

## SHESHEQUIN TOWNSHIP

MINUTES December 17th, 2018

### **DRAFT**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were two members of the public present, Ron Rogers, and Laura H. Hewitt. Kurt Lafy motioned to approve the minutes of the previous regular meeting. John Smith provided the second all agreed. The Road Master John Smith gave a written report to the supervisors. If anyone wishes to receive a copy it is on file at the Township Office.

### **OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. Ulster Fire dept and Ulster Township will have to contact their insurance provider to adjust their figures to match our contribution which is 98% to Ulster Township for the workers compensation not the whole 100%. We will table the Facebook page until further notice. Laura is continually working on the Township Website with updates etc. There is nothing new at this time with the Sheshequin Welcome signs. The Township solicitor is handling the issue with Insinger construction. The Township was provided two options for the sweating issues in the Townships Garage. There is a copy of these two options on file if the public would like to review them. After the board discussed the two options they also called Schoonover Plumbing and Heating, during the Township meeting, with questions. At this time John Smith made a motion to accept option #2 and move forward with this installation. Schoonover will provide and install the same unit as drawn. However, this price is based on the unit being installed in a location and method that saves costs. This cost is not to exceed \$26,000.00. Aaron Holdren seconded and all agreed. The board will try to meet with Schoonover before the start of the installation and clarify placement and installation of the unit. We will put a hold on the Goose Hollow Bridge Project and the Crowley Hollow Bridge Project until we receive project approval from PennDot.

### **NEW BUSINESS**

Kurt Lafy made a motion to accept the Budget for 2019, with questions answered by Lori Kepner, which were asked by Laura Hewitt. Aaron Holdren seconded and all agreed. John Smith made a motion to approve the treasurer's report and bills to be paid with the exception of the COG dues for 2019. We will look into the benefits of continuing to belong to the COG. Arron Holdren seconded and all agreed. Also John Smith has taken the certification class for the underground storage tanks that the Township has that is required by law. All Township correspondence had been forwarded to the supervisors.

The board approved the 2019 Township meeting dates. They will be the 3<sup>rd</sup> Monday of every month at 6:30pm and they will be held at the Township Municipal Building located at 1774 N. Middle Road, Ulster. The only exception to this will be the January meeting which will be on January 7, 2019. This will be the Reorganization meeting for the Township at 6:30pm with the Regular Monthly Meeting for January to follow.

Kurt Lafy gave an update on the FEMA Flood Plain Map meeting. We will have to notify the public of any changes and give them time to review any updates of the maps. They have reassured everyone the link to the FEMA flood plain maps is more user friendly then in the past. Kurt Lafy will meet with anyone from Sheshequin Township if they are having difficulties with the FEMA link.

At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 8:30PM.

Minutes prepared by Lori Kepner, Secretary

## SHESHEQUIN TOWNSHIP

### MINUTES November 19, 2018

## **DRAFT**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were no members of the public present.

John Smith motioned to approve the minutes of the previous regular meeting. Aaron Holdren provided the second all agreed. The Road Master John Smith gave a written report to the supervisors. If anyone wishes to receive a copy it is on file at the Township Office. The board discussed a new tractor purchase. Warner Tractor had given John Smith an estimate on a new tractor and its options. Aaron Holdren will work with John Smith on this possible purchase and look into some options for the Township. The board also discussed purchasing a new stone rake.

### **OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. Lori Kepner will work on the NIMS report for the County. Lori is working with Gannon Associates on the Ulster Fire Dept workers compensations rates for the past several years. Wysox Fire Dept covers 2% of Sheshequin Township, which means we should not be paying Ulster Fire dept the whole 100% and then an additional 2% to Wysox Fire Dept. This is an expense that is the responsibility of Sheshequin Township for fire coverage in our Township, but we need to make sure it is the correct amount. She will keep the board up to date on this matter. We are still working on the Facebook page. Laura is continually working on the Township Website with updates etc. There is nothing new at this time with the Sheshequin Welcome signs. The Township solicitor is handling the issue with Insinger construction. The surveyors have completed the project on Spaulding Road we will remove from the agenda for now. Kurt Lafy will contact Chris Wood on the sweating issues in the Townships Garage. Chris was supposed to provide the supervisors with a report for tonight's meeting but they did not receive it. Lori will email Chris so we have information for our next meeting. We are moving forward with the Hunt Engineering on the Goose Hollow Bridge Project and the Crowley Hollow Bridge Project, but it was brought to the boards attention that we need to make sure we are following all Penn dot requirements for the Bridge projects; even though the Township could be purchasing the bridge structure through Costars, it will still need a project approval from Penn Dot to proceed for use of liquid fuels money to pay for the project. The board will follow up with Chris Wood, our engineer, and make sure he is in contact with Penn Dot, Municipal Services Rep, Greg Dibble.

### **NEW BUSINESS**

Aaron Holdren made a motion to approve the treasurer's report and bills to be paid. John Smith seconded and all agreed. All Township correspondence had been forwarded to the supervisors.

The board had been working on the budget for 2019 and finished working on it during this public meeting. After reviewing all accounts, Aaron Holdren made a motion to advertise the proposed budget for Sheshequin Township for public review to be adopted at our December 17<sup>th</sup>, 2018 Regular Monthly Meeting. John Smith seconded and all agreed.

