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Monthly Meeting:
January 4, 2016

The Organization Meeting of the Keating Township Supervisors was held on January 4, 2016 at 6:00 pm in the Township Building with Temporary Chairman McClain opening the meeting and leading the Pledge of Allegiance. Supervisors Christopher P. Chapman, David S. McClain, and Richard E. Tanner, Temporary Sec’y Melissa Jo Smith, Eric Casanave, Fran Delancey and eleven (11) others attended the meeting.

ORGANIZATION APPOINTMENTS were as follows:			
	Position	Appointee	Motion/2nd the motion
1	Chairman	David S. McClain	Tanner/Chapman - Unanimous
2	Vice-Chairman	Christopher P. Chapman	Chapman/McClain~Chapman&McClain-Aye, Tanner-Naye
3	Secretary-Treasurer	Melissa Jo Smith	McClain/Tanner - Unanimous
4	Clerk	Wanda W. Duffy	Tanner/Chapman - Unanimous
5	Earned Income Tax Collector	Berkheimer Associates	Tanner/McClain - Unanimous
6	Tax Collector Deputy	Dawn Babcock	Tanner/Chapman - Unanimous
7	Employee	Clair Sweeley	Chapman/McClain - Unanimous
8	Roadmaster/Employee	David A. Vossler	Tanner/McClain - Unanimous
9	SEO/Alternate	Todd S. Fantaskey/ Nick Melnick	McClain/Tanner - Unanimous
10	Solicitor	Anthony J. Alfieri	Chapman/McClain~Chapman&McClain-Aye, Tanner-Naye
11	Third Party Collection Agency	Stapleford & Byham, LLC	Tanner/Chapman - Unanimous
12	Vacancy Board Chairman	Nelson Tanner, Jr.	Tanner/McClain - Unanimous
13	Bank Designation	Hamlin Bank & Trust Company	Tanner/McClain - Unanimous
14	Meeting Schedule	1st Wednesday @ 6:00 PM	Tanner/McClain - Unanimous
15	State Convention Voting Delegate	Richard E. Tanner	Tanner/McClain - Unanimous
16	Advertising	Bradford Era	Tanner/McClain - Unanimous
17	Emergency Management Coordinator	Richard E. Tanner	McClain/Tanner - Unanimous
18	Hilltop Fire Police Chief	James Graves	Tanner/McClain - Unanimous
19	Building Code Officer/Inspector (UCC)	V. Bieser/ Erb Bldg. Inspections	Tanner/McClain - Unanimous
20	Building Code Inspector (UCC)	Code Inspections, Inc.	Tanner/McClain - Unanimous
21	Time keeper	Christopher P. Chapman	Tanner/McClain - Unanimous
	Christopher P. Chapman was rescinded of duties at end of meeting because he is no longer an employee of Keating Twp, McClain/Tanner - Unanimous		
	Time keeper	David Vossler	McClain/Tanner - Unanimous
22	Safety Officer	Roy A. Burt	Tanner/McClain - Unanimous
23	Open Records Officer	Melissa Jo Smith	Chapman/Tanner - Unanimous
24	Tax Collection Voting Delegate/Alternate	Sara Younkins/Jan M. Knight	Tanner/Chapman - Unanimous
25	UCC Appeals Board Members (3)	Mark Vossler	Tanner/Chapman - Unanimous
		Mike Tanner	Tanner/Chapman - Unanimous
		William Gallup	Tanner/Chapman - Unanimous
26	Employee	Christopher P. Chapman	Chapman/ Motion Died
27	Employee	Roy A. Burt	Tanner/McClain - Unanimous
28	Employee- Part-time (as needed)	Leon Sherwood	Tanner/McClain - Unanimous
29	CDL Drug Testing Program	Occupational Health Systems	Tanner/McClain - Unanimous
30	All other resolutions, appointments and ordinances remain the same.		

The Minutes of the December 2, 2015 meeting were unanimously approved by motion of Supv Tanner/2nd McClain.

TREASURER’S REPORT showed the following bank balances:

	GENERAL FUND	STATE AID	SEWER	Period of General Fund	12/1/15 to 12/31/15 Receipts	\$ 29,580.32
Petty Cash	67.45	-	96.21		Expenses	\$ 35,767.27
Checking	22,996.60	2,566.68	13,260.13		Checks No.	6922-6958
Savings	389,441.38	85,140.83	46,633.29			
NWS - Savings	107,316.58	-	-			
Impact Fee/Debt Res	25,088.15	-	2,611.79	State Aid	Receipts	\$ -
	<u>\$ 544,910.16</u>	<u>\$ 87,707.51</u>	<u>\$ 62,601.42</u>		Expenses	\$ 7,745.30
					Checks No.	3024-3026
EXPENSES:	<u>\$ 17,710.38</u>	<u>NONE</u>	<u>\$ 1,090.94</u>			

A motion was made by Supv McClain/2nd Tanner, to accept the Treasurer’s Report, pending audit. Motion carried unanimously. By motion of Supv McClain/2nd Tanner, it was unanimously agreed to pay the bills as listed on the Expense Report for a total of \$18,801.32, including Sewer Expenses of \$1,090.94.

