**WHITE DEER TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**September 17, 2024**

The regular meeting of the Board of Supervisors of White Deer Township was held on September 17, 2024. Present were Supervisors Carroll Diefenbach, Donald Wilver, Jr. and Paul Saber, and Township Secretary Michelle Finck. Jason Brudecki, Esq. was also in attendance. Also in attendance were Road Master Clint Heintzelman and Dave Eddinger.

The minutes from the August 13, 2024 meeting were approved with a grammatical change to be made following a motion by Mr. Saber and seconded by Mr. Wilver.

**PAYMENT OF BILLS**

Following a motion by Mr. Wilver and seconded by Mr. Saber, the Board of Supervisors voted unanimously to approve the bill sheet dated September 17, 2024 totaling $42, 377.61.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**Public Works Laborer**

Mr. Wilver shared that three interviews will be conducted the evening of September 18, 2024 for the Public Works Laborer. Mr. Diefenbach made the motion to hire the qualified applicant upon the completion of the interviews. The motion was seconded by Mr. Wilver and carried.

**GAF Donation-Thank You**

A thank-you card was signed by the Supervisors to be sent to GAF for the donation of the shingles for the dugout project as well as the new garage.

**Other Old Business Discussed**

Mrs. Finck shared the executed Winter Service Agreement has been received back from PennDOT. The Township will be receiving $48,858.54 for the 2024/2025 Winter Season.

Mr. Wilver shared that no determination has been made yet regarding the DCED grant that has been submitted on behalf of the White Deer Community Park.

Mr. Brudecki shared that he has spoke with both Todd Oberdorf and Solicitor Neidig regarding the changes to the Sewer Lateral Inspection Ordinance. The Ordinance will be advertised to be adopted at the October 22nd Board of Supervisors Meeting.

**NEW BUSINESS**

**Adoption of Resolution to Appoint Chief Administrative Officer for Pension Plan**

A motion was made by Mr. Saber and seconded by Mr. Wilver to adopt Resolution 24-3 appointing Michelle Finck as the Chief Administrative Officer for the Pension Plan.

**2019 to 2023 Pension Audit Results**

There were three findings for the 2019 to 2023 audit period in which the plan was either overfunded or underfunded during this time period based on the amount of State Aid received or excess State Aid was received. Discussion ensued regarding these findings. A motion was made by Mr. Wilver and seconded by Mr. Saber for Mr. Brudecki to contact PSATS and the Auditor General in regards to satisfying these findings and returning the necessary funds back to the State.

**2023 Liquid Fuels Audit Results**

A finding in the audit found that an invoice paid out of the Liquid Fuels Account was not paid in the same year that the roadwork was completed. Therefore, our Liquid Fuels Account needs to be reimbursed from the General Account in the amount of $28,318.60. A motion was made by Mr. Wilver and seconded by Mr. Saber to reimburse the Liquid Fuels Account.

**Execution of Memorandum of Understanding Municipal Bridge Bundle Between the County of Union and White Deer Township**

The Memorandum of Understanding was signed by the Supervisors for the bridge replacement project on Creek Road that is part of the Union County Local Bridge Bundle. The Township’s financial contribution for the project is $54,872. The project is expected to start in the Summer of 2025.

**Building Cleaning Service**

McCormick’s will no longer be providing cleaning services to the Township after September. Discussion ensued regarding other options. Pricing from other cleaning services in the area will be obtained. Further action on this will be taken in the upcoming months.

**Berm Box/Belt Conveyer Replacement**

Discussion ensued regarding damage caused to the berm box and belt conveyer. A motion was made by Mr. Saber and seconded by Mr. Wilver to submit a claim to the insurance carrier. It was agreed to replace the equipment with new rather than trying to fix the damaged equipment.

**School Bus Stops**

Inquiries have been made by the community regarding possible school bus stop signs to be put up on along New Columbia Road near Pine Street as well as on Gray Hill Road and Number 10 Road. Discussion ensued. Contacts will be made with PennDOT and possibly the School District in efforts to address the safety concerns.

**ZONING AND PLANNING**

No plans needed approval.

**SUPERVISOR/OTHER COMMENTS**

Mr. Heintzelman shared that Harbeson Road is being fixed due to the recent flooding.

The new dump truck is anticipated to be ready by the end of 2024. There are no updates to the status of the new radio system installation.

Mr. Wilver shared that he is currently reviewing the personnel handbook for revisions and will provide a list of proposed revisions for review by the Supervisors at a future meeting.

Mrs. Finck shared that she has started reviewing the figures to prepare the 2025 Budget.

**SOLICITOR COMMENTS**

Mr. Brudecki discussed the recent notification regarding the ACSME Council 13 tax appeal hearing. As with other tax appeals, we will allow the County and School District to reach a decision regarding the value. Mr. Brudecki will contact the attorney.

**ADJOURNMENT**

There being no further business to discuss, a motion to adjourn was made by Mr. Wilver and seconded by Mr. Saber and carried.

 Michelle Finck, Secretary

 Don Wilver, Jr., Treasurer

**“ALL SUPPORTING DOCUMENTATION NOT CONTAINED HEREIN ARE MAINTAINED IN A SEPARATE FILE AT THE WHITE DEER TOWNSHIP MUNICIPAL OFFICE.”**