

## MINUTES FOR THE JUNE 19, 2025 MEETING OF THE CATHARINE TOWNSHIP BOARD OF SUPERVISORS

Catharine Township's regular monthly meeting began at 7:00 PM at the Catharine Township Municipal Building with supervisors Heather Flaig/Secretary, Ken Brenneman/Treasurer and Ralph Rispoli/Supervisor. Solicitor, Jeff Muriceak was present.

Visitors: Elva Fay, Jeff Kifer, Wayne Baker, Bob Aurandt, Daryl Cole and Dan Deters.

A motion was made by Ken Brenneman to accept the minutes as written for May 17, 2025. Ralph Rispoli seconded the motion. Unanimous.

A motion was made by Ken Brenneman to accept the financial report, seconded by Ralph Rispoli. Unanimous.

The 2024 Audit findings Report was discussed. Internal control, equipment maintained on property, Improper disbursement of funds, no funds budgeted for library, lack of treasurer back-up, lack of follow up on meeting minutes, resolution numbers and approval, change of meeting dates, and capital reserve fund were discussed. All findings were discussed and addressed. Daryl Cole suggested adding some policies regarding internal control and authorization of funds. Ken made a motion to create a policy to sign the timesheets for all employees. Heather Flaig seconded. Having a time clock was discussed. No action was taken.

Ken Brenneman will do training for back up of Secretary and Treasurer duties. Heather Flaig made a motion to train and pay for training. Ralph Rispoli seconded the motion. Ken Brenneman may volunteer his time if he wishes to do so. He will do training for three months.

Oak Alley relocation was discussed. The supervisors were told that Mrs. Chamberlain wanted to leave it the way it is and have it cleaned up and paved. This will be discussed with her as to what her thoughts are.

Equipment auction will be July 26 at 10:00am. The township has not received the contract yet. A special meeting will be held to approve the contract and have it advertised.

Jeff Kifer was present to get signatures for the England Farm Sewage Module. Heather Flaig signed module application. Ralph Rispoli made a motion to approve the sewage module application, seconded by Ken Brenneman.

Speed sign posts were received to mount them. One call was notified. They plan to be installed next week depending on the weather.

The supervisors discussed the completion of the Act 537 Plan. Stiffler McGraw needs a letter stating that their services are requested even though we have a different engineer. Ken Brenneman approved the letter, seconded by Ralph Rispoli. Unanimous. All supervisors signed the letter to have Stiffler McGraw complete our Act 537 Plan township wide.

PennDot looked at Cross Valley Road about paving. They presented a report for the road and what needs advertised. The supervisors discussed about possibly paving it in sections or paving the worse parts depending on the cost. Ken Brenneman made a motion to advertise paving the whole road, seconded by Ralph Rispoli. Unanimous.

An auditor was appointed. Ralph Rispoli made a motion to appoint Christine Rispoli, seconded by Ken Brenneman. Christine was an auditor in previous years.

Supervisors pay was discussed. The state recently increased the limit on Supervisors pay as it hasn't been raised in many years. The limit is \$3145.00. Any increase would go into effect at the start of a new term. Some figures were discussed. Ralph Rispoli made a motion to increase the pay to \$1925.00, seconded by Heather Flaig. Ken Brenneman abstained.

The state increased the limit on Auditors pay to \$18.00 an hour. This wage has not been increased in many years. Ken Brenneman made a motion to increase the auditors pay to \$18.00 an hour, seconded by Ralph Rispoli. This new wage will start at the beginning of a new term.

The Equipment Lease agreement was discussed between Catharine Township, Williamsburg Borough, Woodbury Township, Huston Township and the Williamsburg Water Authority. A list of equipment is needed from each entity as to what would be available to use. Not all have sent a list yet. No action taken.

### **Roadmaster Report**

A post hole drill is needed to install the posts for the speed signs. Ken Brenneman made a motion to rent one, seconded by Ralph Rispoli.

PennDot will be working on Bear Crossing pipe in August or September. They will not do paving jobs with agility.

Greg Haney discussed a code enforcement officer. He talked to another municipality about the duties and responsibilities. Ordinances may need to be altered if a code enforcer will be enforcing the ordinances. Greg answered several questions regarding the duties and how things would be enforced. A resident called and asked if the township could put up deer crossing signs on Polecat Hollow Road. A study would need to be done for this. No action was taken.

### **Supervisors Report**

Heather Flaig finished a two-day training for secretaries. She will discuss this at the next meeting.

The county wants to set up a meeting for culvert replacements. Supervisors want more information on this before setting up a meeting.

Ralph Rispoli made a motion to pay bills, seconded by Heather Flaig.

Heather Flaig made a motion to adjourn at 8:35pm, seconded by Ken Brenneman.

Respectfully submitted,  
Heather Flaig, Secretary/Supervisor