

**SUPERVISORS MEETING MINUTES OF PORTER TOWNSHIP
FEBRUARY 14TH 2022 TOWNSHIP BUILDING 7:00PM.**

Attendance: Chairman Kevin Frank, Phil Courter, Trent Rickert, Secretary Carol Colucci and Property Manager/Zoning Officer Rich Brungard and 11 members of the public.

The meeting was called to order by Chairman Frank at 7:00PM the January re-organization meeting minutes were reviewed and on a 1st motion by Rickert and a 2nd by Courter minutes approved. The monthly minutes were reviewed on a 1st motion by Courter and a 2nd by Frank motion passed to approve the January monthly minutes and the special community building minutes as presented.

Public comments were from Recreation Board member Cathy Gates. She reported the recreation board is requesting a budget to work with this year for the Pollinator Garden. They would like to hold a grand opening and to correspond the event with the Heritage Committee that scheduled community day in the park June 11th. She proposed to the Supervisors that money is needed to enhance the gardens purchasing benches and supplies for the season and is requesting an estimated \$3,700. from the park account. On a 1st motion by Courter and a 2nd by Frank motion passed to approve the estimated expenses. The Supervisors are requesting reports on the progress of the project.

Dave Benner requested and was approved to use the community building for the community Wild Game Banquet March 26th. He is requesting use of kitchen supplies. The Supervisors replied he would need to request PTAC to sponsor him and the group to be able to use the kitchen with their approval.

Candance White thanked PTAC for holding the benefit breakfast for her friend with medical difficulties. PTAC treasurer Judy Briggs presented a finance report to the Supervisors. There were 340 adults and 49 children people served for the benefit breakfast, with a final balance of \$7,330.23.

Old business was the discussion of re-codification of ordinances. There was a conference call from Michael Peter with General Code. He explained in detail how the process works and choosing a package that will be our best use. The full process could be from 14 months to 2 years. Billing is separated into 3 parts of the process from \$11,405 - \$16,130. There will be an annual fee to maintain and keep the ordinances updated. On a 1st motion by Courter and a 2nd by Rickert motion passed to move forward with the re-codification of the township ordinances for solution#1 for \$16,130.

The Township elected auditors Janice Keller, Sharon Schrack and Keith Yearick presented the final Supervisors working wages report. The Supervisors were requesting a .03% increase other than the meetings. The auditors approved new Supervisor Rickert to be paid \$16.50 per hour. Courter to be paid \$17.50 per hour and Frank at \$19.13 per hour.

Supervisor Frank was requesting a \$50. monthly phone reimbursement. After the auditors had a second meeting and corresponding with other townships, the final decision was the auditors recommended that all 3 Supervisors and the secretary can be reimbursed for \$25.00 each per month for the personal use of cell phone reimbursement.

After a discussing, the Supervisors have all refused the recommendation for the phone reimbursement. Secretary Carol did clarify that her personal cell phone is used for the office transferring calls. Chairman Frank tabled the decision until the next meeting if a phone reimbursement is needed for an office phone.

Zoning Officer Brungard reported the Planning Board discussed the Saires subdivision. The Family Trust is requesting an extension. On a 1st motion by Courter and 2nd by Frank motion passed to grant the extension.

A subdivision was approved for Elm Stoltzfus with the conditions that the revisions and waivers be approved. A request for a waiver of 20-foot contour involves and the drawing to scale. Surveyor Jeff Kreger presented the plans for Elm Stoltzfus properties. On a 1st motion by Courter and a 2nd by Rickert motion passed to grant the waivers. On a 1st motion by Courter and a 2nd by Frank motion passed to approve the plans.

New business was a follow up on transferring bank accounts for better interest rates. Five banks were contacted. There was a conference call from Mike Shuey with First National Bank. After he presented information, the Supervisors made the decision to continue to review all the other banks before any action is taken. However, due to checks are needed on the general checking account on a 1st motion by Chairman Frank and a 2nd by Courter motion passed to move forward on a decision to choose a new bank that is offering better interest and transfer accounts.

The new terms and conditions agreement for the community building was reviewed and revised to meet the new regulations and requirements for the kitchen not being available. On a 1st motion by Courter and a 2nd by Frank motion passed to use the updated form for event rentals.

The PT Water Authority has requested to change their meeting times from the 1st Tuesdays. They would like to use the township meeting room the 1st and 3rd Monday of each month. The township Supervisors monthly meetings may have a conflict if the Supervisors need continuation of a meeting. The Supervisors meetings are noted to be held on the 2nd and 3rd Monday as this coming month. It was agreed to approve the use of the building but the Supervisors meetings will have first preference of the 3rd Monday over the water authority. On a 1st motion by Frank and a 2nd by Rickert.

Brungard gave a property management report of Nestlerode Contracting job trailer will be parked at the park parking lot. They agreed to give the township the millings from the jobs. First Energy was moving power lines and caused damages but is taking care of. The community building has had problems with the HVAC wireless remotes. Brungard discussed with Silver Tip to check all of them. Silver Tip was discussed concerning the maintenance agreement and many repairs still needed. The hot water was an issue at the breakfast. Nick Wargo agreed to work on the hot water heater.

Brungard expressed the problems at the community building with USDA vehicles. When the snow needs plowed the cars need moved. Secretary Carol will send a letter to USDA to explaining and reminding snow plowing requirements.

Recreation Board held their Re-organization meeting. Chairman Kevin Frank submitted his resignation. Chairman is now Rich Brungard. Plans for future events are in process for the pollinator garden and a fall festival.

Zoning Officer Brungard reported permits for the month of January was \$236. There was one new addition and a 1 lot subdivision and a Demolition permit.

Secretary report was the Salt contract was submitted for the new season. The total salt totaled ordered to date is 240. Tons. Three more loads can be ordered to meet our quota.

PSATS state convention cost is \$175.00 per person. The township is paying for all training. On a 1st motion by Frank and a 2nd by Courter motion passed to cover fees. The township audit will be scheduled this week.

Finance Report: Money Market account balance \$285,947.83 Act 13 account balance is \$22,670.26 State account balance is \$81,174.96 there was 1 check written out of state account for #1059 a total of \$6,943.79

The general checking has a beginning balance of \$688,523.74 beginning check# 3312 ending check #3329 with an ending balance of \$647,290.11 total revenue for the month of January was \$18,365.34 total expenses \$57,255.37 net income - \$38,890.03. Subject to change depending on statements reconciliation.

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The general checking has a beginning balance of \$688,346.34 beginning check# 3338 ending check #3373 with an ending balance of 647,290.11 total revenue for the month of January was \$18,365.34 total expenses \$ 57,255.37 with a net income - \$38,890.03. On a 1st motion by Courter and a 2nd by Frank motion passed to approve the bills to be paid. On a 1st motion by Courter and a 2nd by Frank motion passed to adjourn 8:48PM.

Porter Township Chairman
Kevin Frank



Porter Township Secretary Treasurer
Carol Colucci



Date 03/21/2022