PUBLIC HEARD:

- 1) Frank Tanner expressed that their needs to be a change in the Township in several areas, decrease number of full time employees, more part-time employees with no benefits, increase monies allocated into infrastructure of roads and bridges.
- 2) John Stratton read a statement from the Keating Twp Citizen Committee. He noted that Keating Twp residents are looking for a change and asked the KTCC to keep a watch on the operations that are happening at the Township. The residents have asked for, and expect to receive, better roads, and effective and efficient sewer system where required, more efficient Township operations, and all at a cost that is the lowest possible while continuing to provide quality services.
- 3) Emery Gallup asked Melissa since she came in part time hours during her maternity leave if she was able to keep up with things. Supv McClain stated that she has been doing a wonderful job juggling motherhood and taking care of business here at the Township. With Phase II WWTP almost complete the office will be getting very busy with homeowner connection to the system.

COMMUNICATIONS:

- 1) The PSATS news bulletins was received; McClain noted that the 2016 IRS mileage rate decrease from 57.5 cents per mile to 54 cents per mile. A motion was made by Supv Tanner/2nd McClain to accept 54 cents per mile. Motion carried unanimously. 2016 Bidding Limits: Minimum purchase amount that requires advertisement for bids remains at \$19,400 for 2016. In addition, the minimum purchase amount for the telephone quotes remains at \$10,500 for 2016.
- 2) Supv Tanner expressed interest in attending the 94th Annual PSATS Educational Conference & Trade Show being held April 17-20, 2016 in Hershey.
- 3) PSATS is have a Boot Camp Training for any newly elected township supervisor, Supv Tanner voiced he would like to attend. A motion was made by Supv Tanner/2nd McClain to approve him attending this training. Motion carried unanimously.

OLD BUSINESS:

- a. A motion was made by Supv Chapman/2nd McClain, to approve payment of Requisition No. 24. Motion carried unanimously.
- b. Eric Casanave voiced that Phase II WWTP and Collection System are both 99% complete.
- c. The Inter-municipal Sewer Agreement with Lafayette Township is complete, we are just waiting on final Phase II cost.

NEW BUSINESS:

- 1) The Annual Occupational Health System’s Commercial Driver’s License (CDL) Contract and CDL Agreement were signed by Chairman McClain, via motion of Tanner/2nd McClain. Motion carried unanimously.
- 2) A motion was made by Supv. Tanner/2nd McClain, to adopt Resolution No. 2016-A, accepting SEO Fantaskey’s 2016 Fee Schedule for the Sewage Enforcement Officer. Motion carried unanimously. It was noted there were several increases and additions.
- 3) A motion was made by Supv. Tanner/2nd McClain, to adopt Resolution No. 2016-B, Adding Richard E. Tanner to the Northwest Savings Bank Credit Card and to appoint Melissa Jo Smith, Sec-Treas as main contact for this account. Authorized users are Chapman, Sweeley, McClain, Vossler, Burt, Tanner and Smith. McClain and Tanner Aye, Chapman Naye.
- 4) The 2016 Stapleford & Byham, LLC Agreement was signed by Supv McClain, via motion of Supv Tanner/2nd McClain. Motion carried unanimously.
- 5) A motion was made by Supv Chapman/2nd McClain to give all Keating Township employees a .25 cent raise for year 2016. Motion carried unanimously.
- 6) A motion was made by Supv Tanner/2nd McClain to approve the refund to Lawrence and Sarah Meyer for their 2015 Real Estate taxes because of a formal appeal to lower his assessment value of his property. Motion was carried unanimously.
- 7) The 2016 Stiffler McGraw Engineering Service Agreement was signed by Supv Tanner, via motion of Supv Chapman/2nd McClain. Motion carried unanimously.
- 8) It was announced the Township Auditor’s Organizational Meeting will be held on Tuesday January 5, 2016 at 6pm.

NEXT MEETING: will be held on February 3, 2016 at 6:00 pm in the Township Building.

ADJOURNMENT: was heard at 6:54 pm.

Respectfully submitted, Melissa Jo Smith, Secretary-Treasurer