

## PORTER TOWNSHIP SUPERVISORS MEETING MINUTES

February 12<sup>th</sup> 2024 7:00PM

Attendance was Phil Courter, Keith Yearick, Ryan Gates, Carol Colucci, Rich Brungard and 13 members of the public.

The meeting was called to order by Chairman Phil Courter at 7:00PM. The January Re-organization and monthly meeting minutes were reviewed and on a 1<sup>st</sup> motion by Gates and 2<sup>nd</sup> by Yearick motion passed to approve the minutes with the correction to Janice Keller's name.

Public comments were from Janice Keller stated a correction is needed in the minutes to her name. Chairman Courter welcomed Tara Pearce is new to the township. Mary Ann Clark wanted to confirm the use of the community building for daffodil days March 22 & 23<sup>rd</sup>. Supervisors approved.

Sue Wilt reported Pickle ball was played about 12 times Mondays, Wednesdays and Fridays. She has a sign up sheet and schedule of times for the use of the community building.

Mary Ann Clark reported there is a pot hole at 1099 Fox Hollow Road at the top of the hill which you can't miss due to the ridge of a hill. Brungard said he is aware and cannot do much until the whole road is paved.

Darby Yearick inquired if a tractor parade is allowed in the township and covered under township insurance? Do we need a permit from the state. Supervisors Keith said he will check into Rt 64, Heltman, Dotterers and Clintondale. Darby said they really don't use state roads and only crossing at Rt 64. Supervisor Yearick will look into further with the state.

Larry Bulter reported the solar light on the flag pole at the park needs to be brighter. Brungard replied he needs to get a lift truck to replace it.

Reports was the NVV Fire Company asked if the township heard anything from the cell tower company? There has not been any communication from the company. Chairman Courter stated the Supervisors did not approve any ordinance changes to move forward.

PTAC treasurer provided a finance report for January and December 2023. The books were audited and all accounted for. Judy announced if anyone knows of someone in need of assistance, please let PTAC know because they can provide assistance to people in the township. A report was provided. There will be a breakfast February 3<sup>rd</sup>. There was no Recreation Board meeting tonight.

Heritage Committee president Linda was present to follow up on e-mailed request. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to approved the Run walk event and festival flyer to submit to the public. The committee is requesting the use of the park for the festival Saturday June 8<sup>th</sup> and the use of the concession stand. Supervisors approved which no pavilion reservations can be taken.

The committee is requesting the refrigerator cooler in the concession stand to be repaired or replaced for their use and requesting the township to pay the expense. They also need the use of the Barrel Train for that day. Property manager Rich volunteered to take responsibility for delivery, driving and

returning. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Gates motion passed to approve the request for the park use and agreed that the township will discuss repairing of the cooler after a quote total is given for the repair. There is a meeting scheduled for February 14th at 6:00PM.

The library was awarded a \$3,000. grant from the Clinton County Foundation for 2 desk top computers. The computers will be ordered and Keith Kern will set up.

Brungard Park manager reported there were trees down and one caused damage to a pavilion. Estimated around \$2,000. damage to repair. Carol suggested to submit to the insurance however there is a \$500. deductible. Supervisors agreed to submit a claim.

Old business was the township elected auditors met January 3<sup>rd</sup> to discuss the working supervisors' wages as required yearly. Janice Keller reported herself, Kerry Moore and Sharon Schrack made the decision based off of last years' wages. Auditors agreed to a .3% increase. Hourly wages for Philip Courter \$18.57, Keith Yearick \$17.00 and newly elected Ryan Gates \$17.00 for CDL snow plow driving. Kerry Moore suggested for the park to be opened by Rich on his regular work days and for Carol to take the reservations for the park in the office. And a new park manager would only be offered no more than \$15.00 per hour. A list was requested for park daily duties and provided to review.

