

Sheshequin Township

Minutes

DRAFT

December 19, 2022

Attendees, Chairman Kurt D. Lafy, Vice-chair Aaron Holdren, Road Master and Supervisor John Smith, Lori Kepner, Secretary. Guests included Brandy Smith and William Toth. William Toth was present from Design System Technologies, Inc. He is offering his services as our new SEO. William explained his services and the procedures he will be taking if the board appoints him as their SEO. Lafy made a motion to appoint William Toth as the new SEO for Sheshequin Township. Holdren second. 3 Yeas.

Chairman Lafy opened the meeting at 6:30

Holdren moved to accept the November 21st, 2022 minutes with the correct of a spelling error on Warner Hill Road. Smith Second. 3 Yeas

The road master gave his verbal road report. The board discussed the sale of the Mac Dump truck. Smith motioned to advertise the sale of the Mac Dump Truck out to bid. Holdren second. 3 yeas. Mr. Spaulding did receive the certified letter from the Township on his vehicles being within the Township Right of way and to move them. As explained by Smith, he had moved the pickup but not the tractor. We will need to resend another letter to move the tractor out of the right of way. The board also discussed the vehicles etc. along Sackett Road.

There was nothing new with the EMC; however we need to see if we can locate our 2018 EMC Plan copy and see if Bradford County Planning has our old plan from Steve Bixby or Ron Rogers. There is nothing new with the Fire Department, or website. The proposed budget was reviewed by the board. Holdren made a motion to pass the 2023 budget. Smith second. 3 Yeas. The board would like to send Scott Pellingier their Solicitor a copy of the Solar Ordinance we received from Windham Township for his comments.

The board approved the spring cleanup for April 29th, 2023 from 8am-1pm. The reorganization meeting will be held on January 3rd, 2023 at 3:30pm with the January Township Meeting to be held immediately afterwards. Smith made this motion. Holdren second. 3 yeas.

The 2023 Meeting Dates are as follows: January 3rd, February 20th, March 20th, April 17th, May 15th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, and December 18th. All meetings to be held at 6:30pm. The board found no adverse comments to the Henley and Crain Subdivisions that were submitted. The board accepted the Maintenance agreement submitted by BC Conservation district for the complication of the construction of the new Township Garage/Office Building. Lafy moved to accept the treasurer's report. Smith second. 3 Yeas. Our next meeting will be on January 3rd, 3:30pm, which will be our reorganization meeting. The Township regular monthly meeting will continue immediately afterwards.

The meeting was adjourned at 7:30pm.

Minutes prepared by Lori Kepner, Secretary

Sheshequin Township

Minutes

November 21, 2022

Chairman Lafy opened the meeting at 6:40

Attendees, Chairman Kurt D. Lafy, Vice-chair Aaron Holdren, Road Master and Supervisor John Smith, Lori Kepner, Secretary. Guests included Brandy Smith and Laura Hewitt. Laura Hewitt brought up her concerns on the Warren Hill Road conditions.

Smith moved to accept the October 17th, 2022 minutes which were prepared by Chairman, Lafy acting as secretary at the October meeting. Holdren second. 3 Yeas

The road master gave his verbal road report.

There was nothing new with the EMC, except the board and the secretary attended the G402 class held by the County which is required by the Township officers to be eligible for federal funding in case of a natural disaster or emergency. There was nothing new with the Fire Department, or website. The board did agree with Laura Hewitt to post that Warren Hill Road was now open on our web site. She will take care of the announcement. There is nothing new with any of the bridges so the board will remove these items off the agenda. There is nothing new with the Township sign we will also take this off the agenda until the spring. Kepner is to send the Solar Ordinance from Matt Williams to the board again. Lafy is working on the SEO replacement; he has spoken with William Toth who is willing to take over the position.

The proposed budget was reviewed by the board. Smith made a motion to advertise the proposed budget to be passed at the December 19th, 2022 meeting. Holdren second. 3 Yeas

We are still working on the Spaulding vehicles within the township right of way. The board was present with the Act 57 Resolution: This resolution requires taxing districts that impose taxes on the assessed value of real property to adopt a resolution or ordinance within 90 days of the effective date of the act, or not later than January 9th, 2023, directing the tax collector to waive additional charges for real estate taxes in certain situations. Holdren motioned to accept the Act 57 Resolution: 11212022. Smith second. 3 Yeas

Lafy moved to accept the treasurer's report. Holdren second. 3 Yeas. Our next meeting will be on December 19th, 2022 at 6:30pm. The meeting was adjourned at 7:16

Minutes prepared by Lori Kepner, Secretary

Sheshequin Township

Minutes

October 17, 2022

Attendees, Chairman Kurt D. Lafy, Vice-chair Aaron Holdren, Road Master and Supervisor John Smith. Guests included Brandy Smith and Tonya Barnett.