At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 8:40PM.

Minutes prepared by Lori Kepner, Secretary

**SHESHEQUIN TOWNSHIP**  
**MINUTES October 15, 2018**

**DRAFT**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were also several members of the public present. Kurt Lafy queried the public if anyone had anything they wished to bring before the board. Laura Hewitt asked about what the changes to the last meeting minutes were and the board explained it was just typos. Laura also discussed her concerns about driveway water run off onto the Township roads and what could be done to help this concern. John Smith will look up the driveway ordinance for regulations on driveway requirements.

John Smith motioned to approve the minutes of the previous regular meeting with the movement of the one sentence about the Fall Clean up to a more manageable area of the minutes. Aaron Holdren provided the second all agreed. The Road Master John Smith gave a verbal report to the supervisors and general public. He hasn't started the Dirt & Gravel Roads project as of yet. They have been grading roads, and cleaning ditches. The weather has had a huge impact on their road projects. The board discussed a new snow plow. The one snow plow we have now is dangerous to use on the roads. After the discussion over a new snow plow, Aaron Holdren made a motion to purchase a new snow plow through Bradco Supply for \$11,000.00 with a trade in of the other plow of \$5000.00. Kurt Lafy seconded the motion and all agreed.

**OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. We are still working on the Facebook page. Laura is continually working on the Township Website with updates etc. There is nothing new at this time with the Sheshequin Welcome signs; Kurt Lafy will work on this with Wysox Township. We are moving forward with the Engineer and preparing the appropriate paperwork for the Goose Hollow Bridge Project. The Township solicitor is handling the issue with Insinger construction. There is nothing new on Spaulding Road, John will contact Millstone Surveying and ask about their progress. Chris Wood met with Metz construction and the supervisors on September 24<sup>th</sup>, 2018 at 10:30am to discuss the sweating issues in the Townships Garage. To resolve this matter it may cost the Township around \$15000.00. Any bills that may take place because of correcting the issue will be paid out of the Impact Fee Account. They will continue to work together to correct the issue of the sweating in the garage.

**NEW BUSINESS**

The board will start working on the budget and have a work session before the next meeting in November so they are prepared to advertise the budget for public inspection at our November 19<sup>th</sup>, 2018 meeting.

The board discussed the Flood Plain Manager for Sheshequin Township; currently the board does not have someone certified to approve any building permits within or around the flood plain. Code Inspections Inc., the township building code inspectors, has a few people certified to review and approve any paperwork related to the flood plain maps. Aaron Holdren made a motion to appoint Code Inspections Inc., as the Sheshequin Township Flood Plain Management Company. John Smith seconded and all agreed. There will be no cost to the Township for this service.

The board discussed the Crowley Road Bridge project. Chris Wood from Hunt Engineers provided some paperwork for review from the Township. The board was in agreement to move forward with any steps that need to be followed to keep the Crowley Road Bridge Project moving forward. Kurt Lafy brought up that the State Savings account wasn't earning a lot of interest because it was in a basic savings account. It needs to be moved to a money market account. The board was in agreement to do this so the account earns more interest. John Smith made a motion to move the State Savings to a money market account. Aaron Holdren seconded and all agreed. Kurt will make sure this moves forward with the bank, and if they need further assistance they can contact, Lori Kepner the Township Secretary. John Smith made a motion to approve the treasurer's report and bills to be paid. Aaron Holdren seconded and all agreed. All Township correspondence had been forwarded to the supervisors. At the time of 7:10pm, Kurt Lafy called for an executive session. At 7:25 Kurt Lafy made a motion to come out of executive session. The executive session was called to discuss possible litigation matters. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:30PM.

## SHESHEQUIN TOWNSHIP

MINUTES September 17, 2018

### **DRAFT**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were also several members of the public present. Kurt Lafy queried the public if anyone had anything they wished to bring before the board. Laura Hewitt asked about what the changes to the last meeting minutes were and the board explained it was just typos. John Smith motioned to approve the minutes of the August 20<sup>th</sup>, 2018 regular meeting and the special meeting held on September 7<sup>th</sup>, 2018 with typographical errors corrected. Aaron Holdren provided the second all agreed. The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township.

### **OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. We are still working on the Facebook page. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township; Kurt Lafy went to Bradford County Planning and looked over the properties where the township would like to place the signs. The sign which we want to place on River road would be located in Wysox Township. Kurt will contact them and discuss the issue. Kurt Lafy made a motion to have the township solicitor start the easements for the property owners for the signs. Aaron Holdren seconded and all agreed. There is nothing new on the Goose Hollow Bridge Project. The Township solicitor is handling the issue with Insinger construction. There is nothing new on Spaulding Road, John will contact Millstone Surveying and ask about their progress. Chris Wood with Hunt Engineering contacted the supervisors about a meeting with Metz construction on September 24<sup>th</sup>, 2018 at 10:30am to discuss the sweating issues in the Townships Garage. All the supervisors are available that day.