Supervisor Gates is interested in the park manger position however, he refused the hourly wage of \$15.00 per hour set by auditors. Chairman Courter stated he was given a quote from an outside company to clean the restrooms on a daily bases for a monthly fee of \$2,800. Another quote was given for \$35.00 per day. Chairman Courter stated the auditors will need to meet again. There was a long discussion on other options, and not locking restrooms. Courter to get a quote on self-locking doors.

Old business was the Board Appreciation Dinner update was a reminder to RSVP be for Feb24th.

It was confirmed the township covers all the cost for training at the PSATS state convention April 14<sup>th</sup> - 16<sup>th</sup>. Carol and Ryan will be attending the annual State convention in Hersey. Brungard reported the signs for ATV riding have arrived and he will be picking up and installing according to the ordinance.

New business was there was a request to use the community building for the Wild Game Banquet March 16<sup>th</sup> waiving rental fee. Supervisors approved. It was reminded they need to contact PTAC for the use of the kitchen. PA One Call is requesting support with a Proclamation and Resolution. After reviewing the Supervisors approved and signed.

Chairman Courter stated the hourly call out time for employees being paid time and half was discussed to make it earlier than 11:00PM. This is an inconvenience often. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Gates motion passed to approve after hours to be paid time and half between 6:00PM and 6:00AM.

Supervisor Yearick stated the Heritage Committee would like to have Washington Avenue closed for the festival. There was a discussion on the process of Penn Dot giving permission to do so. Yearick to look into.

Brungard reported he is looking into the road work of re-claiming Fox Hollow Road. He was given a quote of \$385,000.00 to re-claim it. Reclaiming is a process of recycling the materials of the road. He is waiting on a quote from Midland in March.

Stone House trees have been measured and they are in the Right of Way. There was a discussion on tree trimming on Fox Hollow Road. There was a previous discussion with Ralph Dotterer about trees in the Right of Way. Brungard suggested to send a notice to Ralph Dotterer from the attorney with a deadline of 30 days to take care of the issue.

There was a Planning Board meeting held January 30th. Plans were submitted and reviewed for Amos Fisher Jr. By Surveyor Rob Ohl. The planning board is recommending to move forward to the Supervisors for approval with the revisions made. Brungard approved corrections. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to approve the final plan. Zoning Officer reported permits for January was a total is \$598.00 two additions.

Secretary report was the traffic signal grant was approved and signed to put out to bid to be opened at the March meeting. Reminder the Statement of Financial Condition needs returned. The employee handbook was reviewed for changes and updated for 2024. The employee handbook states Brungard is eligible for 40 additional hours of vacation time completing 10 years working for Porter. Supervisors approved and signed. He now has a total of 3 weeks a 120 hours of vacation time per every year.

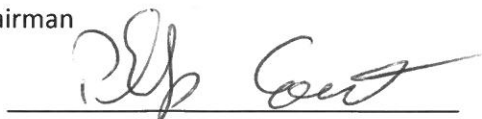
The State account balance is \$141,901.93, Act 13 account balance is \$30,546.04 Savings account balance is \$1,239,381.47. Woodlands general checking has a beginning balance of \$112,635.75, beginning check# 1515 ending check #1543 with an ending balance of \$118,403.67

Total revenue for the month of January was \$53,570.14, expenses \$65,983.06, and a net income -\$12,412.92. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Gates motion passed to pay the bills as presented. to approve all finances and pay bills. The treasurers' bond was increased another \$225,000.

Gates reported it was stated at his supervisor boot camp training that it is required for all treasurers to be a check signer for all accounts. DCED requires the bonded person which is treasurer Carol. On a 1<sup>st</sup> motion by Gates and a 2<sup>nd</sup> by Courter motion passed to add Carol to the check signer list at Woodlands.

The next meeting is scheduled for March 11, 7:00PM. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to adjourn 8:16PM.

Porter Township Supervisor Chairman  
Philip Courter



Porter township Secretary Treasurer  
Carol Colucci

