

**Eldred Township Supervisors**

**Regular Meeting**

May 10, 2023

This meeting was held at the Eldred Township Building.

Call to order at 4:28 PM by Chairman Greeley.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors Gordon Greeley and Lawrence Ross were in attendance at the beginning of the meeting.

Supervisor MacBeth arrived late due to a work commitment.

**PUBLIC COMMENT PERIOD:**

Jean Dush asked about the road schedule for Greeley Road. Supervisor Ross said the guys would be filling potholes, working on the berms, and removing dirt from ditches. Mrs. Dush then asked where the gravel was going and if there were certain amounts per road. Supervisor Ross said that different types go to different places.

A motion to approve the **April 12, 2023 Regular Meeting Minutes** was made by Supervisor Ross. The motion was seconded by Chairman Greeley. Vote: 2 ayes. Motion carried.

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

**Total Receipts** (April 1, 2023 to April 31, 2023): \$36,783.63

**Total Expenditures** (April 1, 2023 to April 30, 2023): \$40,853.27

**Total Balance (all accounts):** \$284,212.13

A motion to approve payment of the invoices for April 2023, in the amount of \$29,054.70 was made by Chairman Greeley. The motion was seconded by Supervisor Ross. Vote: 2 ayes. Motion carried.

A motion to approve payment of the payroll expenses for April 2023, in the amount of \$11,798.57 was made by Chairman Greeley. The motion was seconded by Supervisor Ross. Vote: 2 ayes. Motion carried.

**ROADMASTER REPORT:**

Supervisor/Roadmaster Ross said that the guys were filling potholes this week. He met with Marc Skarbek, the PennDOT Municipal Representative, to look at the roads and see what the township can afford to fix. The guys have also been preparing the equipment that will be put up for bid on Municibid.com. Pictures will be taken, and specifications recorded for posting. The sale will be advertised in the newspaper that bids will be taken on Municibid.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**1. Resolution 2023-6 Disposition of Specific Records**

Resolution 2023-6 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: 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2007, and 2008. The list of specific records is attached to Resolution 2023-6. Chairman Greeley made a motion to adopt Resolution 2023-6 and authorize the destruction of the specific records on the list attached to the Resolution. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried and Resolution adopted.

**2. Stone and Oil Contracts**

The Greater Jefferson Area Council of Governments (COG) prepared contracts for Eldred Township for the bids that were accepted at the last meeting. The following contracts were signed and dated May 10, 2023:

- Between Eldred Township and Jefferson Paving Corp. for CRS2 Emulsion, applied at \$2.56 per gallon; MC70, Applied at \$4.54 per gallon; and CRS2 Emulsion, F.O.B. at \$2.46 per gallon.
- Between Eldred Township and Woodland Equipment and Supply Company for DSA at \$29.36 per ton; #8 limestone at \$27.33 per ton; #57 limestone at \$25.57 per ton; #3 limestone at \$27.12 per ton; #2RC limestone at \$19.95 per ton; and PA-2A at \$21.35 per ton.

### **3. Donation for the Jefferson County Township Officials Association (JCTOA) Scholarship**

Two \$500.00 scholarships will be awarded in August by JCTOA. The scholarships are funded solely by donations from townships in Jefferson County. Applications are available and are due on July 28, 2023. Applicants are required to attend at least one township meeting and have a Supervisor sign their application. JCTOA will select the two scholarship winners on August 1, 2023. Chairman Greeley made a motion to donate \$100.00 to the JCTOA scholarship fund. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

### **4. Selection of Representative to Attend Jefferson County Commissioners' Meeting About Medical Emergency Ground Transportation**

The Commissioners are requesting the attendance of at least one elected or appointed official from the township at their meeting to be held on May 18, 2023 at 1:00PM. The meeting is being held to discuss the current state of medical emergency ground transportation, share recent information, and initiate plans for the future. After discussion, it was decided that Chairman Greeley would attend the meeting to represent Eldred Township.