Vice Chairman Holdren opened the meeting at 6:31 Chairman Lafy acted as secretary due to the illness of Lori Kepner.

An amendment to the agenda was discussed. It was about the G402 FEMA course. All supervisors will be there on November 10 from 9 am-1 pm.

Lafy moved to accept the Sept 19 minutes. Smith second. 3 Yeas

The roadmaster gave his report. Due to Mr. Spaulding once again parking his vehicles in the right-of-way, it was voted to send a letter to Mr. Spaulding regarding the same. Lafy moved Smith 2nd 3 Yeas

Tonya Barnett, the newly appointed Emergency Management Coordinator for Sheshequin Township, came to introduce herself. She detailed her background and she was officially welcomed.

Chairman Lafy detailed a phone conversation with Gene Powlus, regarding William Toth, who will be replacing Gene. John Smith noted perhaps Mr. Toth would share his pricing with the township. Lafy will contact.

A budget meeting will be set for 11/9/22 at 5 pm at the township building.

Outside burning was discussed.

An Act 57 Resolution was discussed which may be passed at the November meeting.

The Berger Subdivision was approved without comment. KL/AH 3 Yeas

John Smith moved to accept the treasurer's report. Holdren 2nd. 3 Yeas

The meeting was adjourned at 7:40

Minutes prepared by Kurt Lafy, Acting Secretary

Regular Monthly Meeting Minutes

September 19, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Laura Hewitt and Joe Richter. Smith motioned to approve the minutes of the August 15th, 2022 regular Meeting minutes, Holdren seconded and all agreed.

The Road Master Smith provided a verbal report. The culvert project on Stone Chimney Road is done. All they need to do is seed it. S&A Construction has completed the work on Warner Hill Road project of supplying 4 tri axles loads of large flat bluestone rocks, placed for reinforced ground to place jersey barriers at the end of the drainage culverts. The rest of the work on Warner Hill Road to be done by MR Dirt should start by the end of September. Anti-Skid has started to come in for the winter months. We will need to pay for the backfill on the Stone Chimney Road Project (4 minus). Lafy made a motion to move the funds from the Royalty account when needed to pay for this stone to the General Checking. Smith seconded and all agreed.

OLD BUSINESS:

The company for the Township Sign for our Township building has not gotten back to the office yet with information on their products. There is nothing new with the Fire dept. or Web site. Tonya Barnett, our new EMA Director, will try to attend the next township meeting. Kepner has forwarded her information to Laura Hewitt to place on the Township Website. We received the resolution and paperwork required of the Township to set up user roles in the Penndot Reimbursement Agreement system. This is required for the Crowley Road Project for the bridge over Laning Creek. Smith made a motion to approve the resolution and to authorize Kepner to set up the user roles with Penndot and any other paperwork required. Lafy seconded and all agreed.

New business:

Lafy brought before the board the consideration of a Solar Panel Ordinance. After much discussion the board was in favor of getting some sample ordinances to review and consider for adaptation. Kepner will reach out to other agencies for sample ordinances. Lafy had forwarded to the board that our local magistrate is now Judge Fred Wheaton in Wysox. The board received the Ulster Township Fire Depts. Workers Comp. Premium notice. All information was present with the invoices for the 2022-2023 premiums. Kepner forwarded the resignation letter of SEO, Gene Powlus, as of December 31st, 2022. The board will need to find someone to replace him. Kepner will reach out to other Township's to see who they may be using. Smith made a motion to approve the bills and the treasurer's report. Lafy seconded and all agreed.

Lafy made a motion to adjourn the meeting at 7:16 pm so moved. Our next meeting will be October 17th, 2022 at 6:30pm.

Minutes prepared by Lori Kepner, Secretary

Regular Monthly Meeting Minutes

August 15th, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Brandy Smith, Laura Hewitt and Joe Richter. Holdren motioned to approve the minutes of the July 18th, 2022 regular Meeting minutes and the July 25th, 2022 special meeting minutes; Smith seconded and all agreed.