**NEW BUSINESS:** The board discussed HR291 and a resolution to make sure that legislator knows that Sheshequin Township wants to have local government collect Earned Income Tax money and not have it collected and allocated by the State. . Kurt Lafy directed Lori Kepner to draft such a resolution and that all board members will sign it. John Smith seconded and all agreed. Just a reminder the fall cleanup is on September 22<sup>nd</sup>, 2018 from 8am-1pm. The board reviewed the Kithcart sewer module for two homes on one lot. Kurt Lafy made a motion to accept the sewer module with no adverse comments. Aaron Holdren seconded and all agreed. John Smith made a motion to approve the treasurer's report and bills to be paid. Aaron Holdren seconded and all agreed. The BCTOA fall convention is on September 27<sup>th</sup>, 2018, the supervisors were invited to attend. Kurt Lafy will attend and Arron Holdren and John Smith will also try to attend. We received the township FEMA maps. Kurt will review them. The board discussed Code Inspections Inc., and directed the secretary to make sure all paperwork is correct for them to enforce the Flood Plain Ordinance. All comment forms related to Building codes etc. should be forwarded to Code Inspections. All Township correspondence had been forwarded to the supervisors. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:15PM.

Kurt Lafy called the meeting back to order to discuss the state budget report at 7:20pm. Kurt Lafy made a motion to transfer money budgeted in the contracted services line item to cover the cost of the repairs to the new truck and move the money to the parts/repairs equipment line item. John Smith seconded and all agreed. At 7:30pm, Kurt Lafy adjourned the meeting.

Minutes prepared by Lori Kepner, Secretary

Minutes of Sheshequin Twp

9/7/18

The meeting was called to order by Chairman Lafy at 1:10 PM.

Present at the meeting were Chairman Lafy, VP Holdren and Roadmaster Smith.

Two members of the public were in attendance as they were representatives of quarries.

The bids for the Dirt & Gravel project were opened. Lopke won the bid. Lafy moved and Holdren seconded to accept the winning bid. 3 Ayes

Old Business

Chairman Lafy gave a brief update regarding the Goose Hollow bridge replacement.

Chairman Lafy noted he had researched the property owners who need to be contacted regarding placing township welcome signs.

A discussion centered around the problem with condensation in the building. It was decided to contact Metz through Chris Wood and arrange a meeting at the township building. Mr. Cox was also to be at the meeting. Hopefully the meeting can be held within the next several weeks.

New Business

Lafy motioned and Holdren seconded to ratify a letter sent to a 5K run organizer. 3 Ayes

As there was no further business, the meeting was adjourned at 1:45 PM.

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were also several members of the public present, George Smith and Kevin Parrish. Kurt Lafy queried the public if anyone had anything they wished to bring before the board. Kevin Smith discussed the culvert Pipe on his property and the maintenance agreement between the Township and himself. As the board stated the culvert pipe is the responsibility of the Township to maintain per the agreement. The road master, John Smith, had the Bradford County Conservation district come inspect the pipe when it was brought to his attention that there may be issues with drainage etc. The BC Conservation District found there to be no issues at this time with the pipe drainage and for the Township to continue to maintain it as they have been. Kevin was told by the board to please call the Township if he sees there may be an issue occurring that the Township doesn't already know about. The minutes of the last meeting were approved. Aaron Holdren moved to approve the previous meeting minutes with the changes and John Smith provided the second all agreed. The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. John explained to the board that we will need to bid out for materials for our 2018 dirt and gravel project ASAP and have a special meeting before our September 17<sup>th</sup>, 2018 regular meeting because he has to have the project done by the end of October 2018. John Smith made a motion to bid out the material to use on the Dirt & Gravel Roads project for 2018 and hold a special meeting on September 7<sup>th</sup>, 2018 at 1pm to open the bids and for any and all business brought before the board. Aaron Holden seconded the motion and all agreed. Lori Kepner, secretary, will take care of all the bids packets and advertising needed.

**OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. We are still working on the Facebook page. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township; Kurt will go to Bradford County Planning and get copies of the maps of where the Township would like to place the signs so he knows who the landowners are this way the Township can acquire easements from the land owners instead of PennDOT within their right of way. There is nothing new on the Goose Hollow Bridge Project. The Township solicitor is handling the issue with Insinger construction. John received the agreement from Millstone Surveying for the survey of our township right of way on Spaulding road. John Smith made a motion to accept the agreement with Millstone Surveying for cost of \$3500.00 with a retainer fee of \$1750.00, with the Township paying this fee from the Royalties account. Aaron Holdren seconded the motion and all agreed. The Township has not heard back from Chris Wood with Hunt Engineering on the sweating issues in the Townships Garage. Kurt is to contact Chris Wood and ask about the progress with this matter. **NEW BUSINESS:** The Township will have to look into getting a new supplier for LP Gas. Valve Energy has gone out of business. The Township will get quotes when needed, but they would like to keep it with a local gas company. The Township received a comment form on whether the Township has ever considered making it legal for ATV's to use the Township Roads. At this time the Township is not interested in doing this, primarily because they will lose all their Liquid Fuels Monies if they were to do this and then there would be no funds to maintain the road ways. The board discussed who should sign checks for bills to be paid and payroll checks etc. Lori Kepner is the secretary and also the Township treasurer and her signature as stated by PSATS must be at least one of the signatures on the checks because she is bonded for that position and responsible for the financial bookkeeping of the Township. However, you should have at least one other board members signature on the checks. The board decided that they will have the treasurer's signature along with two board members signatures at all times. The board discussed the fall clean up. Aaron Holdren made a motion to have the fall clean up on September 22<sup>nd</sup>, 2018 from 8am-1pm, we will advertise as needed for this clean up in the daily review and also the morning times. We will also put the notice on the Web site. The board had discussed closing the Plgit accounts and just having PS Bank accounts. Kurt Lafy, chairman of the board, made a motion to close all Plgit accounts, which are the Plgit General Checking, Plgit Escrow account, and the Plgit State account, and authorized the Township sec/treasurer, Lori Kepner, is to take on this task and complete any and all paperwork for the Township to do so. John Smith seconded the motion and all agreed. John Smith made a motion to approve the treasurer's report and bills to be paid. Aaron Holdren seconded and all agreed. All Township correspondence had been forwarded to the supervisors. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 8:00PM. Minutes prepared by Lori Kepner, Secretary

