

January 7, 2019

The annual re-organizational meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. Meeting was called to order at 6:05 P.M. with a salute to the flag and a moment of silence. Present were Supervisors Morton, James, and Sharpe, Rhonda Phillips, Sandy James, and John Lawrence.

Morton assumed the position of chair to begin the meeting at 6:00 P.M.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as temporary Chairman. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Rhonda Phillips as temporary Secretary. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as Chairman for 2019. Motion carried: two ayes.

Motion made by Sharpe, seconded by James, to appoint Rhonda Phillips as Secretary for 2019. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Mary Worley as Assistant Secretary for 2019. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Vice Chairman for 2019. Motion carried: two ayes.

Motion made by James, seconded by Morton, to raise the monthly compensation for the Secretary-Treasurer for 2019 to \$925. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the compensation for the Assistant Secretary for 2019 at \$10.00 per hour. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Berkheimer as Act 32 tax administrator for 2019. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the percent of commission for the Township Tax Collector for 2019 at 6%. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of the present full-time township equipment operators/laborers to \$17.00 for 2019. Motion carried: three ayes.

Holidays Paid: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, 4th of July, and Labor Day. Motion made by Morton, seconded by Sharpe, to set these paid holidays for 2019. Motion carried: three ayes.

Vacation Pay: An employee is entitled to vacation paid leave after three months of employment. Five days will be given after three months of probation period and ten days after two years of continuous service. Upon completion of four years of continuous service, one day will be added for each additional year, up to a maximum of 15 days. Vacation time will run January through December. Motion made by

Morton, seconded by Sharpe, to accept these guidelines for vacation pay for 2019. Motion carried: three ayes.

Jury Duty: Employee will be paid per day's wages less jury wage. Motion made by Morton, seconded by Sharpe, to accept this guideline for jury duty for 2019. Motion carried: three ayes.

PTO: (Personal Time Off)-Eligible employees, which starts after 90 days, shall earn five days of PTO each year. PTO must be used by the last day of the current calendar year. Motion made by James, seconded by Sharpe, to keep this the same for 2019. Motion carried: three ayes.

Bereavement: Eligible employees shall be granted up to three days of paid leave in the event of a death in the immediate family, up to two incidences per year. Motion made by James, seconded by Sharpe, to keep this the same for 2019. Motion carried: three ayes.

Health Insurance Benefits: Eligible full-time employees will pay 30% of the cost of the health insurance premiums while the township will cover the remaining 70% for 2019. Motion made by James, seconded by Sharpe, to accept this guideline for health insurance benefits. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, that all vacation and PTO for 2019 must be approved by a supervisor and must be used by December 31st of the current calendar year or they will be forfeited. Motion carried: three ayes.

Motion made by Morton, seconded by James, to leave hourly rate of on-demand labor at \$8.50 per hour for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to leave the hourly rate of on-demand equipment operators at \$12.50 per hour for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to leave the hourly rate of part-time plow operators at \$15.10 per hour for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to keep the hourly rate of maintenance employee at \$9.00 per hour for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint John Flaugh and Don James as co-road superintendents for 2019. Motion carried: two ayes.

Motion made by Morton, seconded by Sharpe, to leave the hourly rate for full-time road superintendent at \$19.50 for 2019. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2019. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as road master and/or general laborer for 2019. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to appoint Don James as road master and/or general laborer for 2019. Motion carried: two ayes.

Motion made by Morton, seconded by Sharpe, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00 for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recommend that the auditors set the hourly rate for part-time working supervisors of 30 hours or less to \$18.00 for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to raise the treasurer's bond limit to \$500,000 for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to keep Butcher & Winkler as township legal counsel for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to accept the Planning Commission Board for 2019. Motion carried: three ayes.

At Present:

Don Myers –Thru 2022

Luigi DeFrancesco – Thru 2022

Tom Morgan – Thru 2022

Mike Lokuta – Thru 2020

John Lawrence – Thru 2020

Gary Coburn – Thru 2020

Motion made by Morton, seconded by James, to accept the meeting dates for 2019 for the last Monday of each month and start time of 7 P.M. for the Planning Commission as read. Motion carried: three ayes.

January 28, 2019

February 25, 2019

March 25, 2019

April 29, 2019

June 24, 2019

July 29, 2019

August 26, 2019

September 30, 2019

October 28, 2019

November 25, 2019

Motion made by Morton, seconded by James, to retain Michael Rinkevich as Sewage Enforcement Officer for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to retain Pete Homchenko as Assistant Sewage Enforcement Officer for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to retain BIU-Tom Sonntag as UCC Building Code Inspector for 2019. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2019. Motion carried: two ayes.