The Road Master Smith provided a verbal report. They are done doing road work on the south end of the township. Next week they will start the culvert project. They have been mowing roads as they can. John hasn't heard any reports from Larson Design on the bridge inspections. John will be getting the jersey barriers from Bradco Supply for the Warner Hill Road project. The Warner Hill Road project should start in September. John received literature from Terry Sheets of Bradco Supply for a new boom mower.

OLD BUSINESS:

The company for the Township Sign for our Township building has not gotten back to the office yet with information on their products. There is nothing new with the Fire dept. or Web site except the Township would like to invite Tonya Barnett, our new EMA Director, to a township meeting to meet her in person and Kepner will forward her contact information etc. to Laura Hewitt to put on the website.

New business:

There was one subdivision submitted to the board for the Heath property. The board found no adverse comments to the subdivision. Holdren made a motion to approve the subdivision, Smith seconded and all agreed. Smith made a motion to approve the bills and the treasurer's report. Holdren seconded and all agreed.

Lafy made a motion to adjourn the meeting at 6:50 pm so moved. Our next meeting will be September 19th, 2022 at 6:30pm.

Minutes prepared by Lori Kepner, Secretary

Special Meeting Minutes

July 25th, 2022

Vice Chairman Holdren opened the meeting as acting Chairman at 5:30pm 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, Vice-Chairman Holdren, and John Smith member. Kurt Lafy was acting secretary since Lori Kepner was not present at the meeting. Laura Hewitt, Scott Schmeckenbecher, Brandy Smith, and Joe Richter were the visitors present at the meeting.

The agenda was amended to include Scott Schmeckenbecher on the agenda. Scott presented the board with a scope of work and cost to supply and place 3-4 triaxle loads of large flat slab rock over stabilization fabric where Warner Hill Road is washed out the most. He will provide all the necessary equipment and labor to perform the work. His cost would be \$7550.00. Lafy made the motion to accept the quote for the work to be done. Smith seconded and all agreed.

New business:

The board discussed new employees and applications received. Holdren made a motion to hire Donald Kepner as full time at a rate of \$22.00 per hour as a new CDL driver/employee with benefits after the probationary period. Lafy seconded and there were 3 yeas.

Lafy made a motion to adjourn the meeting at 6:01pm so moved.

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

Regular Monthly Meeting Minutes

July 18th, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Brandy Smith, Scott Schmeckenbecher and Joe Richter. Lafy motioned to approve the minutes of the June 20th, 2022 regular Meeting minutes; Smith seconded and all agreed.

The Road Master Smith provided a verbal report. Smith explained the one truck we ordered should be available in approximately 6 weeks. The other one won't be ready till approximately January. They have been cleaning up after the storms, mowing roads and finishing up road work and dust oil control.

OLD BUSINESS:

We received information from the Bradford County EMA Department on someone who would be interested in being the Township EMA Director. It is Tonya Barnett who is also the North Towanda Township EMA Director. If the board agrees to hire her we will just need to have a mutual aid agreement with her and North Towanda Township so the townships can share her services. Lafy made a motion to appoint Tonya Barnett as our new EMA Director. Holdren seconded and all agreed. The company for the Township Sign for our Township building has not gotten back to the office yet with information on their products. There is nothing new with the Fire dept. or Web site, though Brandy Smith would like her name correctly on our Township Web Site, it is spelled wrong. Darin Rathbun from Hunt Engineering will be our new contact person for Hunt Engineering and will be helping with any road/bridge projects we had been working on with Chris Wood. The township had bid out the project for Warner Hill Road to make it a one way road per the specs provided from Hunt Engineering. Several companies had requested the bid packet. We received two bid packets. One from S&A Construction and the other from MR Dirt. MR Dirts bid was \$14580.00 and S&A Constructions was for \$14950.00. At this time 7:00pm Lafy called an executive session to discuss the bids received. The board came out of executive session at 7:10pm. Lafy made a motion to accept the bid from MR Dirt for \$14580.00. Smith seconded and all agreed. The board discussed the issue that they haven't received any new CDL applications for the position that needs filled. Kepner explained she knew of someone who would be interested. The board directed her to get the individual an application and they would set up a special meeting to review the application and maybe a possible hire.

