

GIBSON TOWNSHIP MINUTES

MONDAY, FEBRUARY 15th, 2021

Present: Scott Yandric (Supervisor), Kim Yandric (Assistant Secretary), Jeff Snell (Supervisor)

Absent: Matt Chilcote (Supervisor)

Visitors: Scott Strayer, Michelle Snell

Scott Yandric called the meeting to order at 7:00 pm.

Pledge of Allegiance to the Flag

APPROVAL OF FEBRUARY 1ST MEETING MINUTES

Motion made by Jeff Snell and seconded by Scott Yandric to accept minutes
All in favor, aye, passed, motion carried.

APPROVAL OF JANUARY TREASURER'S REPORT

Motion made by Scott Yandric and seconded by Jeff Snell to accept the treasurer's report.

All in favor, aye, passed, motion carried.

ROADMASTER REPORT

There was no report given.

APPROVAL TO PAY BILLS

Motion made by Scott Yandric and seconded by Jeff Snell to pay bills.

All in favor, aye, passed, motion carried.

CORRESPONDENCE

- a. The contact for PA1 Call has been updated. PA1 sends emails when someone is digging in the township. These emails must get responded back to whether there are or are not lines in the area of where they are going to dig. If there are lines someone from the township has to paint where the lines are. This must be done within 3 days.
- b. Voting Delegates for PSATS – Scott is the only one currently registered to attend the conference on April 20th.

- c. Received an email from County Boards of Election. They need to be notified of which offices within the township needs to be filled and how many years such officer shall serve. The form needs to be completed and submitted by February 16th. Gibson needs two Auditors and two Supervisors. Jeff Snell indicated he will be running for Supervisor. According to Brenda Muntz, Jeff would just be replacing the years that Kevin Smith had left.
- d. Email and form received from St Mary's Insurance needs to be completed to receive the refund difference for Brandie Sherry's bond. Brandie's bond was in the amount of \$1750.00 and Jeff's is for \$550.00. Jeff will complete the form and return it to St Mary's Insurance.
- e. UPMC Health Insurance form needs to be signed to continue with Mac Mclsaac and Dave Ellenberger's health insurance. The price for the insurance is \$1769.00/month which is paid by the township. It went up 26% from last year. Deductible \$1500.00. Due to the short amount of time to look over policies Scott will sign the form and scan it to St Mary's Insurance. Next year the Supervisors will look into the different policy plans to get a better rate.

OLD BUSINESS

- a. ABCS Payroll – All payroll will come out of the General fund. When submitting payroll hours, department names will also be submitted. Having departments set up gives the township a better understanding of how much payroll is applied to each department. The payroll company will provide the township with a bi-weekly report. The Treasurer will then transfer the rate spent on the trash to the Solid Waste account. This will give us a more accurate figure of how much is actually spent on Solid Waste. We currently don't think the figures are accurate enough to explain to the public.
- b. Township website fees. There is a one-time set-up fee of \$200.00 and an annual subscription fee for \$240.00. Scott will need the debit card to pay \$440.00 to get the website started.

Motion made by Jeff Snell and seconded by Scott Yandric to charge \$440.00 on debit card to set up website. All in favor, aye, passed, motion carried.

- c. Open Records Officer is still needed.
- d. Scott will get in contact with Monica Ellenberger (auditor) to have the auditors get together to approve the salary for the Jeff Snell as Temporary Treasurer.
- e. Scott said that the Supervisors need to set up a date to get together to go over the applications received for Road Crew and Secretary/Treasurer. Jeff will get with Matt to get some dates.
- f. People dumping trash (refrigerators, washers, etc) at the trash truck. It's enforceable by the Supervisors. How it's enforced needs to be looked into more. Michele Snell suggested, in order to dump on clean up days you'll need to show a trash bill to prove you are in the township. Good suggestion but there isn't always someone at the shop/shed to give the ok. A fence

around the trash area was suggested last year by Scott Yandric. Jeff suggested moving the trash truck. Need suggestions. Keep thinking of ideas.

