

MINUTES FOR THE FEBRUARY 21, 2019 MEETING OF THE CATHARINE TOWNSHIP
BOARD OF SUPERVISORS

Catharine Township's regular monthly meeting began at 7:00 PM with supervisors Kenneth Brenneman, Heather Flaig, Ralph F Rispoli, secretary/treasurer Eleanor K Harclerode, and roadmaster Mike Fay.

Visitors: Daryl Cole, Donald Brantner, Kellie Hileman on behalf of Rep. Jim Gregory, Charles Imler, and Rod Imler.

Kenneth Brenneman found a missed spelled word in the minutes (abstained should be absent). A motion was made to correct the January 15, 2019 minutes, seconded by Ralph Rispoli.
Unanimous

Kenneth Brenneman would like the Secretary/Treasurer to send a letter to Penelec and Valley Rural Electric to see about having the street lights updated to LED Lights. A motion was made by Kenneth Brenneman to have the Secretary/Treasurer send letters to Penelec & Valley Rural Electric, seconded by Heather Flaig. Unanimous

A motion was made by Heather Flaig to approve the minutes as written after change, seconded by Ralph Rispoli. Unanimous

A motion was made by Heather Flaig to approve the financial report, seconded by Ralph Rispoli.
Unanimous

Daryl Cole went over some findings with the audit for 2018. Daryl has a report with 9 findings.

1. Minute Books of Township meetings – should have a stamp and have the signature of two Supervisors.
2. Control of Township Property – Full inventory be performed to identify all Township property to include hand tools.
3. Control of Township Property - Repairs of damaged equipment and replacement of lost items.
4. Minute Books of Township meetings – to ensure that the minute's books are not damaged by fire, they are to be stored in a fire proof file cabinet.
5. Control of Assets – The Township should have a policy for the use of credit card in the township name. This policy should address who can use the card (by position), what it can be used for, and any purchase limits that the township wants to establish.
6. Minute Books of Township meetings – The minutes of township meetings are a legal document that records the actions of the supervisors on behalf of the township. As such, their originality must be maintained.
7. Fund Documentation – The Township should only be using accounting funds that have been approved for use by the Board of Supervisors. This is to ensure that the funds of the Township are properly recorded and accounted for.
8. Purchase Orders – All purchases for the township are to be approved prior to the spending of funds.
9. Township Property – The Township provides insurance to cover all buildings and equipment on their property.

Kellie Hileman from Jim Gregory office stopped in to let them know if the township has any questions, that we can call them for help. The township did get a call about River Front Drive. The caller wants Catharine Township to take the road over.

Municipal Waste Ordinance #33 – nothing

A motion was made by Kenneth Brenneman to approve Resolution **02-21-2019-01** to Appoint Locally-Elected Tax Collector as Municipal Officer. Melissa Gunnett is to collect and retain service. A fee per tax bill is requested, seconded by Heather Flaig. Unanimous

On Monday March 11, 2019 at 10:30 AM there is a Trial Notice at the Magisterial District Court 24-3-03 for Commonwealth of Pennsylvania v. Wayne A Baker. Kenneth Brenneman said he will try to attend that hearing.

CBT Bank was charging the township \$10.00 a month, because we were set up as a municipal checking account and we were to keep a \$5,000.00 balance in the checking account. CBT Bank is changing the account to a business account, and we will have to keep \$100.00 in the account. So we need to sign papers to have the account changed.

Penn Dot would like to have a Public Officials Meeting and a Public Plans Display to go over the bridge structure carrying State Route 2017 (Fox Run Road) over Yellow Spring Run during the 2020 construction season. The supervisors ask Eleanor K Harclerode to call PennDOT and set a date and time up for the meeting.

Keller Engineer, David M Cunningham P.E. could not attend, but sent an email for the supervisors to look over. He will try to come to the next meeting. If the supervisors have any questions, you can call him.

A motion was made by Kenneth Brenneman to accept Tri Rispoli's Subdivision, seconded by Heather Flaig. Unanimous

Doug Shultz called to ask if he has to get another permit to cut timber from Canoe Mt Road where he cut before. Eleanor Harclerode said probably. A motion was made by Kenneth Brenneman to have Doug Shultz go thru the same process as before, seconded by Heather Flaig. Unanimous

Blair County Demolition Fund – If the township would have acquired a piece of property and the township would demolition the buildings then the township could get some of that money back. Catharine Township does not acquire property, so this would not work for our township.

Credit Card – Eleanor Harclerode said we received a letter and a phone call from the bank. We were declined for an outdated application. Eleanor called the bank and they were going to send another application, but I have not received the application yet.

Eleanor Harclerode said Teresa wanted to see about getting the road to Drew Appleman's house plowed so they can start cleaning out her parents' house.

Stone Bids – Hold Off

Mike Fay said that Kenneth Brenneman called him and said there was a truck stuck out on RT22. Mike called Rick Smith and asked him to go out and see what was going on. Mike said Rick tried to pull the truck out of the field. Rick called Mike back, and Mike said he would call the state police. Rick and the truck driver are blaming each other for hooking up the truck, and the bumper came off of the truck. Mike went out later, and the truck and driver was still there. Mike called the state police again, and they said this was taken care of. Mike said he was there and the truck was still there. State police and a wrecker came and got the truck out of the field. Another truck came and took the trailer out. Mike said the next day there was a message that the truck driver wanted \$1,000.00 for damage. Mike said we need to call our insurance company and report this.

Heather Flaig would like to go to PSATS Convention this year. A motion was made by Kenneth Brenneman to let Heather Flaig go to the convention, seconded by Ralph F Rispoli if we have the money to go. Unanimous

A motion was made by Kenneth Brenneman to officially approve the purchase of the 2005 Int'l Truck from February 2018, seconded by Heather Flaig. Unanimous

Kenneth Brenneman wanted to make a motion for using personal equipment. Daryl Cole said we should draft an ordinance, then go to the solicitor and have an ordinance wrote if this is legal. The township needs to call PSATS and check with them if this is legal.

Michael Fay questioned the personnel policy. Michael said there are some issues and the supervisors needed to sit down and update the personnel policy procedures. A workshop was set up for March 5, 2019 at 6:00 PM.

A motion was made to pay bills by Heather Flaig, seconded by Ralph F Rispoli. Unanimous

A motion was made to adjourn by Ralph F Rispoli, seconded by Heather Flaig. Unanimous

Respectfully submitted,
Eleanor K Harclerode, Secretary/Treasurer