New business:

There is a gentleman, Nathan Schoonover, going to the local cemeteries in the area repairing the Civil War vets head stones. There was one subdivision submitted to the board for the Byer property. The board found no adverse comments to the subdivision. Holdren made a motion to approve the bills and the treasurer's report and also to move the ARP money when we receive the next distribution to the General fund acct. Lafy seconded and all agreed.

Lafy made a motion to adjourn the meeting at 7:55pm so moved. Our next meeting will be August 15th, 2022 at 6:30pm.

Minutes prepared by Lori Kepner, Secretary

Regular Monthly Meeting Minutes

June 20th, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Brandy Smith, Joe Richter and Laura Hewitt. The agenda was amended to add the approval of the May 31st, 2022 Special Meeting minutes. Smith motioned to approve the minutes of the May 16th, 2022 Regular Meeting minutes, and the May 31st, 2022 Special Meeting minutes taken by Kurt Lafy, prepared by Lori Kepner, Secretary. Holdren seconded and all agreed.

The Road Master Smith provided a verbal report. The road crew got 6 additional roads worked to get them ready for dust oil. Bob has been mowing the roads. We received 7692 gallons of dust oil applied to the roads so far.

OLD BUSINESS:

We received an email from Dave Anderson that he has taken a better offer from his current employee to stay at his current job. The board discussed their options for future employees. Joe Richter gave the board a good suggestion to go through a temp agency to hire temp employment for now to see if they will fit the needs of the Township. Holdren made a motion for Smith to contact Empower Staffing located in Sayre PA and discuss with them what options their employment agency has for the township. He has motioned to give Smith the authority to accept any hires they think will fit our situation and pay at a rate of \$20.00 an hour. Lafy seconded the motion and all agreed. The board will also try to use this temp service for the part time help they will need for the Stone Chimney Road bridge project. The company for the Township Sign for our Township building has not gotten back to the office yet with information on their products. We should be getting an update on the Snyder Bridge project soon, Smith explained. The board will have to consider a replacement at some point for their EMA director position. Nothing new with the Fire dept. or Web site. Chris Wood, from Hunt Engineering gave the board the paperwork to review for the Warner Hill Road project with the legal ad and bid packet information they will need for the project. Lafy made a motion to advertise the Warner Hill Road project out for bid. Holdren seconded and all agreed. Kepner will get the legal ad in the paper as required by the second class township code.

New business:

There was one subdivision submitted to the board for Parker and Robin Mathers. The board found no adverse comments to the subdivision. There were two NOI's that the board received and reviewed.

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

Lafy made a motion to adjourn the meeting at 7:05pm so moved. Our next meeting will be July 18th, 2022 at 6:30pm.

Minutes prepared by Lori Kepner, Secretary

Special Meeting Minutes

May 31, 2022

Vice Chairman Holdren opened the meeting as acting Chairman 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, Vice-Chairman Holdren, and John Smith member. Kurt Lafy was acting secretary since Lori Kepner was not present at the meeting. Laura Hewitt was the only visitor present at the meeting.

Visitor requests and comments: Laura Hewitt would like a copy of the township employee manual, health insurance costs for each employee for the last three years.

New business:

The board discussed new employees and applications received. Kurt Lafy made a motion to hire Dave Anderson full time at a rate of \$20.00 per hour as a new CDL driver/employee. Aaron Holdren seconded and there were 3 yeas. Kurt Lafy made a motion to hire John Smith back on as Road Master. Aaron Holdren seconded the motion and there were 3 yeas.

Lafy made a motion to adjourn the meeting at 7:08pm so moved.

Minutes prepared by Lori Kepner, Secretary

Regular Monthly Meeting Minutes

May 16, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Joe Richter and Laura Hewitt. Holdren motioned to approve the minutes of the April 25th, 2022 regular Meeting minutes prepared by Kurt Lafy. Smith seconded and all agreed.

The Road Master Smith provided a verbal report. We received John Smith's letter of resignation as road master which was forwarded to the supervisors two weeks ago. His last day will be May 20th, 2022. After 20 years of service Lafy wished him good luck on his new job. Smith explained dust oil this year is \$1.94 a gallon. Lafy made a motion to put the cost of extra oil to residents and non-residents if they want extra oil over the 150feet that the township supplies to \$50.00 per every additional fifty feet. Holdren seconded and all agreed. The Township has only received one application for the CDL position they need to fill. They will try to schedule a special meeting to set up interviews if they get additional applications.