**SHESEQUIN TOWNSHIP**  
**MINUTES**  
**July 16, 2018**  
**DRAFT**

Chairman Kurt Lafy opened the meeting at 6:35pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors John Smith and Aaron Holdren. There were also several members of the public present. Kurt Lafy queried the public if they had anything they wished to voice, there were no public comments at this time.

The minutes of the July 16th, 2018 Regular meeting were approved. John Smith moved to approve the previous meeting minutes, and Aaron Holdren provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. John has almost completed the oil for the roads; he should weather permitting, finish up this week.

**OLD BUSINESS:**

There was nothing new to report for the Fire Department or the EMC. .

We are still working on the Facebook page. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township; Kurt will follow up with Greg Dibble, our Municipal Services Rep, on the placement of these signs before we get them and any paperwork we may have to submit to the Penn Dot. Secretary, Lori Kepner, remembered seeing an email on the regulations of signs in the Penn Dot right of way; she will look for that email and forward to the board of supervisors. There is nothing new on the Goose Hollow Bridge Project. The board is still hoping to start this time next year; meanwhile we will move forward with our Engineer to make sure we are ready when we want to proceed. The Township solicitor is handling the issue with Insinger construction. John will get ahold of Millstone Surveying and move forward with the survey of Spaulding Road. Kurt was in contact with Sergeant Thompson and he explained the State Police can only come out if a vehicle is actually on our road surface. Kurt Lafy will contact Chris Wood on the options he was supposed to provide to the Township on the sweating issues in the Townships Garage.

**NEW BUSINESS:**

Our internet service went down today. John Smith tried to fix it, but we believe the box has broken. We will contact Verizon and get it resolved as soon as possible.

John Smith made a motion to approve the treasurer's report and bills to be paid. Aaron Holdren seconded and all agreed.

All Township correspondence had been forwarded to the supervisors.

**NEW BUSINESS:** At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:05PM.

# **SHESHEQUIN TOWNSHIP MINUTES June 13th, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisor John Smith and several members of the public. Kurt Lafy queried the public if they had anything they wished to voice. The only question was on placing down of oil on the township roads and where it was going.

The Road Master John Smith

Crushing Unit Bids: We did not receive any bids. John Smith will work on alternative options for the Township to do. Greg Dibble our municipal service representative from Penn Dot did give John some suggestions. The board will keep this on the agenda under old business to discuss at a later time.

## **NEW BUSINESS:**

The Board has to appoint a replacement for Leslie Wanck at this meeting. John Smith and Kurt Lafy discussed who they could have served as a good replacement for Les; after much thought they asked Aaron Holdren if he was interested in the position. Aaron Holdren was present at the meeting. Kurt Lafy made a motion to appoint Aaron Holdren as a Sheshequin Township Supervisor. John Smith seconded and all agreed. Aaron Holdren accepted the position and was sworn in by Lori Kepner, Secretary and Notary.

At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 6:45PM.

Minutes prepared by Lori Kepner, Secretary



# **SHESHEQUIN TOWNSHIP**

## **MINUTES**

### **May 30th, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisor John Smith and one member of the public. Kurt Lafy queried the public if they had anything they wished to voice, there were no public comments. Unfortunately, Supervisor, Leslie Wanck passed away recently so the board would like to express their deepest sympathies to his family and note what a fine supervisor, resident and friend to Sheshequin Township he was. The Board appreciates everything that, Les, did for the township, which came straight from his heart.

The minutes of the last meeting were approved. John Smith moved to approve the previous meeting minutes with the changes and Kurt Lafy provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. The board had discussed the bidding out of a crushing unit this year; we had to change the bid opening date due to the change of our regular meeting date which had been changed. The new opening of the bids for the crusher unit will be on June 13<sup>th</sup>, 2018. Kurt Lafy made a motion to hold a special meeting on June 13th, 2018 to open the bids for the crusher unit and for any other business brought before the board, which may include appointing someone to finish out Leslie Wanck's term of office for this year. John Smith seconded the motion and both agreed. John is in need of a new computer. Kurt Lafy made a motion to move \$1000.00 from the budget item 402.311 (Auditing) which will reduce that to \$1000.00 budgeted to budget item 406.270(computer) which will increase that budget item to \$1250.00 and directed John to purchase a new laptop for his office. John Smith seconded the motion and all agreed.

