

**Eldred Township Supervisors
Regular Meeting
December 13, 2023**

This meeting was held at the Eldred Township Building.

Call to order at 4:27 PM by Chairman Greeley.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors Gordon Greeley, and John MacBeth in attendance. Supervisor Lawrence Ross, Jr. was absent.

PUBLIC COMMENT PERIOD:

Ken Park asked questions and commented on a variety of topics:

- What is the Township's role in the process of getting a passing zone on Route 36 removed. Supervisor MacBeth said that he is waiting to hear back from PennDOT, whether the Township is involved in the process.
- The area outside of the Township Building needs to be cleaned up. He can help.
- He is willing to help check for OSHA compliance.
- Are there short term and long-term plans for road work? Chairman Greeley said yes.
- Maybe some of the roads shouldn't be approved for ATVs – evaluate volume of traffic, etc.

Ed Kerchinski commented on the condition of Ferguson Road. He would like to have the potholes fixed. If the Township gives him the material, he will fix them himself. Chairman Greeley asked the Secretary to let a note for the Road Foreman that the potholes on Ferguson Road need to be fixed this week.

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

Total Receipts (November 1, 2023 to November 30, 2023): \$41,687.81

Total Expenditures (November 1, 2023 to November 30, 2023): \$45,391.54

Total Balance (all accounts) on November 30, 2023: \$231,517.53

A motion to approve payment of the invoices for November 2023, in the amount of \$33,790.72 was made by Supervisor MacBeth. The motion was seconded by Chairman Greeley. Vote: 2 ayes. Motion carried.

A motion to approve payment of the payroll expenses for November 2023, in the amount of \$11,600.82 was made by Chairman Greeley. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

ROADMASTER REPORT:

The roadmaster was absent.

Chairman Greeley said that the 2004 International dump truck is back from U.S. Municipal.

UNFINISHED BUSINESS:

1. The Treasurer made a couple of adjustments to the proposed budget to fix errors. The earned income tax revenue was increased by \$11,000.00 to make it more in-line with the revenues received in 2022 and to date in 2023. The real estate tax collection commission was increased by \$913.00 to reflect a 5% commission on the collection of both the Eldred Township millage and the fire tax millage at a 90% collection rate.

Chairman Greeley made a motion to adopt the 2024 proposed budget, with the revisions made by the Treasurer to the earned income tax revenue and tax collector commission, as the final 2024 budget. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried, and the 2024 budget is adopted.

2. The Eldred Township dues for the Greater Jefferson Area Council of Governments (COG) are \$700.00 for 2024. The COG is funded in large part by a portion of the building permit fees paid to Bureau Veritas for COG municipalities that have appointed Bureau Veritas as their Universal Construction Code (UCC) inspector and utilize the COG's contract with Bureau Veritas. Eldred Township did not appoint Bureau Veritas as its UCC inspector, so the COG does not get a part of the building permit fees for Eldred Township, which leads to higher dues to make up the difference. The Township has received \$633.19, to date, from the building permit fees paid to Pennsafe Building Inspection Services, the Township's UCC inspector.

The COG handles the stone and oil procurement process for member municipalities. Advertising alone would be an estimated \$418.92, based on the 2023 legal ad pricing for the Township's seal coat procurement process.

After discussion, it was decided that it is worth paying the dues to have the COG handle the stone and oil procurement process and contracts. Chairman Greeley made a motion to approve the payment of \$700.00 to the Greater Jefferson Area Council of Governments for 2024 dues. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried. Chairman Greeley made a motion to approve the budget of the Greater Jefferson Area Council of Governments for the fiscal year of January 1, 2024 to December 31, 2024. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

3. The EADS Group sent a proposal for professional services for drafting a solar ordinance. Action on the proposal was tabled at the November 8, 2023 meeting. EADS anticipates the process to take approximately 3 months and there is an estimated fee of \$3,500.00. Supervisor MacBeth would like the ordinance to make cleanup and disposal the installer's responsibility. He said that the Township needs to be proactive. Chairman Greeley would like to require a bond or insurance to cover the costs of cleanup and disposal if the company fails to perform it. He said that he was told by the County Commissioners that the County doesn't have anything in place to govern cleanup and disposal. Supervisor MacBeth made a motion to accept the proposal from the EADS Group for drafting a solar ordinance. The motion was seconded by Chairman Greeley. Vote: 2 ayes. Motion carried.

NEW BUSINESS:

1. Todd Gumphier, the Township's Emergency Management Coordinator hand-delivered a letter of resignation on November 21, 2023. The letter is dated November 7, 2023 and states that the resignation is effective immediately. (The date on the Agenda contained a typo. The year should be 2023.) The appointment of a new Emergency Management Coordinator was tabled until the reorganization at the January 2nd meeting.

2. The discount and penalty rates were set for the payment of municipal real estate tax and fire tax. Chairman Greeley made a motion to keep the discount rate at 2% and the penalty rate at 1%. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

3. The Jefferson County Tax Collection Committee (JCTCC) submitted a 2024 budget with total revenues of \$3,500.00 and total expenses of \$3,500.00 for approval. Eldred Township's share of JCTCC's operating expenses for 2024 is \$57.05. Chairman Greeley made a motion to approve the 2024 budget of the Jefferson County Tax Collection Committee. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried. Chairman Greeley made a motion to approve the payment of Eldred Township's share of the Jefferson County Tax Collection Committee operating expense for 2024, amounting to \$57.05. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

4. A 2024 ATV permit application was presented to the Supervisors. A discussion was held about the amount of the fee for the Eldred Township ATV permits. A \$10.00 increase to the fee would generate another \$4,640.00 in revenue, based on the number of 2023 permits sold to date (464). Supervisor MacBeth made a motion to set the fee at \$30.00 for the 2024 Eldred Township ATV permit. The motion was seconded by Chairman Greeley. Vote: 2 ayes. Motion carried. Chairman Greeley made a motion to approve the 2024 Eldred Township ATV Application, with a revision to the cost of the permit. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried. The Secretary asked if she could include a notice that applications received by mail will be processed on Mondays only, due to the time that it takes to process the large volume of applications received in the first few months of the year. Chairman Greeley and Supervisor MacBeth had no objections.

5. The Eldred Township Municipal Authority (ETMA) sent a letter to the Supervisors requesting the appointment of James McNutt to the ETMA board. Chairman Greeley made a motion to appoint James McNutt to the Eldred Township Municipal Authority Board for a term beginning on January 1, 2024 and ending on January 1, 2029. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

6. Comcast sent a letter stating that a Comcast representative will be in contact to discuss the negotiation of a franchise renewal agreement. Chairman Greeley said that the Township gets a percentage of Comcast's revenue from cable services. Comcast has not yet been in contact and the matter has been tabled.

7. A discussion was held about an employee time clock, pay periods, and payroll direct deposit. A timeclock will require that payroll be processed after the pay period ends. The current pay periods begin on Sundays at 12:00 AM and end on Saturdays at 11:59 PM. The employees have asked for direct deposit and expressed interest in having a payroll deposit on Fridays. Direct deposit requires a two-day period for fund transfer. A pay period adjustment will be necessary for direct deposit on Fridays. The payroll amounts would need to be submitted to the bank on Wednesday,

which means that the pay period would need to be adjusted to end on Tuesdays at 11:59 PM. The matter has been tabled until the next meeting so that the Supervisors can talk to the employees.

OTHER SUPERVISOR COMMENTS OR CONCERNS

1. Chairman Greeley said that the Supervisors will need to appoint two auditors to take the place of Lorie Park, who was elected Tax Collector, and Laird Raybuck, who was elected Supervisor. He said that he would like to do the appointments now so that they could attend the swearing-in ceremony at the Courthouse on December 18th. Chairman Greeley made a motion to appoint Jean Dush and Barb Austin as Eldred Township Auditors to take the place of Lorie Park and Laird Raybuck beginning on January 1, 2024. The motion was seconded by Supervisor MacBeth. Vote: 2 ayes. Motion carried.

2. Supervisor MacBeth has been in contact with residents of the Township with concerns about the ditches. He asked what could be done right now to get the water off of the roads and what could be done in front of people’s homes. Many residents have been patient, but that may change. Supervisor MacBeth said that the weather has been sunny and warmer and asked what can be done right now to help. Chairman Greeley said that the ditches haven’t been done with the Athey for several years. They can’t be done this time of year, but the leaves could be blown out or the auger could be used to remove some of them. Supervisor MacBeth said that the ditch on Beers Road needs to be fixed right now and asked the Secretary to let a note for the Road Foreman that it needs to be fixed by the end of next week at the latest.

A motion to adjourn was made at 5:53 PM by Supervisor MacBeth. The motion was seconded by Chairman Greeley. Vote: 2 ayes. Motion carried and meeting adjourned.

The next regular meeting will be held at the Eldred Township Building on January 2, 2024, at 4:30 pm. Reorganization will be the first order of business at the meeting.

Lisa Kelso
Secretary