OLD BUSINESS:

The board was notified by Bradford County Emergency Management that Ron Rogers turned in his resignation as the Sheshequin Twp EMA Director. The board will try to find a replacement. There is nothing new with the web site at this time. Lori is still working on the new sign quote for the Garage/Township office location for a Blue Stone Carved Sign. Lafy explained Keith Ruhl retired from DEP so it will be hard to get help from them on garage dumping etc. Lafy did find a property maintenance ordinance for garbage that he will review. There was nothing new with bridge inspections or repairs. Lafy discussed the option of one way traffic on Warner Hill Road where the slide is; that the board had discussed before. Chris Wood, from Hunt Engineering, could do an engineering study just for a one way and get it back to the board for a possible project to bid out to contractors. Lafy made the motion to have Chris Wood work on this project; Holdren seconded and all agreed.

New business:

We received the audit report from 2021 for the Ulster/Sheshequin Rec Center from Lafy. Holdren made a motion to pay their contribution for the year. Smith seconded and all agreed. The Board received the report on the Constable for Sheshequin Township from Bradford County Elections.

Lafy made a motion to approve the bills and the treasurer's report. Holdren seconded and all agreed. Lafy made a motion to adjourn the meeting at 7:35pm so moved. Our next meeting will be June 20th, 2022 at 6:30pm.

Minutes prepared by Lori Kepner, Secretary

Sheshequin Township

MINUTES OF THE April 25, 2022 Regular Business Meeting

Vice Chairman Aaron Holdren called the meeting to order at 6:30 PM. It was followed by the pledge of allegiance

Attendees: Kurt D. Lafy, Aaron Holdren, John Smith, Lori Kepner was absent.

Visitors: Joe Richter, and Steve Androlunis

Vice Chairman Aaron Holdren called the meeting to order, as Chairman Lafy served to record the minutes of the meeting since Lori Kepner was absent.

Minutes of the previous meetings, held March 21 and April 7, were approved. AH/JS/3 Yeas

Roadmaster Smith gave his report and noted fuel tank issues due to "tainted" fuel. He also noted the Stone Chimney Road bridge materials have been delivered.

Anti skid bids were opened. J&L Hotspot was the lowest bidder @ \$27.00/ton. KL/JS/3 Yeas

Fuel bids were opened. Welles Mill was accepted despite not being the lowest bidder because of issues with WOC, regarding the "tainted" fuel which could prove costly to equipment. KL/AH/3 Yeas

Under old business, hiring laborers was discussed. It was determined to contact unemployment in an effort to hire as many as two.

The Sheshequin Path Half Marathon letter was voted upon. JS/AH/3 Yeas

ARP money required the Board to vote upon a phrase so Lori Kepner could submit an annually required report. The term Standard Allowance Plan was approved. KL/JS/3 Yeas

The bills were approved. AH/JS/3 Yeas

The meeting was adjourned at 7:06

Minutes prepared by Kurt Lafy

SHESHEQUIN TOWNSHIP

SHESHEQUIN TOWNSHIP

Special Meeting Minutes, April 7th, 2022 3:30pm

Chairman Kurt Lafy opened the meeting at 3:30pm 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, Vice Chairman Aaron Holdren supervisor John Smith, and Secretary Lori Kepner was also present. There were no members of the public present.

Additional agenda items are Dirt & Gravel Road projects:

NEW BUSINESS

- **Employees/New Hire:** The board discussed pay rates for new hires and current employees: Aaron Holdren made a motion to pay a new hire \$20.00 an hour, if the board chooses to at the time of hire date. Holdren also made a motion to change the current pay rate for Robert Hall to \$22.00 per hour and John Smith, Road master to \$24.00 per hour retroactive to the last pay period. Kurt Lafy seconded the motion and John Smith abstained. Lafy made the motion to re-advertise the help wanted ad for a CDL driver/laborer at the new hire rate. Holdren seconded and all agreed. The Road master wage will have to be recommended to the Township auditors for approval at an advertised meeting held by the elected auditors according to the Second Class Township Code, since the Road master is also an elected supervisor.
- Spring cleanup will be June 25th, 2022 this year. Smith made the motion to approve this date. Holdren seconded and all agreed.
- The Psats Convention is April 24th-27th. The secretary will be attending the convention this year.
- The board discussed the unclaimed property that was advertised and the secretary will look into the proper procedure to acquire what is the Townships unclaimed property.
- There was a property on Moore Hill Road Property that had burnt in 2021 which is still standing and some residents and neighbors are concerned about the public safety. The township has notified Code Inspections Inc, to follow up on this situation. L

Lafy made a motion to adjourn the meeting at 6:05pm.

