

**Eldred Township Supervisors**  
**Regular Meeting**  
January 2, 2024

This meeting was held at the Eldred Township Building.

Call to order at 4:29 PM by Chairman Greeley.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors Gordon Greeley, John MacBeth, and Laird Raybuck in attendance.

**REORGANIZE:**

1. Motion by Supervisor Greeley to appoint Supervisor MacBeth as temporary Secretary. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
2. Motion by Supervisor Greeley to appoint Supervisor Raybuck as temporary Chairman. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
3. Motion by Supervisor MacBeth to nominate Supervisor Greeley as Chairman. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
4. Motion by Chairman Greeley to nominate Supervisor MacBeth as Vice-Chairman. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

**APPOINT:**

1. Motion by Chairman Greeley to reappoint Lisa Kelso as Secretary/Treasurer. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
2. Motion by Chairman Greeley to appoint Paul Ross as Roadmaster. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.  
A \$5,000.00 purchasing limit was set for the Roadmaster. Anything beyond \$5,000.00 requires the approval of at least two Supervisors. It was decided that the Roadmaster doesn't have to attend the meetings to give the Roadmaster Report because he turns over the record book with logs of daily work. If the Roadmaster has to attend a meeting, it was decided to give him one hour of compensation time for attending.
3. Motion by Chairman Greeley to appoint Emily J. Mueller of GRB Law as the Township's Solicitor. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
4. Motion by Chairman Greeley to reappoint the EADS Group as the Township's engineer. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
5. Motion by Chairman Greeley to reappoint Pennsafe Building Inspection Services as the Township's Uniform Construction Code Inspector. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
6. Motion by Chairman Greeley to reappoint Russ Braun as the Township's Sewage Enforcement Officer. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
7. Motion by Chairman Greeley to reappoint Berkheimer Tax Innovations as the Township's earned income and local services tax collector. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
8. Motion by Supervisor Raybuck to appoint Dan Park as the Township's Vacancy Board Chairman. The motion was seconded by Chairman Greeley. Vote: 3 ayes.
9. The appointment of an Emergency Management Coordinator was tabled until the February meeting. Candidates will be sought.
10. Motion by Chairman Greeley to reappoint Lisa Kelso as the Township's Open Records Officer. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes.

11. The Floodplain Administrator was set by Ordinance 01-2012 to be the Township Secretary. Lisa Kelso said that she has the ability to get FEMA flood insurance maps to determine whether a parcel is in a flood hazard area, but she does not have the expertise to administer the ordinance if the parcel is in a flood hazard area. She suggested that the engineer should take over the administration of the Ordinance for building permits in flood hazard areas. Chairman Greeley made a motion to reappoint Lisa Kelso as Floodplain Administrator and reevaluate the appointment if necessary. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

12. Motion by Chairman Greeley to reappoint Lisa Kelso as the Township's Municipal Representative for land use/building permits. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

13. Motion by Chairman Greeley to appoint Supervisor Raybuck as the Township's voting delegate for the Pennsylvania State Association of Township Supervisors (PSATS). The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

14. Motion by Chairman Greeley to appoint the following people as delegates to the Greater Jefferson Area Council of Governments (C.O.G.):

Supervisor Raybuck as the delegate

Lisa Kelso as the 1<sup>st</sup> alternate delegate

Chairman Greeley as the 2<sup>nd</sup> alternate delegate.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Meeting attendance compensation for non-Supervisor delegates was set at \$50.00 per meeting.

15. Motion by Chairman Greeley to appoint the following people as delegates to the Jefferson County Tax Collection Committee (JCTCC):

Lisa Kelso as the primary voting delegate

Supervisor MacBeth as the 1<sup>st</sup> alternate delegate

Supervisor Raybuck as the 2<sup>nd</sup> alternate delegate.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Meeting attendance compensation for non-Supervisor delegates was set at \$50.00 per meeting.

## **SET:**

### **1. Depositories**

Motion by Chairman Greeley to continue to use PLGIT as the depository for Liquid Fuels funds and Liquid Fuel savings. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to continue to use PLGIT and S&T Bank as the depositories for general funds. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to continue to use S&T Bank as the depository for the ARPA funds. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

### **2. Amount of Treasurer's Bond**

Motion by Chairman Greeley to set the Treasurer's Bond in the amount of \$350,000.00. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

### **3. Wages**

As per the Social Security Administration, the 2024 Cost-of-Living Adjustment is 3.2%.

