

TOWAMENSING TOWNSHIP SUPERVISORS' MEETING MINUTES
TOWAMENSING TOWNSHIP MUNICIPAL BUILDING
April 7, 2016 – 7:00 p.m.

EXECUTIVE SESSIONS – April 4, 2016 - 2:00 p.m. & April 7, 2016 - 6:30 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Penny Kleintop, Chairperson/Treasurer; Thomas Newman, Vice-Chairman; Guy Seifert, Supervisor; Thomas Nanovic, Solicitor; Brenda Drew, Secretary; Carl Faust, Zoning Officer; Greg Haas, Engineer.

APPROVAL OF MINUTES

Towamensing Township Meeting Minutes – March 3, 2016

Motion: Supervisor Guy Seifert made a Motion to approve the Minutes, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

Bill List and Payroll from March 2016

Motion: Supervisor Guy Seifert made a Motion to approve the Bill List and Payroll, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

Treasurer's Report

Motion: Supervisor Guy Seifert made a Motion to approve the Treasurer's Report, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

PUBLIC PARTICIPATION - 5 MINUTE LIMIT – Please sign the book if you would like to address the Board.

Drew Snowberger from Channel 13 acknowledged the videotaping of the meeting.

Earl Beers, of Old Homestead Tree Farm, reminded the Supervisors that one of the flags on the door was displayed improperly. He suggested that a log is kept of the expenses for the Township's five acre property next to Country Junction, for services such as driveway installation, mowing etc. He also addressed the two Supervisors who are veterans, Seifert and Newman, asking whether any thought has been put into creating a Veteran's Memorial within the Township. He believes that we are one of the only local townships without such a memorial. He raised the question of placement, believing that it should be on a main thoroughfare. Earl also stated that the ballfield "looks like a dump". Supervisor Seifert stated that weed spraying had been done last year and that we must eliminate woody brush and get vegetation planted. Earl believes that the field does not create a good image to teams visiting from other areas, especially when viewing the field from the road and parking lot. Chairperson Kleintop also reminded residents about the Vietnam "Moving Wall" which will be in

the Palmerton Park in July. Earl would also like to see the Township get involved in the Lehigh Centennial celebration, perhaps encouraging local Girl Scouts, Boy Scout and Eagle Scouts to participate. "Why?" he asked. The Municipal Building's address is Lehigh "18235", and many of the local one-room schoolhouse students of the past attended Lehigh High School at the time.

Mary Beth Beers, of 70 Sylvia Lane, offered to look into participation in the Centennial Celebration.

PLANS AND SUBDIVISIONS

None.

OLD BUSINESS

Pipeline Update: *Save Carbon County* newsletter available

Driveway Ordinance: Authorize Solicitor Nanovic to advertise for enactment at May Board of Supervisors meeting.

Motion: Supervisor Guy Seifert made said Motion, seconded by Vice-Chairperson Thomas Newman. All in favor. Motion carried.

NEW BUSINESS

Fire Company 2014 Audit Report: Chairperson Penny Kleintop read a portion of the report from Kirk, Summa & Co. pertaining to "adverse opinion". The audit report had also been given to the Fire Company Directors. Kleintop had reviewed the document with Eric George.