#### **OLD BUSINESS:**

There was nothing new for EMC or the Fire Department. We are still working on the Facebook page, Laura to help. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township. Kurt will get with Rich Powell on the updates we would like and have for the June meeting. Kurt will contact Chris Wood who is working on the engineering for the Bridge project on Goose Hollow Road. The Township solicitor is handling the issue with Insinger construction, and he is to move forward. Kurt Lafy made a motion to have our solicitor write a letter to Insinger; John Smith seconded and both agreed. We did hear back from the engineer on the Spaulding road survey. John will continue to be in touch with him. It will cost approximately \$2000 to \$2500 for the new survey. Kurt will address the building sweating issues, with Chris Wood. All Township correspondence had been forwarded to the supervisors.

**NEW BUSINESS:** The Township received only one quote for the mowing of the Township office and cemeteries, from Kepner Lawn Services, owned by Don Kepner Jr; at a rate of \$400.00 each mowing. John Smith made a motion to accept the bid. Kurt Lafy seconded and both agreed. John received information on a used compressor for sale from Warbler LLC, for \$500.00. We are in need of one. John Smith made a motion to purchase the used compressor from Warbler LLC, which Kurt Lafy is financially involved in. Kurt Lafy seconded the motion, John Smith was a yes and Kurt Lafy abstained from the vote. Kurt Lafy would like John Smith to put up some additional Children at Play signs within the Township. The Financial report were provided and approved, motion made by John Smith seconded by Les Wanck with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:18PM.

# **SHESHEQUIN TOWNSHIP MINUTES April 16, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck, John Smith and several members of the public. Kurt Lafy queried the public if they had anything they wished to voice, there was no public comment.

The minutes of the last meeting were approved. Les Wanck moved to approve the previous meeting minutes with the changes and John Smith provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. The board opened the annual Fuel bid and Anti-skid bid. John Smith made a motion to accept the Anti-skid bid from S. Andrulonis of \$23.30 a ton for AS-2 State approved material to be delivered to the Township. This was for 3000 ton. Les Wanck seconded the motion and all agreed. Les Wanck made a motion to accept the diesel fuel bid of 9000 gallons delivered to the township from WOC Energy at a cost of \$2.262 a gallon. John Smith seconded the motion and all agreed. The board discussed bidding out a crushing unit this year for our materials. John Smith made a motion to advertise to bid out a crushing unit to come to the Sheshequin Township pit and crush material we have. Les Wanck seconded and all agreed. This will also be paid for out of liquid fuels money. We sold the old truck at Fishcers auction and received \$2900.00 for it. John will start working on dust oil information to get out to the township residents for this year.

## **OLD BUSINESS:**

There was nothing new for EMC or the Fire Department. We are still working on the Facebook page. Juanita finished the lettering on the wall. We are still gathering pictures from residents etc.; this will be an ongoing project. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township. We received pictures from Rick Powell on the signs proposed. They will be 23.48"x36" and \$300.00 each for 2 or more ordered. They board would like to reduce the size of the lettering on the word Township so they can increase the size of the wording of "A scenic, rustic place to call home", so it is more visible from the road. Also Kurt will get actual Established date for the Township so that can be put on the sign as well. Les will then go to Powell's and work on the final product. Chris Wood is working on the engineering for the Bridge project on Goose Hollow Road. The board discussed a proposed start date for the Aluminum box culvert project for Goose Hollow Road. They thought they would like to start it next July or August of 2019. The audits are done. The spring cleanup is scheduled for April 21, 2018 from 8am-1pm; it has been advertised and put on the website and Facebook page. The Township solicitor is handling the issue with Insinger construction. Les Wanck spoke to Chris Insinger and he explained the issue had been closed on his part. Lori will be attending the PSATS convention is April 22<sup>nd</sup>-25<sup>th</sup>, which the board budgeted for this year. We have not heard back from the engineer on the Spaulding road survey. John and Lori will continue to try and contact him. We will put the building sweating issues back on the agenda for the next meeting. All Township correspondence had been forwarded to the supervisors.

**NEW BUSINESS:** The Township will advertise for quotes for the mowing of the Township office and cemeteries. The Financial report were provided and approved, motion made by John Smith seconded by Les Wanck with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:45PM.

# **SHE SHEQUIN TOWNSHIP**

## **MINUTES**

### **April 16, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck, John Smith and several members of the public. Kurt Lafy queried the public if they had anything they wished to voice, there was no public comment.

The minutes of the last meeting were approved. Les Wanck moved to approve the previous meeting minutes with the changes and John Smith provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. The board opened the annual Fuel bid and Anti-skid bid. John Smith made a motion to accept the Anti-skid bid from S. Andrulonis of \$23.30 a ton for AS-2 State approved material to be delivered to the Township. This was for 3000 ton. Les Wanck seconded the motion and all agreed. Les Wanck made a motion to accept the diesel fuel bid of 9000 gallons delivered to the township from WOC Energy at a cost of \$2.262 a gallon. John Smith seconded the motion and all agreed. The board discussed bidding out a crushing unit this year for our materials. John Smith made a motion to advertise to bid out a crushing unit to come to the Sheshequin Township pit and crush material we have. Les Wanck seconded and all agreed. This will also be paid for out of liquid fuels money. We sold the old truck at Fishcers auction and received \$2900.00 for it. John will start working on dust oil information to get out to the township residents for this year.