Minutes prepared by Lori Kepner, Secretary

Next meeting April 19th, 2022 at 6:30pm

Regular Monthly Meeting Minutes

March 21st, 2022

Chairman 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Chris Wood and Jim Smith. Lafy motioned to approve the minutes of the February 14th, 2022 regular Meeting minutes. Smith seconded and all agreed. Jim Smith discussed the issue with garbage along Ghent Hill road at a residence and wanted to know what the Township could do to help. The board explained they do not have a property maintenance ordinance but maybe someone from DEP could help. Lafy will try to contact DEP and see if there's anything that they can do.

The Road Master Smith provided a verbal report. The board received and reviewed two bids for the trucks that were bid out from the February meeting. For a 2015 Freightliner the bid was \$81,800.00 with hauling to the township from Charlebois Inc, the bid for the 2016 was for \$88,800 with hauling to the township from Charlesbois Inc. After much discussion; Holdren made the motion to accept the two bids received from Charlesbois Inc with them hauling the trucks to the Township. Smith seconded the motion so moved. The purchase will come out of the Impact Fee account when the trucks are ready to be delivered for payment. The board discussed bids for fuel deliveries and anti-skid. Smith made a motion to advertise for bids for 9000 gallons of diesel fuel, and approximately 1500 ton of AS-2 antiskid state approved. Holdren seconded and all agreed.

OLD BUSINESS:

There was nothing new with EMC, or the Web site. Lori is still working on the new sign quote for the Garage/Township office location for a Blue Stone Carved Sign. We received a phone call from John Maloney from Black Knight Quarries, on the 2022 mowing season. They will no longer be able to mow due to an illness that has occurred with the person who does the mowing jobs. The board only had one other bid received from Kepner Lawn Service for \$460.00 per mowing. Holdren made the motion to accept the bid from Kepner Lawn Service. Smith seconded and all agreed. The board received the breakdown of charges for the Ulster Fire Dept.'s Workers Comp portion of insurance from Ulster Township. After Gannon Associations representative detailed the break down, Lafy made the motion to pay the insurance bill that the Township is required to pay. Smith seconded the motion and all agreed. Chris Wood, from Hunt Engineering, went over the Townships options for various bridge projects and the Warner Hill road slide. He had provided the township with an Intergovernmental Agreement from PennDot for the Township to sign for the Electronic Access to PennDot's Systems for Political Subdivisions, this will allow Penndot and Sheshequin Township to work together on the Crowley Hollow bridge project. He also provided the resolution for the Township to sign as well. Lafy made the motion to sign the agreement and approve the resolution provided by Chris Wood, Smith seconded and all agreed. Chris Wood provided a Proposal for engineering costs for repairs/one way road for Warner Hill Road. The board reviewed the proposal. Lafy made a motion to accept the proposal from Hunt Engineering for \$3200.00 for their cost to do the engineering study for the Township for Warner Hill Road. Holdren seconded the motion and all agreed.

New business:

The board discussed pay rates for new employees and current employees. The township is trying to hire a CDL employee/ equipment/general laborer and they haven't had but only one person respond at this time. Kurt suggested that Smith and Holdren meet with this person and decide if he is right for the position. Smith is to contact him for an interview. The board is not sure what they will want to offer for a starting wage at this time. Lafy made a motion to have a special meeting on April 7th, 2022 at 3:30pm to set rates for a new employee and current employees along with any other benefits. Smith seconded the motion and all agreed. Lafy also made a motion to advertise the position with the addition of competitive wages offered. Holdren seconded the motion and all agreed. The secretary will advertise the special meeting.

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

Lafy made a motion to adjourn the meeting at 8:40pm so moved. Our next meeting will be on March 21st, 2022 at 3:30pm.

Minutes prepared by Lori Kepner, Secretary

Regular Monthly Meeting Minutes

February 14th, 2022

Chairman Lafy opened the meeting at 3:30pm 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. Visitors present were Jeff Kyle from DGK Insurance and L Roeg Williamson from the Glatfelter Agency Inc.