Rec Board:

At Present: Matt Capron – 2022
Kathy Taylor – 2019
Bill Taylor - 2019
Dave Cargo – 2019
Patti Capron – 2020
Scott Wheelock – 2020
Phyllis Humes – 2020
All Supervisors

Motion made by Morton, seconded by James, to accept the Rec Board members as read for 2019. Motion carried: three ayes.

Rec Board Meeting Dates:

January 17, 2019
February 21, 2019
March 21, 2019
*April 13, 2019 – Easter Egg Hunt
April 18, 2019
*April 27, 2019 – Dumpster Day
*May 11, 2019 – Rec Facility Clean-up Day
May 16, 2019
*May 27, 2019 – Memorial Day Service
June 20, 2019
July 18, 2019
August 15, 2019
September 19, 2019
October 17, 2019
*October 31, 2019 – Trunk or Treat
November 21, 2019
December 19, 2019

Motion made by Morton, seconded by Sharpe, to accept the dates of the Rec Board meetings as the third Thursday of each month starting at 5:30 PM for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to retain Northwest Bank as depositories for all of the township accounts for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to retain Northwest Savings Bank for state funds for 2019. Motion carried: three ayes.

Meeting dates – Location – Times

Location: Township Building at 30348 State Hwy 408
Dates & Times: 1st Thursday of each month (with the exception of July) for regular meetings
*** Work sessions start at 5:00 P.M. for regular meetings.

***February 7, 2019	6:00 P.M.
***March 7, 2019	6:00 P.M.
***April 4, 2019	6:00 P.M.
***May 2, 2019	6:00 P.M.
May 4, 2019	7:00 A.M. (Road Tour)
***June 6, 2019	6:00 P.M.
***Mon, July 8, 2019	6:00 P.M.
***August 1, 2019	6:00 P.M.
***September 5, 2019	6:00 P.M.
September 27, 2019	4:00 P.M. (Preliminary Budget Work Session)
***October 3, 2019	6:00 P.M.
October 25, 2019	4:00 P.M. (Final Budget Work Session)
***November 7, 2019	6:00 P.M. (Preliminary Budget for Advertising)
***December 5, 2019	6:00 P.M. (2020 Budget Approved)
***December 30, 2019	6:00 P.M. (Year-End Business)
***January 6, 2020	6:00 P.M. (Re-Organizational Meeting)
January 7, 2020	5:30 P.M. (Auditors' Meeting)

Motion made Morton, seconded by James, to approve all meeting dates, location and times for 2019. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to have Bryan Morton as the voting delegate for the State Convention for 2019. Motion carried: two ayes.

Motion made by Morton, seconded by James, to allow all township supervisors and the secretary to go to the State Convention for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to leave the road mileage at \$0.50 per mile for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to leave Bill Taylor as the Emergency Management Services Coordinator for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Conrad T. Shearer as the Township Constable for 2019. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Kim Doctor as the Tax Collector Deputy and Kim Ferguson as an alternate for 2019. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to recognize Don James as the Flood Plain Administrator for 2019. Motion carried: two ayes.

Minutes of the December 28, 2018 meeting were distributed to those in attendance. Motion made by James, seconded by Sharpe, to accept the minutes as they stand. Motion carried: three ayes.

Correspondence:

Pennsylvania Compensation Rating Bureau – a non-profit corporation is asking for a physical survey of our business operations. They have authority to do so under section 654 of the Insurance Law.

Bills and Receipts: See Treasurer's Report

Motion made by James, seconded by Sharpe, to accept the Bills and Receipts as read. Motion carried: three ayes.

Reports:

Planning Commission – No report.

Recreation Board – No report.

Road master's Report – No report.

Tax Collection Committee – No report. Meeting will be January 17th.

Web site – No report.

Old Business:

Planned supervisors' vacations – James will be on vacation from January 8th thru Mar 7th. Morton will be on vacation in January and February but he will be present for the supervisors' meetings.

New Business:

John's unused 2018 vacation time – Discussion was made about whether John should be compensated for this past year's vacation pay due to extenuating circumstances where he was the only full-time worker for the township for about 7 months.

***Motion made by James, seconded by Sharpe, that John be paid for his unused vacation time for 2018. Motion carried: three ayes.

Monthly meeting results to The Tribune – The supervisors would like to have monthly ads included in the newspaper that give information about the township. It could be a brief summary of the minutes. It is titled as Crawford East and Crawford West.

Advertisement of meeting dates – need to be put in the paper

Citizens' Comments & Concerns:

Nothing was brought before the board.

Motion made by Morton, seconded by Sharpe, to adjourn at 6:34 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary