

SUPERVISOR and FIRE COMPANY MEETING MINUTES of PORTER TOWNSHIP

February 15TH 2016 Township Building 7:00 PM.

Attendance: Chairman Kevin Frank, Larry Dotterer, Mike Champion, Secretary Carol Colucci, Rich Brungard, and 14 members of the fire company and public.

The meeting was called to order by Supervisor Chairman Frank at 7:00PM opening with the pledge of allegiance. Supervisor Frank reminded the audience to sign in and the meeting is being recorded. Frank requested to hold all Public Comments until the end.

Supervisor Frank announced this meeting was for the Fire Company and Township to have a question and answer session with the Supervisors.

Supervisor Champion reported there were issues with a water pipe breaking near Millers Gun Shop. He would like to thank Porter Township Municipal Water Authority. It was handled well.

Nittany Valley Fire Chief Ben Stoltzfus reported the fire company has good community support. The fund raisers have been a good source of income. They have received grants. Training is a big expense. Sometimes they can get training through the County. Other members of the fire company also explained about yearly certifications.

Township Secretary Carol presented the Second Class Township Code regulations to the Supervisors and Fire Company members. Second Class Township code section #1803 B states the Board of Supervisors may by ordinance make rules and regulations for the government of fire companies which are located within the township and their officers. Also to submit to the Supervisors an annual report of appropriated money and itemized listing of expenditures of each year before any payments are given for current year.

Chairman Frank reported the Fire Company Compliance Audit Results from the Fireman Relief money was incomplete and did not accurately identify all the equipment owned by the Relief association. Failure to properly record equipment purchases in a detailed roster. He asked what was being done to take care of this? If not this could result in losing Relief money. Since 2011 to 2015 the fire company is receiving \$5,176.59 less money. Each year it is decreasing.

Frank also reminded Chief Ben Stoltzfus that the Insurance company HA Thompson is waiting on a member roster for 2015. Carol got 2nd notice that the policy will not be completed without it. Carol reminded the monthly meeting minutes and finance report have not been submitted for the passed few months. This is required by all groups and committees associated with Township.

Ben provided a finance profit and loss report to the Supervisors. He reported the fire company has a checking, savings and an investment account. There was no balance of accounts given. There was a discussion on the income and expenses. Supervisor Champion asked what is done for collecting donations. Ben replied fund raising was \$12,000. last year.

Ben was asked about the invested money. He thought it was \$154,000. with Diversified Planners with Bob Thompson. Supervisors advised that needs looked into and why it can't it be in a reserve account for vehicles. Grants were discussed for equipment. Supervisors strongly suggest that an audit is needed. Secretary Treasurer Carol stated a balance sheet should be presented and include all accounts checking, savings and the investments. Your Quick books chart of accounts needs set up differently than it is so it shows all accounts all and balances.

The expenses the township pays for the fire company for insurance and utilities were discussed and reviewed. The question was asked if an audit was done for the fire company on last years books. The reply was no and they didn't know when the last audit was done. There is also no budget in place for several years. It was stated that there were problems with the computers crashed. The Supervisors recommended to get a CPA to audit the books and to get files in order.

Carol proposed the idea to get a Quick Books cleaned up and get tech support for Quick Books to set up a new Chart of Accounts. Designate one computer for only finance and not to be shared for anyone to use. She suggested Raymonds Office Works. After an audit is conducted Carol offered to review records quarterly to stay balanced and get an external hard drive to save it and back it up.

There was a a lot of discussion on grants, new equipment and getting newer vehicle and reserve funds setting up a match 50/50 accounts to purchase vehicles. Vernon Allgyer reported requirements to be an interior fire fighter you must complete 200 hours of training.

The Supervisors asked Ben if he knew how Walker Township Fire Tax worked. He said he believes it's a certain mileage which each tax payer pays directly to the fire company. Is it enough to run the fire company is the question.

Supervisor Frank reported to the residents that Flemington and Lock Haven Ambulance Service honor each others membership. They work together.

There was a discussion on E-bock instructors drivers training procedures and signing completion cards. He stated he thinks the instructors that already have drivers license and completed the course yearly should be signing the drivers cards. Not just the chief that may not be a licensed driver.

Chairman Frank asked for public comments and concerns. Mary Probst had many concerns. It seems as if the same fund raisers need more help and or maybe something new. The younger members within the company need guidance and to be kept busy and be more involved in the fund raisers. More responsibility is needed. The fire company does have a good group of people.

Tom Shervinskie stated as a resident and a fire company member it sounds like the Fire Company needs to keep better records. Improvement is needed. He asked if the township has a strategic plan? The Supervisors explained yes there is a comprehensive plan and is in process of updating. A plan is needed for the future of the fire company and maybe something can be set up. He believes that would be a valuable tool.

Property Manager Rich gave a quote for repairs for the boom mower. There has been unanswered questions about where the mower can be repaired due to Supervisors place of employment/ involvement. A quote from Valley AG was \$70. Per hour and pick up service 180. Groff Tractor \$115. Per hour. Dotterer equipment would be \$ 65. hour and no travel fee it can be driven there. All a minimum of 2 hours.

On a 1st motion by Dotterer and a 2nd by Champion motion passed to take the mower to the cheapest place. Supervisor Frank abstained from voting. On a 1st motion by Frank and a 2nd by Champion to adjourn 8:23PM.

Chairman Kevin Frank



Township Secretary, Carol Colucci