#### **OLD BUSINESS:**

There was nothing new for EMC or the Fire Department. We are still working on the Facebook page. Juanita finished the lettering on the wall. We are still gathering pictures from residents etc.; this will be an ongoing project. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township. We received pictures from Rick Powell on the signs proposed. They will be 23.48"x36" and \$300.00 each for 2 or more ordered. They board would like to reduce the size of the lettering on the word Township so they can increase the size of the wording of "A scenic, rustic place to call home", so it is more visible from the road. Also Kurt will get actual Established date for the Township so that can be put on the sign as well. Les will then go to Powell's and work on the final product. Chris Wood is working on the engineering for the Bridge project on Goose Hollow Road. The board discussed a proposed start date for the Aluminum box culvert project for Goose Hollow Road. They thought they would like to start it next July or August of 2019. The audits are done. The spring cleanup is scheduled for April 21, 2018 from 8am-1 pm; it has been advertised and put on the website and Facebook page. The Township solicitor is handling the issue with Insinger construction. Les Wanck spoke to Chris Insinger and he explained the issue had been closed on his part. Lori will be attending the PSATS convention is April 22nd\_25<sup>th</sup>, which the board budgeted for this year. We have not heard back from the engineer on the Spaulding road survey. John and Lori will continue to try and contact him. We will put the building sweating issues back on the agenda for the next meeting. All Township correspondence had been forwarded to the supervisors.

**NEW BUSINESS:** The Township will advertise for quotes for the mowing of the Township office and cemeteries. The Financial report were provided and approved, motion made by John Smith seconded by Les Wanck with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:45PM.

**SHECHEQUIN TOWNSHIP  
MINUTES  
March 19<sup>th</sup>, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck and John Smith, and one member of the public was also present, Chris Kinner. Kurt Lafy queried the public if they had anything they wished to voice, Chris Kinner from the Ulster/Sheshequin Rec Center, discussed the upcoming events with the board of supervisors and also gave us a copy of their 2017 Audit for review.

The minutes of the last meeting were approved. John Smith moved to approve the previous meeting minutes with the changes and Les Wanck provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township. The board discussed the annual Fuel bid and Anti-skid bid. John Smith made a motion to bid out and advertise for 9000 gallons of diesel fuel delivered to the Township, and also 3000 ton of AS-2 Anti-skid delivered to the Township and that they will be opened at the April 16<sup>th</sup>, 2018 meeting. Les Wanck seconded and all agreed.

**OLD BUSINESS:**

There was nothing new for EMC or the Fire Department. We have started Facebook page. Juanita will get back to the Township on the correction to the lettering on the wall. We are still gathering pictures from residents etc.; this will be an ongoing project. Laura is continually working on the Township Website with updates etc. We are still working on the welcome signs for Sheshequin Township. Rick Powell should be sending us information on the welcome signs to review. Kurt and John went and looked at a bridge in Sullivan County that may work for our needs on Goose Hollow Road. The board discussed their options. Chris Wood from Hunt Engineering provided a proposal for the new Bridge structure for engineering costs and their services of \$24,000.00; at this time Les Wanck made a motion to hire Hunt Engineering to provide the engineering services for the Bridge project on Goose Hollow Road, John Smith seconded and all agreed. We are still working on the situation with Mr. Spaulding. The 2015, 2016, and 2017 audits will be done by the April Due date by the elected auditors of Sheshequin Township. The spring cleanup is scheduled for April 21, 2018 from 8am-1pm. The Township solicitor is handling the issue with Insinger construction. He will provide updates when he gets them. The PSATS convention is April 22<sup>nd</sup>-25<sup>th</sup>, which Lori Kepner will be attending. All Township correspondence had been forwarded to the supervisors.

**NEW BUSINESS:** The Financial report were provided and approved, motion made by Les Wanck seconded by Kurt Lafy with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:40PM.

Minutes prepared by Lori Kepner, Secretary

**SHE SHEQUIN TOWNSHIP  
MINUTES  
February 19<sup>th</sup>, 2018**

Chairman Kurt Lafy opened the meeting at 6:30pm by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck and John Smith, and one member of the public was also present, Nathan Brown. Kurt Lafy queried the public if they had anything they wished to voice, there no comments at this time.

The minutes of the last meeting were approved. Les Wanck moved to approve the previous meeting minutes with the changes and John Smith provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township.

**OLD BUSINESS:**

There was nothing new for EMC, the Fire Department or the Facebook page. Laura Hewitt provided a written report on the Website. We are waiting on Juanita to get back to the Township on the correction to the lettering on the wall. We are still gathering pictures from residents etc.; this will be an ongoing project. We are still working on the welcome signs for Sheshequin Township. There is nothing new right now on the Bridge projects; the board will have a work session and look at a bridge in Sullivan County that may work for our needs on February 27<sup>th</sup>, 2018 at 9am. The board discussed the situation with Mr. Spaulding. Kurt Lafy made a motion to contact the previous surveyor on the Spaulding road right of way issue and see if they are available to survey it again for the Township. John Smith seconded this motion and all agreed. The Township attorney has all the information to move forward. The additional lighting outside over the parking area has been installed. The board discussed the sweating of the building and their options to resolve the issue. It seems that a dehumidifier would work with the sweating of the building. It would cost approximately \$3000.00. Kurt Lafy made a motion to contact Chris Wood about this option and proceed with what is needed to correct the issue. John Smith seconded and all agreed. The cost for this dehumidifier would come out of the impact fee fund. Our attorney is working on the remaining balance Insinger Excavating states the Township owes them.