Smith motioned to approve the minutes of the January 3rd, 2022 Reorganization meeting minutes and the January 3rd, 2022 Regular Meeting minutes. Holdren seconded and all agreed. The Road Master Smith provided a verbal report. The board discussed purchasing two newer Plow Trucks. They are looking to buy at least 2015 and newer. After discussing types of trucks, motors, etc Lafy made the motion to bid out for the purchase of two newer plow trucks, and to direct the Secretary to get the specifications from the roadmaster on the options and requirements the township will want on the bids, and to advertise the bids to be received at the March 21st, 2022 Township Meeting. Holdren seconded the motion so moved.

OLD BUSINESS:

There was nothing new with EMC, or the Web site. Lori is still working on the new sign quote for the Garage/Township office location for a Blue Stone Carved Sign. There are no new updates on Warner Hill Road, but the board discussed looking into making it a one way road. Lafy made the motion to contact Chris Wood to discuss the one way road and the legal requirements for that consideration. Smith seconded that motion and all agreed. There is nothing new to report on the Ulster Fire dept. workers comp policy. The road master received the latest bridges inspection reports. We are still waiting on confirmation of the bid price from John Maloney(Black Knight Quarries) on the 2022 mowing season. The township had advertised for a full-time CDL driving and as of February 14th, 2022 we had not received one phone call or email in response to that ad.

New business:

Insurance Quotes: The board had advertised for Insurance quotes for the 2022-2023 Liability and Workers Comp coverages. The board received three sealed quotes. Jeff Kyle was present from DGK Insurance to discuss their quote, and L Roeg Williamson from The Glatfelter Agency was also present to discuss their quote. Henry Dunn Insurance provided the third quote. The Glatfelter Agency's quote was \$19780.00, Henry Dunn's Insurance was \$13733.00 and the DGK Insurance quote was for \$11815.00. Glatfelter and Henry Dunn provided coverage for Cyber Liability, with adding that to DGK Insurance quote it was still less than the Henry Dunn Insurance quote which also provided for Cyber Liability. After the board listened to the presentations for the Insurance Company Representatives, Smith made a motion to accept the Quote from DGK Insurance. Holdren seconded and all agreed.

Holdren made a motion to approve the bills and the treasurer's report. Lafy seconded and all agreed. Lafy made a motion to transfer \$30000.00 from the ARP money to cover the State Liquid Fuels bills, which is allowable under the ARP guidelines. Smith seconded the motion so moved.

Lafy made a motion to adjourn the meeting at 5:15pm so moved. Our next meeting will be on March 21st, 2022 at 3:30pm.

Minutes prepared by Lori Kepner, Secretary

Regular Monthly Meeting Minutes

January 3, 2022

Chairman Lafy opened the meeting at 3:30pm 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, Vice- Chairman Holdren, John Smith member and Secretary/Treasurer Lori Kepner. At this time Lori Kepner made an amendment to the agenda to include Insurance Proposals under new business: Visitors present were Martin Malone and James Frank from P. Joseph Lehman, Inc., and also Ron Rogers. Smith motioned to approve the minutes of the December 20, 2021 meeting. Holdren seconded and all agreed.

The Road Master Smith provided a verbal report.

OLD BUSINESS:

There was nothing new with EMC, or the Web site. Lori is still working on the new sign quote for the Garage/Township office location for a Blue Stone Carved Sign. There are no new updates on Warner Hill Road or the Ulster Fire dept. workers comp policy. We can remove the Goose Hollow Road issue from the old business section the issue has been resolved.

New business:

Martin Malone and James Frank from P. Joseph Lehman, Inc., were present to discuss Retroactive Reimbursements for the Sheshequin Township bridge projects. After much discussion the Sheshequin Township Board of Supervisors would like to consider this type of program to possibly be able to replace the bridges needed within the Township. Holdren made the motion to have Martin Malone to contact John Smith, township road master, and go over the bridges in the Township and the latest bridge inspections that have been submitted to the township. Mr. Malone will than work with James Frank to come up with a cost estimate and plan for the Township to review at a later date. Smith seconded this motion and all agreed. The Board will need to change the February Township meeting to an earlier date in February due to their Insurance Policy will renew before the February 21, 2022 Regular Meeting. Smith made a motion to change the meeting from February 21, 2022 to February 14th, 2022 at 3:30pm. Holdren seconded the motion and all agreed. The Township Supervisors than discussed their General Liability and Workers Comp insurance policy for 2022-2023. It is up for renewal on February 15th, 2022. The board decided to advertise for Insurance quotes before the next meeting and to be opened at the February 14th, 2022 Township Meeting.

