

**MINUTES OF MEETING OF
TYRONE TOWNSHIP BOARD OF SUPERVISORS
ADAMS COUNTY, PENNSYLVANIA
September 20, 2017**

The Board of Supervisors Meeting for Tuesday, September 20, 2017 was held at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road York Springs, PA 17372, Adams County, Pennsylvania

Members Present: Supervisor Russ Raub, Supervisor Rosalie Dashoff, Secretary Sherri Hartman

Others in Attendance: Bob Emler, Jack Kump, Greg Kepner, David Richwine

Call to Order: Supervisor Russ Raub called the meeting to order at 7:02 pm.

Pledge of Allegiance: Supervisor Russ Raub led the Pledge of Allegiance

Approval of Minutes: Dashoff made a motion to approve the minutes. Raub seconded the motion. The motion passed unanimously.

DISCLOSURE provided verbally by Supervisor Russell Raub: An Executive Session was held at the Tyrone Township Municipal Building on September 20, 2017 at 9:29 AM to discuss a change in office hours, employee benefits and pay rate. No decisions were made.

Public Comment on the Agenda:

Jack Kump expressed great concern regarding Advanced Disposal. The refuse was not picked up on the scheduled day. He offered that this was not the first time this has happened within recent weeks. Raub explained this was an issue in numerous township areas. Raub previously reached out to numerous Advanced Disposal representatives to no avail. The 2018 Waste Collection Contract Pre-Bid Meeting was held on September 15, 2017. Raub has requested that companies' previous performance of services be taken into consideration when awarding future contracts. Ms. Bicky Redman of Adams County assured Raub that there are provisions in the Waste Collect Contract process to account for previous performance and that the successful bidder will be required to post a \$20,000 Performance Bond.

Old Business:

Lock Installation Update - A new lock has been installed at the Tyrone Township Municipal Building.

Township Video Security Update – Cameras have been repaired and are on-line effective September 20, 2017.

Location of Township On-lot Sewer System and Pumping Update – Tabled until next meeting.

Repair(s) to Township Garage Roof Update – Three bids from two contractors have been received. The decision was been tabled until the next meeting.

Public Notification Siren Update – A new pole, trenching, and electrical work is due to commence during the 2nd, 3rd, or 4th weeks of October after which the siren will be on-line.

Laura Weaver Public Officials Bond Cancellation, Request for Refund Update – The refund was received on September 18, 2017.

Reimbursement Received from Central Pennsylvania Transportation Authority – The township has received the full amount requested. Mr. Richard H. Farr, Executive Director, has requested permission from the PA Department of Transportation to refund the township an additional \$637 to reimburse the expense incurred in engineering fees.

Line Painting Update – The line painting has been completed by Alpha Space Control, Chambersburg. There was a small area that was missed, however, the township has additional roads that will require painting in 2018, at which time, the portion that was missed will be corrected. Public opinion as to the durability of the new lines is requested.

Traffic Study Update – Company Farm Road and Rupp Road have been completed at the reports are available for review at the Municipal Building. The study of Tapeworm Road is being re-done and will be available on September 22, 2017 due to an issue that occurred during the first study.

Waste Water Treatment Facility Project Update – A motion was made by Raub to authorize the Township Engineer to proceed with bidding the waste water treatment plant improvement after all grant clearances have been received. A second was made by Dashoff. A vote was taken and the motion passed unanimously.

Tractor and Boom Mower Rental Update – The mower rental has been secured by the Roadmaster. The mower will be in the possession of the township for two weeks in the month of November.

New Business:

Bob Emler – Potential Land Lock Issue – Mr. Emler requested information regarding a path/dirt road leading into his property. The township was unable to provide the information requested but as a courtesy provided information regarding the Private Road Law and Commonwealth Court and Pennsylvania Supreme Court decisions that impact the Private Road Law.

Individuals Authorized to Request Information from ACNB Bank – Currently, the Secretary is authorized to contact ACNB to request information on behalf the Board of Supervisors. The on-line users are James Lady, Russell Raub, and Laura Weaver. Dashoff has provided a written request to ACNB Bank to remove Laura Weaver, former Treasurer, as an authorized representative of Tyrone Township. The Treasurer has requested the FRED RDC machine be transferred to their location to process deposits on behalf of the township. Raub made a motion to authorize the Secretary to prepare a letter on township letterhead to ACNB Bank requesting full access to all ACNB accounts be given to Patricia Forsythe and Andrew C. Donahue. The letter is to include full names, phone numbers and email addresses. In the same letter a request to relocate the FRED RDC machine to the Treasurer's office should be included, and authorization be granted to Patricia Forsythe and Andrew C. Donahue as Tyrone Township users. A second was made by Dashoff. A vote was taken and the motion passed unanimously.

Salt Brine provided by Cope County Salt for the 2017/2018 Winter Season – Raub made a motion for Tyrone Township to utilize The Cope Company Salt as the salt brine provider. The Secretary is to notify the company via email of the township's intentions. A second was made by Dashoff. A vote was taken and the motion passed unanimously.