Current gross pay rates:

Full-time Roadmaster: \$19.02 per hour (wage set by the Auditors in 2023 due to a Supervisor holding the position)

Full-time road foreman: \$20.00 per hour

Full-time road crew employee: \$17.58 per hour

Full-time road crew employee: \$16.97 per hour

Part-time Secretary/Treasurer: bi-weekly salary of \$695.25 for 40 hours (20 hours per week)

Motion by Chairman Greeley to eliminate the road foreman position. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to increase the hourly rate of the Roadmaster to \$20.00 per hour, keep the hourly rate of the road crew employees at their current rates, and give the Secretary/Treasurer a 3% raise. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **4. Mileage Rate**

The 2024 IRS standard mileage rate for business use is \$0.67 per mile.

The Township's current mileage rate is \$0.655 per mile.

Motion by Chairman Greeley to set the mileage rate at \$0.655 per mile. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes.

#### **5. Office Hours**

Motion by Chairman Greeley to set the office hours as:

8:00 AM to 12:00 PM on Monday through Thursday

12:00 PM to 4:00 PM on Friday.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **6. Regular Meeting Dates**

Motion by Chairman Greeley to set the regular meeting dates as the second Monday of each consecutive month. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **7. Regular Meeting Time**

Motion by Chairman Greeley to set the time of the monthly regular meetings at 4:30 PM. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

#### **8. Regular Meeting Location**

Motion by Chairman Greeley to hold the meetings at the Eldred Township Building. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

### **REVIEW:**

#### **1. Payment of Bills**

Motion by Chairman Greeley to reaffirm Resolution 2020-8 and approve the Treasurer paying bills and payroll expenses between meetings. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **2. Employee Paid Time Off**

After discussion, it was decided to keep the paid sick days and the paid personal days as a way to make the employment positions more attractive to potential applicants.

Chairman Greeley made a motion to approve the following paid time off benefits and specifications:

- For full-time employees: three 8-hour days of sick time and three 8-hour days of personal time to be earned after one full year of employment from the date of hire, and after one year, to be earned on January 1<sup>st</sup> thereafter. The time will be paid at the employee's regular hourly rate.
- For part-time employees: three 4-hour days of sick time and three 4-hour days of personal time to be earned after one full year of employment from the date of hire, and after one year, to be earned on January 1<sup>st</sup> thereafter. The time will be paid at the employee's regular hourly rate.
- All personal hours must be used during the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>.
- A doctor's excuse is required after three consecutive sick days are used.
- Sick time can accumulate for a maximum amount of 30 days for use during a catastrophic illness or injury, but in order to use any time accumulated beyond the three days granted for the current year, a doctor's excuse is mandatory and must state the reason that the employee is unable to work.
- If employment is terminated, whether by the employer or the employee, there will be no pay-out for unused sick hours or unused personal hours.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **3. Employee Paid Vacation**

After discussion, it was agreed to maintain the same vacation schedule, but to end the accumulation or roll-over of vacation hours from year to year.

Chairman Greeley made a motion to approve the following vacation schedule and specifications:

- Full-time employees: five 8-hour days of vacation after one full calendar year of employment from the date of hire, and after one year, to be granted on January 1<sup>st</sup> thereafter, with an additional five 8-hours days earned after every 5 years of employment. The time will be paid at the employee's regular hourly rate.

- Part-time employees: five 4-hour days of vacation after one full calendar year of employment from the date of hire, and after one year, to be granted on January 1<sup>st</sup> thereafter, with an additional five 4-hour days earned after every 5 years of employment. The time will be paid at the employee's regular hourly rate.
- Vacation hours must be used during the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Requests for vacation must be submitted by March 1<sup>st</sup> and will be approved based on seniority.
- Only 1/3 of the workforce can be off at one time.
- If all vacation hours are not used by December 31<sup>st</sup>, then the employee will receive payment for the unused vacation hours at the employee's regular hourly rate.

The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

#### **4. Employee Paid Holidays**

After discussion, Chairman Greeley made a motion to approve the following paid holidays, with full-time employees being paid for an 8-hour day and part-time employees being paid for a 4-hour day at the employee's regular hourly rate:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

The office will be closed on paid holidays.

#### **5. Fee Schedule**

Motion by Chairman Greeley to keep the fees at the same amounts. The motion was seconded by Supervisor MacBeth. Vote: Greeley - aye, MacBeth - aye, Raybuck - nay. Motion carried.