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

Lafy made a motion to adjourn the meeting at 5:05pm so moved. Our next meeting will be on February 14th, 2022 at 3:30pm.

Minutes prepared by Lori Kepner, Secretary

SHECHEQUIN TOWNSHIP
Reorganization Meeting Minutes
January 3, 2022
3:30pm

The reorganization meeting of the Sheshequin Township Supervisors was held on January 3, 2022 at the township building. Supervisors attending were Kurt Lafy, Aaron Holdren, and John Smith along with Lori Kepner – Secretary. Members of the public present at this time were Martin Malone and James Frank with P. Joseph Lehman, Inc. The meeting was called to order at 3:30 PM by Lafy.

A Motion was made by Lafy, seconded by Smith to appoint Temporary Chairman as Aaron Holdren and Temporary Secretary as Lori Kepner. Motion Passed.

Chairman of Board

A motion was made by Smith seconded by Holdren 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 Aaron Holdren as Vice Chairman of the Board. Motion passed.

Member

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

Road Master

A motion was made by Holdren to appoint John Smith as Road Master with a pay rate of \$19.47 per hour, motion seconded by Lafy. Motion passed. John Smith abstained from the vote. The suggested wages to be sent to the auditors for consideration.

Secretary/Treasurer

A motion was made by Lafy and seconded by Smith to appoint Lori Kepner as Secretary/Treasurer. Motion passed.

Treasurer Bond

A motion was made by Lafy and seconded by Smith to set the Treasurer Bond at \$400,000.00. Motion passed.

Building Code/Flood Plain Officer

A motion was made by Lafy and seconded by Holdren to appoint Code Inspections Inc. as the Building Code/Flood Plain Officer. Motion passed.

SEO

A motion was made by Lafy to appoint Gene Powlus with Central Site Services as the Township SEO. Smith seconded, motion passed.

Chairman Vacancy Board

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

Solicitor

A motion was made by Lafy and seconded by Smith to retain Scott Pellingier for the 2022 year. Motion passed

CDL Contact Person

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

Depository for Township

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

Set Wages

A motion was made by Lafy and seconded by Holdren to set the wages as follows for 2022. All working Supervisor wages to be forwarded to the auditors for final approval. Motion passed. Wages to be paid bi-weekly. John Smith abstained from the vote.

1. Full-time Road Crew – Bob	\$18.39
2. Part-time CDL	\$13.00
3. Working Supervisor	\$13.00
5. Road Master	\$19.47
6. Secretary/treasurer	\$13,255.95
Total yearly salary	

Regular Monthly Meeting

The monthly township meetings are set for the Third Monday of each month, beginning at 6:30 PM, which was passed at the December 2021 Township Meeting.

Holidays:

A motion was made by Holdren and seconded by Smith to set the following Holidays for the 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 |

EMS Coordinator

A motion was made by Lafy and seconded by Smith to appoint Ronald Rogers as EMS Coordinator. Motion Passed.

Engineer:

A motion was made by Lafy seconded by Smith to hire an engineer on an as needed basis. Motion Passed.

TCC Primary Delegate

A motion was made by Lafy and seconded by Smith to appoint Lori Kepner as Sheshequin Township TCC Primary Delegate, Aaron Holdren as the first alternate and John Smith as the second alternate. Motion Passed.

Open Records Officer

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

Authorization of Accounts Payable

A motion was made by Lafy and seconded by Smith to authorize Secretary/treasurer to pay open accounts twice a month; or as needed so late fees are not incurred. Motion Passed.

2022 Mileage rate

A motion was made by Lafy and seconded by Smith to set the mileage at \$0.585 cents per mile. Motion passed.

Total miles of township roads are 49.38 miles. Total Population is 1302.

Close Meeting

A motion was made by Holdren and seconded by Smith to adjourn the reorganization meeting at 3:45 PM. The Sheshequin Township Supervisor's Regular Monthly meeting immediately followed.