### **5. Matson Insurance Presentation of Property/Liability Insurance Proposal**

Olivia McKinney from Matson Insurance Agency attended the meeting to go over Matson's proposal. The carrier is Astra-Great American Insurance Company. Ms. McKinney explained that their insurance proposal is based on a blanket basis with replacement costs for property and equipment. She explained the difference between a replacement cost basis and an actual cash value basis. The replacement cost basis pays to replace losses with the same type of items up to the maximum insured amount. An actual cash value basis pays to replace losses based on the value of the item lost minus depreciation. She read through the list of values and coverages being proposed and said that any or all of them could be changed and a new proposal amount could be given. She said that "tail end" coverage is included in the proposal, so the township wouldn't have to purchase additional coverage for overlap if the Supervisors decide to accept the Matson Insurance proposal.

Chairman Greeley thanked Ms. McKinney for the presentation and said that the Supervisors would have to compare the proposal with the township's current PIRMA coverage.

### **6. Extra Hours for Ashlyn Ross to Sort Records for Disposition**

Last year, 100 hours were approved for Ashlyn Ross to sort records. She worked her 100 hours and an additional 32 hours. There are still some boxes of records left to sort. Chairman Greeley said that he thinks the Supervisors should terminate the hours. He made a motion to end Ashlyn's employment and pay her for the extra hours that she worked. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes, with Supervisor Ross abstaining. Motion carried.

### **7. Seal Coat Estimate from PennDOT**

Marc Skarbek, the PennDOT Municipal Representative, rode around with Supervisor/Roadmaster Ross to look at the condition of the roads and help decide which roads would be approved for seal coating. Mr. Skarbek gave estimates for the seal coating of the following roads or sections of road:

O'Donnell Road: \$53,640

Section of Cathers Run Road: \$1,624

Section of Gilbert Road: \$2,142

Section of Spring Creek Road: \$30,104

Supervisor Ross said that O'Donnell Road was last paved in the 1980s before the township got it from the state. The section of Spring Creek Road from 949 to Gilbert wasn't done last year, and it's just short chunks of Cathers Run and Gilbert Roads. He said that he's trying to keep a rotation and next year will be roads toward Brookville. Chairman Greeley said that Greeley Road needs to be widened. Supervisor Ross said that what gets done depends upon how much money we have and how far the budget can be stretched. He said roads last longer if they're sealed. Fisher Road was last paved about 25 years ago and has only stayed together because it's been sealed. He said that for dirt roads, MC70 oil is \$4.54 per gallon, and they are trying to stretch out the use. Supervisor Ross made a motion to approve the seal coat estimate provided by PennDOT, and to put the seal coating out for bid until 4:00 PM on June 14, 2023. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried.

## **8. Draft Merger Agreement and Draft Ordinance for the Proposed Merger with Barnett Township**

Attorney Jay Lundy, Eldred Township's solicitor, gave an update on his progress with the Draft Agreement and Draft Ordinance. He said that both Eldred Township and Barnett Township need to pass the agreement and ordinance at the same time. He asked for some information that he needs to finish the agreement and ordinance:

- An asset list for Barnett Township
- The VIN number of Barnett Township's 2015 Dodge truck, and the serial numbers for the bigger pieces of equipment – he said that there needs to be some type of bill of sale for evidence of ownership for insurance purposes.
- Plans for Barnett Township's real estate – kept and used or sold? Chairman Greeley said that the plan was to keep it and use it for storage.
- Details of any debt held by Barnett Township – Chairman Greeley and Supervisor Ross said that there is no debt that they're aware of
- Details of any agreements or contracts Barnett Township holds that Eldred Township will need to absorb (i.e., vendors, etc.) Supervisor Ross said that they have recycling bins, and he was asked by some residents if they would still be able to use them.
- The number of employees coming over – Supervisor Ross said that as far as he was aware, there were no employees.
- The term of the Barnett Township Tax Collector and whether she wants to continue – if she wants to continue there's no reason she can't.
- Whether there are candidates for Eldred Township Tax Collector on the ballot
- Time frames

Attorney Lundy said that the concept of having an agreement is to control what happens. Chairman Greeley said that we need it by the June meeting so it can be advertised and voted on at the July meeting to meet the 13-week public viewing requirement. Supervisor MacBeth said that once the ordinance has been advertised, he thinks there should be at least one more public meeting prior to August.