#### **PUBLIC COMMENT PERIOD:**

None.

Chairman Greeley made a motion to approve the December 13, 2023 Regular Meeting Minutes. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to acknowledge receipt of the Treasurer's Report. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

**Total Receipts** (December 1, 2023 to December 31, 2023): \$20,081.71

**Total Expenditures** (December 1, 2023 to December 31, 2023): \$94,171.80

**Total Balance (all accounts) on December 31, 2023:** \$157,427.44

Chairman Greeley made a motion to approve payment of the invoices for December 2023, in the amount of \$74,867.92. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to approve payment of the payroll expenses for December 2023, in the amount of \$19,303.88. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **ROADMASTER REPORT:**

Paul Ross left the Record Book of roadwork for the Supervisors. Chairman Greeley said that the road crew has been working on the trucks. The Ford F550 is at Delta Diesel Performance being repaired, and the 2001 International dump truck is at U.S. Municipal being repaired.

#### **UNFINISHED BUSINESS:**

##### **1. Employee Handbook Revision**

The above-mentioned revisions (Review sections, 2, 3, and 4) to the employee handbook were approved.

##### **2. Employee Timeclock**

A discussion about the purchase of an employee timeclock was held. Supervisor MacBeth is in favor of purchasing one if the cost is \$500.00 or less. Chairman Greeley would like to get an electronic timeclock with a punch-in code. The employees would be paid in 15-minute increments for late arrivals or departures.

Chairman Greeley made a motion to purchase an electronic timeclock with a cost of no more than \$500.00. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

##### **3. Direct Deposit**

The employees have expressed an interest in receiving their paychecks via direct deposit. They would like a Friday deposit. There is an approximate lag time of two days between the time the transaction is initiated and the time the

funds are deposited. The current pay period runs from 12:00 AM on Sunday through 11:59 PM on Saturday. A Friday direct deposit would require either the pay period to end at 11:59 PM on Tuesdays, or for the payroll to be delayed a week.

Chairman Greeley made a motion to approve direct deposit of the payroll upon the request of an employee or official. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to hold payroll for one week. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

### **NEW BUSINESS:**

1. Laird Raybuck was congratulated on winning the election to office, and welcomed as the new Township Supervisor

#### **2. Bank Account Authorized Signer Addition and Removal**

Chairman Greeley made a motion to remove Lawrence A. Ross, Jr. as an authorized signer for the following bank accounts:

The S&T Bank ARPA checking account,  
The S&T Bank general fund checking account,  
The PLGIT Liquid Fuels checking account and savings account,  
And the PLGIT General Fund checking account.

The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to add Laird S. Raybuck as an authorized signer for the following bank accounts:

The S&T Bank ARPA checking account,  
The S&T Bank general fund checking account,  
The PLGIT Liquid Fuels checking account and savings account,  
And the PLGIT General Fund checking account.

The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to remove Amber Siar, Lawrence A. Ross, Jr., and Kelly Ross as authorized signers for the S&T Bank Tax Collector checking account. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to add Lorie Park as an authorized signer for the S&T Bank Tax Collector checking account. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

3. Chairman Greeley made a motion to approve the payment of the PSATS 2024 dues and services on invoice 144270-T8G5 after the \$45.00 PA Township News Archive Online Subscription has been deducted and removed. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

#### **4. Signatory for the Contracts and Invoices for the Bottom Road Bridge Replacement Project with PennDOT**

Resolution 2022-3 establishes the "Roadmaster" as the signatory for the Agreement with PennDOT. At the time Resolution 2022-3 was signed, the Roadmaster was also a Township Supervisor.

Chairman Greeley made a motion to keep the Roadmaster as the signatory for the PennDOT Agreement and associated documents for the Bottom Road bridge replacement project. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

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

1. Supervisor MacBeth would like to have the road crew clean up the scrap, signs, etc. outside of the Township Building. He also said that the Sharp Road ditch needs to be done because the landowner was told months ago that the water would be diverted, and a pipe would be put in and nothing has been done. There is also a sink hole on Bottom Road that needs to be addressed and a pipe that needs to be opened to get water off the road. The road crew told Supervisor MacBeth that if they clean out one landowner's driveway pipe, then they would have to do it for everyone in the Township.

A motion to adjourn was made at 6:20 PM by Supervisor Raybuck. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried and meeting adjourned.

The next regular meeting will be held at the Eldred Township Building on February 12, 2024, at 4:30 pm.  
Lisa Kelso, Secretary