**NEW BUSINESS:** Secretary, Lori Kepner, gave a report on the progress on the 2015, 2016 and 2017 audits to the board. It does not look like the 2015 and 2016 audit will be done unless the board authorizes the appointed auditors to finish it themselves without the direction of Areal Solutions. Areal Solutions has had many opportunities to complete the audits after numerous discussions with the appointed auditors. The board discussed their options. After much discussion, Les Wanck made a motion to give Vicki Stroud (Areal Solutions) till February 26<sup>th</sup>, 2018 to contact the appointed auditors and finish the 2015 and 2016 audits so that the 2017 audit could be completed by April 1, 2018. If this was not done in time, then the board would give Areal Solutions their notice that their services are no longer needed, and the appointed auditors would have to manage and complete the audits themselves. John Smith seconded and all agreed. The Financial report were provided and approved, motion made by Les Wanck seconded by Kurt Lafy with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 7:40PM.

Minutes prepared by Lori Kepner, Secretary

**SHESHEQUIN TOWNSHIP**  
**SPECIAL MEETING MINUTES**  
**January 15th, 2018**

Chairman Kurt Lafy opened the meeting at 11AM by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck and John Smith, and members of the public was also present. Kurt Lafy queried the public if they had anything they wished to voice, there no comments at this time.

**NEW BUSINESS:** DGK insurance representative Jeffrey Kyle was present to discuss renewal for 2018. The board went over changes to the insurance plan and DGK will make the adjustments. Kurt Lafy made that motion and John Smith seconded all agreed. The board discussed their membership to the COG. Les Wanck made a motion to keep their membership with the COG, John Smith seconded and Kurt Lafy voted nay. Motion passed. Les Wanck will try to attend their meetings. The board reviewed the Wanck subdivision. Kurt Lafy made a motion to accept the subdivision with no adverse comments. John Smith seconded and Les Wanck abstained. Kurt Lafy contacted the parties involved with the sweating of the walls in the garage and cold storage area, and all were present. They went over the issues and discussed possible solutions. At this time Kurt Lafy made a motion to adjourn. John Smith gave the board a quote for installing an additional light on the side of the building were the public parks for \$350.00 from Triple V. Electric. Les Wanck made a motion to accept the quote, John Smith seconded and all agreed.

**OLD BUSINESS:**

The board reviewed the website verbiage for the home page and etc. Les Wanck made a motion to approve it, seconded by John Smith and Kurt Lafy abstained. Nothing new with Spaulding, Mr. Spaulding is in the hospital the board will discuss this issue at the next meeting.

Meeting adjourned at 1:30PM.

Minutes prepared by Lori Kepner, Secretary  
Minutes taken by Kurt Lafy

# SHESHEQUIN TOWNSHIP

## MINUTES

January 2<sup>nd</sup>, 2018

Chairman Kurt Lafy opened the meeting at 2:50PM by calling for the pledge of allegiance. The Township meeting was held at the Township Municipal Building at 1774 N. Middle Rd, Ulster PA 18850. Present at the meeting were Chairman Lafy and supervisors Leslie Wanck and John Smith, and members of the public was also present. Kurt Lafy queried the public if they had anything they wished to voice, there no comments at this time.

The minutes of the last meeting were approved. Les Wanck moved to approve the previous meeting minutes with the changes and John Smith provided the second all agreed.

The Road Master John Smith gave his written report to the supervisors and general public. Anyone wishing to look at the report there is a copy on file at the Township.

### OLD BUSINESS:

There was nothing new for EMC. Steve Bixby brought a revised Articles of Agreement for 2018 for the board to read and approve. Leslie Wanck made a motion to approve and sign the agreement with the Fire Department for coverage and disbursement of Fire Taxes to the Fire Department in 2018. John Smith seconded and all agreed. There is nothing new on the Facebook page. Laura presented to the board an update on the Website. Juanita hasn't gotten back to the Township yet about the correction to the lettering on the wall. We are still gathering pictures from residents etc.; this will be an ongoing project. We are still working on the welcome signs for Sheshequin Township. There is nothing new right now on the Bridge projects. The board discussed the situation with Mr. Spaulding. The Township attorney has all the information to move forward.

**NEW BUSINESS:** Kurt contacted the parties involved with the sweating of the walls in the garage and cold storage area. He would like to schedule a special meeting on January 15<sup>th</sup>, 2018 at 11:00am to go over this problem. Also DGK insurance will be present to discuss renewal for 2018. This meeting will be open to any and all business brought before the board. Kurt Lafy made the motion for the Special meeting on January 15<sup>th</sup>, 2018, John Smith seconded and all agreed. The board discussed the resolution opposing HB1620, entitled the Wireless Infrastructure Deployment Bill; this would limit the board's ability to keep Wireless Infrastructures out of the Township Right of Ways. Kurt Lafy made a motion to oppose HB1620 by passing a resolution against this bill. John Smith seconded and all agreed. It was brought up that the board should install another poll light for the evening hours to light up the parking lot. The board will look into this before the meeting in February. There were no auditors in the November 2017 election that accepted the position as write INS. This information was provided by the Bradford County Elections Office, The Board needs to appoint at least two auditors for the 2018 calendar year. Kurt Lafy made a motion to appoint Brandi Smith and Linda Gaskill as auditors for Sheshequin Township for 2018. Leslie Wanck seconded the motion both agreed. John Smith abstained from voting. The Financial report were provided and approved. Motion made by Les Wanck seconded by Kurt Lafy with 3 yeas. At this time Kurt Lafy made a motion to adjourn. Meeting adjourned at 3:35PM.