Attorney Lundy said that he would update the draft Ordinance and draft Agreement with the information gathered today and then send it to the Supervisors so that they can have time to read them in-depth on their own to check things.

Supervisor Ross said that Barnett Township Supervisor Paul Ross is planning on resigning if the merger doesn't go through. He said that Ed Shields may be doing the same. Barnett Township is spending three to four times more to tend to their roads. Chairman Greeley added that if there's no government then nothing gets done.

Attorney Lundy said that the fire tax needs to be addressed so that the Sigel Fire Department is still getting the same amount. Supervisor Ross agreed and said that the fire department shouldn't be shorted. Attorney Lundy said that the Supervisors would have to decide how much the fire tax for Eldred Township would have to increase to equal what the fire department is currently getting. He suggested that the Supervisors consider putting it in the Ordinance.

Chairman Greeley asked if it would be possible to hold a joint meeting so that Eldred Township and Barnett Township could sign the Ordinance and Agreement at the same time. Attorney Lundy said that he didn't know if a township could hold a meeting outside of the township. He also added that if the Supervisors want to put up a sign to identify Barnett if the merger goes through, they will have to check to see if there is another area identified the same. He said that "village" is meaningless, but "town", etc. have governmental structures and couldn't be used.

## **9. Bottom Road Bridge Replacement Technical Proposal and Price Proposal with Gibson Thomas Engineering**

Jason Barkey, the PennDOT Project Manager, requested that the Eldred Township Supervisors review the Technical Proposal and a Price Proposal that he negotiated with Gibson Thomas Engineering and decide if they will accept it or if they would like to make changes. Lisa Kelso added that Jason told her that he was able to get the price down more than \$75,000 from the starting point. Chairman Greeley said that he read over the documents, and they'll probably have to agree. He said that he wants to see the design though. Chairman Greeley made a motion to approve the Technical Proposal and the Price Proposal with Gibson Thomas Engineering for the Bottom Road bridge replacement project. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

## **10. Solar Ordinance Discussion**

Chairman Greeley said that he doesn't think the township needs an Ordinance. Supervisor Ross said that the township needs one to regulate the removal of the panels, if nothing else, because otherwise the township would be stuck with the cleanup. Chairman Greeley said that the township needs to require a bond for double so that there's enough for cleanup. Lisa Kelso said that one of the Washington Township Supervisors told her that Washington Township has a solar ordinance. Supervisor MacBeth said that he would like to get Washington Township's ordinance to see what it has in it. Chairman Greeley said that he would like to get an estimate on the cost of removal. Supervisor Ross said that the township can't stop anything without an ordinance. Supervisor MacBeth said that we don't want to stop the installation, just to deal with the ending so that they can't be abandoned. Supervisor Ross said

that we need guidelines. Chairman Greeley said that we should check with Cris Dush's office to see if they have a sample ordinance, then with other townships and PSATS, and send it to Jay.