NEW BUSINESS

- a. Enforcing a late fee penalty on trash bills that are not paid. Jeff suggested to run list of people who haven't paid, look at each one individually and send a letter that gives a certain timeframe to pay it. If it's not paid, take it to the District Justice and the customer will incur all cost and fines. Scott said we need to treat everyone the same. We shouldn't pick and choose who to send the letter to. He also suggested that next year all trash bills should be paid in full. There should be no payment options or maybe we should look into giving the option that if you pay in full, you'll get a discount. Jeff said that the Jeepinn, who's not in our township, are \$450.00 in the rears. They made payment arrangements but they don't follow through with them. A letter was supposed to be sent to them last fall. The letter should have indicated that if they didn't pay in full then we would stop their trash service and take the next step in trying to get the money.
- b. Jeff said he would like the auditors to do a complete audit of everything at the shop and the municipal building. This audit should be completed by March 15, 2021 and presented at the next meeting.

Motion made by Jeff Snell and seconded by Scott Yandric to have the auditors to perform a complete audit of all equipment, tools, materials, etc. Then the township would have a complete inventory of all the fixed assets. All in favor, aye, passed, motion carried.

- c. Kim Yandric suggested getting rid of the fax line. In talking to other townships they no longer use a fax machine. All documents are on-line or can be scanned. The township pays \$25.00/month for the line.

Motion made by Jeff Snell and seconded by Scott Yandric to contact Windstream and get rid of the fax line. All in favor, aye, passed, motion carried.

- d. Is there any road projects scheduled for this year?
Scott said there was one project that didn't get done last year. Darren at PennDot said that Mason Hill Road is in good condition but to keep it that way you need to get rid of the dirt piles on the sides of the road. This would allow the water to drain and not wash the road out. Also, daylighting the road. Scott would like to send a letter out to the landowners to give them an idea of when this would be done. Give the landowners the opportunity to take care of it themselves if they want to. Joe with Forestry is willing to help the township with any roads that border state forest land. The Supervisors will get together to discuss the projects for the year.
- e. Received new rates from Russ Braun (Building Code Official). The Supervisors discussed adding on additional fees to help cover all costs

associated with Russ's fees. Currently the township is absorbing the cost for his mileage, miscellaneous work, cents per square foot and other items. The Supervisors will get together to discuss more in depth.

- f. After Kim and Jeff meet with the ABCS Payroll company it was discovered that Brandie Sherry and Tanner Knepsheld wasn't being charged enough tax on their paychecks. When they were set up in Quickbooks they were set up incorrectly. They should have been paying 6.2%, but were paying 3.6%. The township was paying the difference. Also, when paying mileage out the previous township secretary was applying tax to the mileage. Mileage should not be taxed. The payroll company will make sure taxes and mileage are correct in the future.
- g. Jeff said there are two tanks down at the shop location. Dave and Mac suggested to fill the smaller tank with diesel fuel and only use it for the trash truck. We could then get a better feel of what we are spending on fuel for the trash. Then the bigger tank would be used for the other trucks. Scott said there is currently a counter on the tanks and they need to be using it to keep track. The Supervisors will look into it.
- h. Jeff wanted to know where we actually pick trash up using the trash truck. Scott said, all of Driftwood and a few that border Sinnemahoning. Jeff said the trash truck is going to need replaced, why would we invest in a new truck when Driftwood only has 40 people and then a few others in Sinnemahoning? We need to think about if it's worth it to purchase a new one.

PUBLIC COMMENT

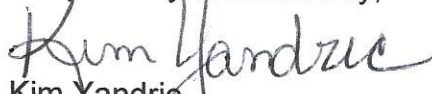
Scott Strayer suggested to add to the Treasurers Report what the withdrawals are for. Example: Losey Construction (Snow Removal) American Natural (diesel), Staples (supplies for office)

Scott Strayer asked if there is any insurance on George Schillinger when he picks up the trash on Mason Hill. What if something happens? Instead of paying George \$8000.00/yr salary Dave and Mac can pick up the trash on Monday afternoons when they return from the trash dump.

Next Meeting is March 15, 2021 @ 7:00.

Motion made by Scott Yandric and seconded by Jeff Snell to close the February 15th meeting at 8:35pm. All in favor, aye, motion carried.

Respectfully submitted by,


Kim Yandric
Assistant Secretary