updates, etc. She is going to submit the forms with the County Hazard Mitigation Plan update.

Supervisor Ross said that he would like to apply for a propane generator for the Township Building because when the power is out the guys have to try to push up the big garage doors to get the trucks and equipment out of the building. Supervisor MacBeth suggested that we should get some quotes for a Generac generator. Supervisor Ross said that the Sigel Volunteer Fire Department could use a new emergency siren for the firehall. He said that they have technical problems with their current siren and that sometimes it doesn't work. Lisa Kelso said she would check to see if the Township can put in an application for the Fire Department or if they would have to do it themselves.

4. Sigel Volunteer Fire Department Fundraisers/Activities

The fire department submitted a list of fundraisers and activities that they will be having in 2023. Supervisor Ross made a motion to approve the activities as listed. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

5. Worker Compensation Coverage for Sigel Vol. Fire Department's "Operational Support Personnel"

The insurance agent sent a worker compensation form for the Township to approve operational support personnel to undertake activities on behalf of the Sigel Volunteer Fire Department. The insurance company defines operational support personnel as "participating members" of the fire company who maintain equipment, provide IT support, assist with recruitment, act as Trustee, organize fundraisers, or perform administrative tasks, but do not respond to emergency calls. Supervisor MacBeth asked if the fire department has any operational support personnel. Supervisor Ross said that the President of the fire company signed a paper and said that they do. He said that he thinks that the Township should keep worker compensation coverage for the operational support personnel. Supervisor MacBeth agreed. A motion to keep worker compensation coverage for Sigel Volunteer Fire Department's operational support staff was made by Supervisor Ross. The motion was seconded by Supervisor MacBeth.

Vote: 2 ayes. Motion carried.

6. QuickBooks

Lisa Kelso said that Intuit is ending support and payroll services for the version of QuickBooks that the Township uses. She said that she talked to an Intuit representative who told her that they are trying to move everyone to online QuickBooks. She received a quote for QuickBooks Online at \$85 per month and QuickBooks Payroll Online at \$75 per month with an extra \$8.00 monthly charge per employee. This would be more than \$2,000 per year. Lisa said that the QuickBooks desktop will still function the same, but the payroll add-on will lose features. She said that she talked to a couple of different Intuit representatives and that she can't get an answer about exactly which payroll services will be lost. She said that she can manually calculate the taxes for payroll, but needs to know if she'll lose the ability to print paychecks, and whether the payroll summary report will continue to total the taxes withheld. Lisa said that she is willing to wait and see what features will be lost, and if need be she can use a spreadsheet to calculate and keep track of the taxes withheld, until a solution is found. She will continue to evaluate options.

7. April 3, 2023 Joint Public Meeting Results

Supervisor MacBeth said that he thought the meeting went well. There were good discussions, and everyone was civil. Among the questions asked by the meeting attendees:

- Number of Supervisors and from where? There will be three from the whole area.
- Whose Ordinances will be used? Eldred's will be adopted.
- Can the Supervisors still be workers? Yes
- Why do the Supervisors want to merge? Barnett Township does not always have people running for positions in the elections. Workers are not always available for Barnett Township.
- How many workers will Eldred Township need to hire to work Barnett Township roads? No full time, but can't rule out an occasional seasonal worker for specific projects that come up.
- Why doesn't Barnett Township just hire people to use their equipment and do the road work? It has to be bid out and prevailing wage must be paid. It would be expensive.
- How will tax rates change? The Supervisors can't give exact figures for any real estate tax changes, but there should not be any drastic changes. Adjustments will have to be made to make sure that the Sigel Volunteer Fire Department receives the same amount. Barnett Township's fire tax is 1 mil. Eldred Township's fire tax is ½ mil. Supervisor Ross said that it was put into Eldred Township's Ordinance 3-2015, which levied the fire tax, that the tax will be revisited in 20 years.

Supervisor MacBeth said that there will be a committee, and he thinks that it's important for the public to be involved. He said that there will be more public meetings to keep the public informed and that more solid information will come as the

process goes along. He said that the proposed merger is not a money grab or a power grab, and that Eldred Township is not coming in to just take over. Supervisor Ross said that questions about a possible merger had come to him about three or four years ago, but that Barnett Township had to initiate the process. It has to pass by a majority in both townships for the merger to happen, and it will be at least a two-year process, if approved by the voters. Supervisor Ross said that if anyone knows someone who has questions, to please tell them to call to get information.

8. Selling Trucks and Equipment

Supervisor Ross is taking pictures and compiling specifications in anticipation of advertising the sale of the:

- Mack truck
- Grade-All
- 1994 Ford F-550 pickup
- 1995 International dump truck

The items will be advertised for bids to be placed through the Municibid website.

OTHER SUPERVISOR COMMENTS OR CONCERNS

Supervisor MacBeth said that he and Supervisor Ross did measurements for a drainage project on the North end of Sharp Road to keep the water off of the road and protect the class A trout waters. He said that when it rains the road turns into chocolate milk. Supervisor Ross is going to submit an application for the project to the Jefferson County Conservation District for a dirt and gravel road grant. Supervisor Ross said that he would like to submit applications for a couple of other projects as well. Supervisor MacBeth said that the money has to be allocated. The Conservation District gets an amount from the state that must be divided up between approved projects. Supervisor Ross said that last year the township got approximately \$60,000 for a project and that the Eldred Township road crew did the work. The funds paid for materials and equipment rental/use. He said that if the road crew does it themselves the money goes further.

Supervisor MacBeth adjourned the meeting at 5:12 PM.

The next regular meeting will be held at the Eldred Township Building on May 10, 2023, at 4:30 pm.

Lisa Kelso
Secretary