#### **OTHER SUPERVISOR COMMENTS OR CONCERNS**

1. Chairman Greeley said that the Solid Waste Authority sent an invoice asking for \$500 for recycling. He made a motion to give the Jefferson County Solid Waste Authority \$500 for Eldred Township's donation to recycling. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
2. Chairman Greeley asked if cell service was shut off for Shawn McCool's phone. Supervisor Ross said he tried to shut it off but didn't have access to the email account for codes and needs to coordinate with Lisa Kelso to get it done. Supervisor MacBeth asked that if Shawn's no longer employed, will he still be getting health insurance. Lisa Kelso said that the Township has to offer him Mini-Cobra for nine months. He would have to pay the same premium that the township has been paying for him. She said that she is still waiting to hear back from him whether he wants it. Supervisor Ross said that he is holding his vacation time until he returns all of his uniforms so that he can be charged for anything that he may have lost.
3. Supervisor Ross said that he is considering hiring Ryan Graham for the road crew position because of anyone showing interest, his experience is the best match. Supervisor MacBeth said that he is flabbergasted that one person has carte blanche to hire and fire the road crew employees, and he thinks that it needs to be revisited. Supervisor Ross said that he has been holding off hiring Ryan because he wanted input from all of the Supervisors. Supervisor MacBeth said that he feels it should be a committee as a whole, and that there should be interviews. He said that he meant no offense to Supervisor Ross, but that he thinks that they should open the by-laws and look at it, to protect Supervisor Ross and the township. Chairman Greeley said that they could change it. Supervisor MacBeth said that he doesn't know that they should do that before hiring for the open position, but he thinks it needs to be looked at. That there should be a 2-week advertising period, interviews, and a vote by the Supervisors. Supervisor Ross said that he didn't take any action yet because he wanted to get input from both of them. Chairman Greeley said to set up a time for Ryan Graham to come in so they could talk to him. Supervisor MacBeth said to at least have him come in for a pseudo-interview. Supervisor Ross said that he would like to move Paul up to \$17.00 per hour and start the new person at what Paul is currently making and then move him up to \$17.00. Chairman Greeley said that it's hard to get someone for \$17.00 an hour when fast-food restaurants are paying about the same. Supervisor MacBeth said that the \$17.00 per hour doesn't include the health insurance and retirement that the person would be getting. Supervisor Ross said that he would like to pay to get a hard worker. Supervisor MacBeth asked Supervisor Ross if he could call Ryan and ask when he can come in to talk, because it just protects everyone. Supervisor Ross said that he is fine with doing that and will call him.
4. Supervisor Ross said that he has talked to Barnett Township Supervisors Paul Ross and Ed Shields, and they told him that there are potholes everywhere that need to be fixed. He asked for authorization to take a day or two to fix them. Chairman Greeley said that if Barnett Township is willing to pay the same as the winter rate, then he's okay with it. Supervisor MacBeth said he agreed with that.
5. Supervisor Ross said that he would like to put some MC-70 oil on Bottom Road. He said that the oil would seal it up, but to go from Roseville-Sigel Road it would probably cost around \$12,000. He said that he would like to hit two chunks specifically by the Songers and the Thorntons. Supervisor MacBeth asked if they shouldn't do it in front of everyone's house. Supervisor Ross said that they should, but they need to do it where the road is good or they're wasting money. Supervisor Ross said that it takes about 8 gallons to do a section of road about eight feet long by seven feet wide. He said that it would cost about \$4,500 to do a section of about 100 feet. He said that he would love to do the whole road but wants to put oil down everywhere. Chairman Greeley asked if we would still need the oil if we put millings down. Supervisor Ross said that millings are what is there now, and it will help. Chairman Greeley said that soybean oil will build up roads in about three years. Supervisor Ross said that it bonds with the clay. Chairman Greeley said that if we don't build up the road, we are just wasting money on tar and chip. Supervisor Ross said that we can't pay for the oil out of Liquid Fuels money. Chairman Greeley asked where the township is money-wise. Supervisor MacBeth said that if we have the money then we should do it. Chairman Greeley said to do if we have the money. Supervisor MacBeth said to tell them not to shoot the oil until we get the millings. Supervisor Ross said that he would like to do something with Park Road also.

Chairman Greeley adjourned the meeting at 6:41 PM.

The next regular meeting will be held at the Eldred Township Building on June 14, 2023, at 4:30 pm.

Lisa Kelso  
Secretary