Letter to Fire Company dated April 5, 2016: Chairperson Kleintop also read this letter aloud. This letter outlined the voluntary contributions of approximately \$34,000.00 made by the Township to the Fire Company on an annual basis, which includes workers compensation insurance premiums; auto, property and liability insurance premiums; garbage pickup; fuel; and an annual monetary donation of \$5,000.00. The Fire Co. also receives an annual foreign fire insurance tax distribution, amounting to \$31,353.19 in 2015. It is the Board's desire to work in harmony with the Fire Co. to provide for fire protection for the residents of the Township. There are however, two matters which jeopardize this relationship. Kleintop then referred to the Fire Co. Ordinance No.2015-6, enacted on December 30, 2015, which provides for the Board to annually approve the President and Fire Chief. While the Board approved Eric George as President of the Fire Co. on February 4, 2016 and rejected Wayne Knirmschild as Fire Chief, the Fire Company allowed the 45-day period to pass without presenting two names to fill the position of Fire Chief. The second matter is in regards to the very serious concerns raised by the 2014 audit, particularly regarding control, accountability, and compliance with the law. Kirk & Summa stated that the Fire Co.'s financial statements "do not present fairly, in accordance with the accounting principles generally accepted in the United States of America, the financial position of Towamensing Township Volunteer Fire Company as of December 31, 2014, or the results of its operations or its cash flows for the year then ended". Because of these two matters, the Board may vote to suspend any further assistance to the Fire Co., except for the statutorily required payment of workers compensation premiums for firefighters, effective May 1, 2016, unless the Fire Co. complies with Ordinance No. 2015-6 and provides a written plan of action to address aforementioned issues and begins to implement that plan. If suspension of further financial assistance does not provide the necessary impetus to comply with said Ordinance, the Board may investigate and pursue other avenues to ensure that adequate fire protection services are provided within the Township.

On behalf of the Towamensing Township Volunteer Fire Co., Eric George submitted the following plan, in writing: “We explored a laptop computer and QuickBooks. We have quotes for the computer and after confirming QuickBooks version with Kirk and Summa, we are in the process of obtaining more information on these computers. We will also need to set up QuickBooks training once we have received the computer. Our Treasurer will start profit/loss statements, and reconcile bank statements on a monthly basis. The Board will work to lay out a yearly budget. We are looking into assessing the cash register issues and updating or replacing the unit, when we have more information. Some of these items will take more time than others, as we have already switched our statements to start and end in the same month. We hope the supervisors can understand and work with us on the time frame to acquire the needs necessary and implement into practice. Submitted by Fire Co./Twp. Liaison, Eric George.”

A cost quote was submitted to the Fire Co. by George Karas of The TechHeads for a laptop and installation of QuickBooks.

Approve Local Government Day Activities for Towamensing Elementary 6th Grade students at Municipal Building on April 29th at 1:15 p.m.:

Motion: Vice-Chairperson Thomas Newman made a Motion to approve, seconded by Supervisor Guy Seifert. All in favor. Motion carried.

Route 209 Resurfacing Project – 2018: Arora & Associates Engineering firm from Bethlehem is coordinating with PennDot to gather and disseminate information in anticipation of the 8-mile paving project from the turnpike ramp north to the Monroe County line. An Open House is tentatively planned at the Towamensing Fire Co. on May 19, 2016 at 7:00 p.m.

ROAD MASTER REPORT

The report was read aloud by Supervisor Seifert.

Greg Haas reported that he and Roadmaster, Scott Mosier conducted an inspection of the condition of all 68 miles of Township streets for problems such as cracking, drainage and areas in need of repair, for this year and the future. He provided the Supervisors with an inventory list rated from one to ten, with ten being the roads worked on last year. The next step is to choose streets from the lowest-rated numbers, contact our PennDot municipal services supervisor, and put out for bids, once budget figures are gathered.

Review Jumping Jack compactor prices:

Supervisor Guy Seifert asked for a Motion to allow purchase from Contractor’s Equipment in Whitehall, PA.

Motion: Vice-Chairperson Thomas Newman made a Motion to approve, seconded by Chairperson Penny Kleintop.

All in favor. Motion carried.

Residents may email questions or concerns to the Roadmaster: ttroad@ptd.net

HISTORICAL COMMISSION

Mary Beth Beers reported that the Commission met to discuss readying the schoolhouse as a facility to visit. The goal is to have the facility appear “historically correct’ while using modern materials. There is a need for more volunteers. The Commission would also like to compile more oral history reports from local elderly residents.