Minutes prepared by Lori Kepner, Secretary

# **SHESHEQUIN TOWNSHIP**

## **Reorganization Meeting**

**January 2, 2018**

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The reorganization meeting of the Sheshequin Township Supervisors was held on January 2, 2018 at the township building at 1774 N Middle Rd, Ulster PA 18850. Supervisors attending were Kurt Lafy, Leslie Wanck, and John Smith along with Lori Kepner – Secretary. Leslie Wanck took his oath of office.

Leslie Wanck made a motion to appoint John Smith as Temporary Chairman, Kurt Lafy seconded. Motion passed.

The meeting was called to order at 2:30 PM by John Smith, Temporary Chairman, with the pledge of allegiance. John Smith appointed Temporary Secretary as Lori Kepner, Lafy seconded. Motion passed.

### **Chairman of Board**

A motion was made by Smith and seconded by Wanck to appoint Kurt Lafy as Chairman of the Board. Motion passed.

### **Vice Chairman**

A motion was made by Smith and seconded by Lafy to appoint Leslie Wanck as Vice Chairman of the Board. Motion passed.

### **Member**

A motion was made by Wanck and seconded by Lafy to appoint John Smith as Member of the Board. Motion passed.

### **Secretary/Treasurer**

A motion was made by Lafy and seconded by Wanck to appoint Lori Kepner as Secretary/Treasurer and the treasurer bond limit to be set at 500,000 dollar limit. Wages are set at \$12,000.00 a year salary. Motion passed.

### **2017 Mileage**

A motion was made by Lafy and seconded by Smith to set the mileage at \$0.545 cents per mile. Motion passed.

### **Road Master**

A motion was made by Lafy and seconded by Wanck to appoint John Smith as Road master. The suggested wages to be sent to the auditors are \$17.70/hour. Motion passed. Smith abstained from voting



### **Chairman Vacancy Board**

A motion was made by Lafy and seconded by Wanck to appoint Ralph Perry as the Chairman of the Vacancy Board. Motion passes.

### **Appoint SEO**

A motion was made by Lafy to appoint Gene Powlus as the Township SEO. Wanck seconded. Motion passes.

### **Building Code Officer**

A motion was made by Smith to appoint Code Inspections as our Building Code Officer and seconded by Wanck. Motion passes.

### **Solicitor**

A motion was made by Lafy and seconded by Smith to retain Scott Pellingier for the 2018 year. Motion passes

### **CDL Contact Person**

A motion was made by Lafy and seconded by Wanck to appoint Lori Kepner as CDL Contact Person. Motion passed.

### **Depository for Township**

A motion was made by Lafy and seconded by Wanck to set the Depository for the township as PLGIT and PS Bank. Motion passed.

### **Set Wages**

A motion was made by Lafy and seconded by Smith to set the wages as follows for 2017. All working Supervisor wages to be forwarded to the auditors for final approval. Motion passed.

1. Full-time Road Crew – Bob	\$16.70
Full-time Road Crew – Mike	\$15.70
2. Part-time CDL	\$13.00
3. Working Supervisor	\$13.00
4. Road Master	\$17.70
All wages to be paid bi-weekly	

### **Regular Monthly Meeting**

A motion was made by Lafy and seconded by Smith to set the monthly meetings for the Third Monday of each month for 2018, beginning at 6:30 PM. Motion passed.

### **EMS Coordinator**

A motion was made by Lafy and seconded by Wanck to appoint Steve Bixby and Ronald Rogers as needed. Motion Passed.

### **Holidays**

A motion was made by Lafy and seconded by Wanck to set the following Holidays for the full-time employees. Motion passed.

- |                   |                     |
|-------------------|---------------------|
| 1. New Year's Day | 5. Labor Day        |
| 2. Good Friday    | 6. Veterans Day     |
| 3. Memorial Day   | 7. Thanksgiving Day |
| 4. Fourth of July | 8. Christmas Day    |

### **TCC Primary Delegate**

A motion was made by Lafy and seconded by Smith to appoint Lori Kepner as Sheshequin Township TCC Primary Delegate. Motion Passed.

### **Open Records Officer**

A motion was made by Lafy and seconded by Wanck to appoint Lori Kepner as the Township open record officer. Motion passed.

**Township Engineer** shall be appointed on an as needed basis

### **Authorization of Accounts Payable**

A motion was made by Lafy and seconded by Wanck to authorize Secretary to pay the bills twice a month or as needed to avoid late fees. Motion Passed.

### **Total miles of roads 50**

### **Close Meeting**

A motion was made by Lafy and seconded by Smith to adjourn the reorganization meeting at 2:45 PM. The Sheshequin Township Supervisor's meeting immediately followed.