PennDOT Approved use of Geomelt 55, BEET HEET Concentrate, Aqualina+, Biomelt AG and AMP –Raub offered information regarding the approved agents.

2018 Waste Collection Contract Bid Materials Distributed, Pre-Bid Meeting Held September 15, 2017 – Raub provided information regarding the Pre-Bid Meeting.

Application for Employment Acceptance – The township’s current employment application is under review for potential updates.

Workers’ Compensation Billing for 2015, 2016, & 2017 – Reimbursement for Workers’ Compensation insurance premiums has not been requested from adjacent townships since 2014. Upon review, there is \$12,873.32 due to the township. Raub made a motion to authorize the Secretary to send letters to Straban Township, Butler Township and Huntington Township requesting reimbursement for the period January 1, 2015 through December 31, 2017. A seconded was made by Dashoff. The vote was taken and the motion passed unanimously.

Township Website – the Board of Supervisors has extended an invitation for comments and/or suggestions on the updated Website.

Employee Compensation, Office Hours and Observed Holidays – Dashoff made a motion to increase the current Secretary hours of 20 per week to 25 per week with an additional 5 hours available, if needed, with prior authorization.

The new office hours, effective immediately, are:

Monday	9 AM – 1 PM
Tuesday	CLOSED
Wednesday	9 AM – 2 PM & 6 PM – 8 PM
Thursday	9 AM – 1 PM
Friday	9 AM – 1 PM

The Secretary will be in the office but unavailable to the public the following hours:

Monday	1 PM – 3 PM
Thursday	1 PM – 3 PM
Friday	1 PM – 3 PM

Paid holidays for all part-time employees will be:

- New Year’s Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Effective October 2, 2017, the Secretary pay rate will be \$15.00 per hour, with a shift differential of .50 per hour from 6 PM to 6 AM.

All employee timesheets must be submitted to the township office for an authorized signature every other Monday morning. A second was made by Raub. A vote was taken and the motion passed unanimously.

Waste Water Treatment Facility – The trees and leaves at the facility are depositing debris into the tanks and the township is incurring additional expense for the debris and leaves to be removed. Two bids have been received to have the trees removed. Atlas Tree Service bid \$5,400.00 and Cumberland Valley Tree Service bid \$6,500.00. Raub made a motion to award the contract to Atlas Tree Service, Gardners, PA, per their September 14, 2017 estimate of \$5,400.00. A second was made by Dashoff. A vote was taken and the motion passed unanimously. The Secretary will notify Mr. Pohlman of the award and provide the following information:

- 1) The \$5,400.00 is a fixed price contract.
- 2) Prior to beginning any work, Atlas must provide the township a certificate(s) of insurance.
- 3) Any damages done to the property during the tree removal is the responsibility of Atlas Tree Service.
- 4) Atlas is to contact Greg Kepner to schedule a date and time to commence the work.

Mr. David Richwine expressed concern with the tree removal. Raub acknowledged Richwine's concern and indicated that he would seek the Adams County Conservationist's advice of what can be done to allay Richwine's concern.

Treasurer Bond – Currently, the Treasurer's insurance coverage is \$20,000. Raub made the following motion: The Board of Supervisors require the Tyrone Township Treasurer to acquire, maintain and keep in force a \$500,000 insurance policy or as an alternative obtain a Surety Bond in the amount of \$500,000 naming Tyrone Township as the loss payee and that such action be completed by October 2, 2017. A second was made by Dashoff. A vote was taken and the motion passed unanimously.

Authorized Check Signers – Raub made a motion to authorize and execute Resolution 2017-5 naming the following individuals as signers:

- 1) James D. Lady
- 2) Rosalie Dashoff
- 3) Russell Raub
- 4) Patricia Forsythe
- 5) Andrew C. Donahue

A second was made by Dashoff. A vote was taken and the motion passed unanimously.

District 1 On-Lot System Pumping Update – As of September 20, 2017, there are 48 owners of 61 properties in District 1 that have not complied with the pumping requirements. Raub made a motion to provide the Solicitor with the list of owners and properties and authorize the Solicitor to file civil complaints with the District Court for non-compliance. The Secretary will contact all authorized pumpers to verify accuracy of the property owners and their properties prior to September 30, 2017.

PUBLIC PARTICIPATION:

Jack Kump expressed a concern for the on-lot pumping requirements for property owners that do not have a septic system on their lot. Raub offered it is the property owner's responsibility to contact the township to notify the township that no on-lot system exists on their property. After notification the record will be so notated and there will be no further responsibility on the property owner.

David Richwine questioned the new Secretary hours with regards to the monthly Board of Supervisor meetings. Dashoff explained monthly Board of Supervisor meetings hours will be in addition to the mentioned hours. Richwine also had a question regarding the location of the line painting in Tyrone Township. Raub provided a list of the roads that were painted.

Meetings:

Township Planning Commission meeting October 12, 2017 at 7:00 p.m. at the Township Building.
Township Board of Supervisors meeting October 18, 2017 at 7:00 p.m. at the Township Building.

Adjournment:

Dashoff made a motion at 9:19 PM to adjourn the meeting. A second was made by Raub. A vote was taken and the motion passed unanimously.