RECREATION COMMITTEE

Matthew George reported that, after meeting with Zoning Officer Carl Faust, the Committee is ready to start building the dugouts for the softball field and correct the fence by rolling off the chain link, adding fill and extending the poles in the outfield. The infield is also in need of some leveling before putting in the bases. Most of the funds used, approximately \$14,000.00, comes from fundraising efforts. The Babe Ruth field has no scoreboard but they are fundraising for it. The field and fence are “okay”. He will discuss any construction with Carl Faust. The season is started and moving along.

ZONING OFFICER REPORT

Carl Faust reported the status of the violation letter to Jason Martz of 25 Raymond Street. A judgement of \$2,706.00 was awarded to the Township by the District Magistrate. Mr. Martz is reported to be moving from this location in June of this year.

SEO REPORT

Available in Township office

FIRE COMPANY REPORT

President and liaison Eric George provided a fire call log.

He also requested Supervisors’ approval for firefighters to attend two classes; S-190 – Intro. to Wildland Fire Behavior on April 25 & 28; and PA130 - Basic Wildland Fire Suppression Operation on May 2 & 5, with field day on May 7th. He also stated that junior firefighters can attend but cannot be on the fire line.

Motion: Supervisor Guy Seifert made a Motion to approve, seconded by Vice-Chairperson Thomas Newman. All in favor. Motion carried.

Supervisor Seifert then reported that while in attendance at the monthly meeting at the Fire Co. on April 6th, there was “lots of dissention”. Vice Chairperson Newman said that he doesn’t have the impression that things are being done in good faith and that there is “an appearance of impropriety and no accountability”. He also stated that “we don’t need another Kidder repeat”. Chairperson Kleintop stated that the Township wants a good relationship with the Fire Co. with new, young people to carry on and take part. There should be no secrets and complete transparency so as to not raise any more red flags.

Motion: Supervisor Guy Seifert made a Motion to request compliance with a specified item list, seconded by Vice-Chairperson Thomas Newman. All in favor. Motion carried.

The following items were requested for compliance:

1. Prove out all cash drawers at any and all events using *Generally Accepted Accounting Principles* to report starting and ending cash balances using cash register tapes to verify all receipts and disbursements.
2. Fully comply with small games of chance laws and required documentation from here on out.
3. Reconcile bank statements monthly.
4. Betty Knirnschild and Wendy Keller need to get paperwork to auditor that was held back - small games of chance documentation from the past and cash register tapes.
5. The same 2 people cannot be counting the money every week at bingo - must rotate counters, randomly from a large pool of members present using a pre-designed, dated and signed document for each cash proof.

Eric stated that Directors meetings can be called, with a 3 day notice, in order to discuss further concerns of the Supervisors. Supervisor Seifert stated that there must be a good faith effort to comply with the listed items by the May 5, 2016 Board meeting or they will consider de-funding the Fire Co.

Earl Beers added that “back in time, the Volunteer Fire Company was the pillar of the Township”.

PLANNING COMMISSION REPORT

Available in Township office

CORRESPONDENCE

Chairperson Penny Kleintop read the Thank You Letter for the Township's contribution to the Moving Wall Committee.

OFFICIALS

Buckeye Pipelines (2): Residents are to be aware that Contractor K.W. Reese has been hired to mow the 50-foot right-of-way on both pipelines, beginning soon.

National Circulating Company, Inc.: Be aware that there will be door-to-door sales people on foot in the Township selling/renewing magazine subscriptions.

Zoning Office Hours for April 2016: Tuesday, April 5; Wednesday April 13; Wednesday, April 20 and Wednesday, April 27 - 5 p.m. to 7 p.m.

Carl Faust, Towamensing Township Zoning & Code Enforcement Officer, can be reached by calling: 570-943-2577 or 610-681-4202. Email: bmisinspector@gmail.com

ADJOURNMENT

Motion: Supervisor Guy Seifert made a Motion to adjourn, seconded by Vice-Chairperson Thomas Newman. All in favor. Motion carried.

8:12 p.m.

Respectfully Submitted,
Brenda L. Drew