

February 8, 2018

The monthly meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. The meeting was called to order with a salute to the flag and a moment of silence at 6:00 P.M. In attendance were Supervisors James, Sharpe, and Morton, Rhonda Phillips, John Lawrence, Sandy James, Scott Wheelock, Kathleen Wheelock, and Laura Morton.

Minutes of the January 2, 2018 and January 11, 2018: Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections. There were none.

**Motion made by James, seconded by Sharpe, to approve the minutes as read. Motion carried: three ayes.

Correspondence:

---Armstrong sent a letter to inform the community of their service which is now available.

---Crawford County Conservation District has invited the supervisors to attend a luncheon on Feb. 22nd from Noon to 2 P.M. Supervisor James and John will attend.

---Post card received as a reminder of the 2018 election dates: May 15th and November 6th.

---Letter from DCNR to apply for a grant.

Bills and Receipts: See Treasurer's report.

** Motion made by James, seconded by Sharpe, to approve all bills and receipts. Motion carried: three ayes.

Reports:

Planning Commission – The committee held a telephone/email meeting. Some discussion was made regarding ordinances. They plan to meet at the township building next month and have a supervisor possibly attend.

Rec Board – The Easter egg hunt will be held on March 24th with Southern Care helping. There will be an egg filling get together which will be announced later. Scott is looking for a speaker for the Memorial Day service. Possibilities might be John Amato or Mr. Lobdell.

Road Superintendent's Report - January was a very busy month plowing for Charlie and John. Due to problems, Charlie was let go. Thanks to Dan Mailliard and Bret Keister; they stepped up and helped John take care of the snow and putting antiskid down, keeping everything cleaned up. We have had some melt-off and heavy rain which has caused a lot of road damage. As weather permits, we will be out trying to take care of problem areas. So be careful out there. John met with Maria and Ace Excavating and figured out a grant project for Carpenter Rd, replacing an old steel pipe through the road which has given us a lot of problems and adding a couple more smaller pipes to control water. We are hopeful to get the grant. John gave James a list of road damages that will need to be addressed in the future.

Tax Collection Committee - A reorganization meeting was held in January. Berkheimer was there.

Web Site Report – No report.

Old Business -

Assessment permit – WIP; the supervisors will work on this for next month.

Driveway pipe installation fee – WIP.

Ordinance updates – WIP.

Castile Rd. bridge repair – Nothing to report until spring.

Township property assessment- WIP.

New Business:

Job application – Applications are being accepted now but the opening needs to be advertised. We hope to have someone hired by April.

Advertise for job opening – The supervisors are working on a write up for the position and will get it sent within the next couple of weeks.

Background checks – James is recommending that background checks be included as part of the hiring process. This can be done online and is fairly inexpensive.

Open Records Request – James mentioned that we need to be prepared for open record requests. Many secretaries from other municipalities have mentioned on the PSATS website that they are receiving requests from places unknown to them.

Special meeting –

**Motion made by Morton, seconded by Sharpe, that Don James not be paid for the special meeting held on January 11th. Motion carried; two ayes.

Auditors' Recommendations –

1. Rec Board: we recommend that the calendar for rentals be added to the information given to the auditors in order to check the amount of the deposit made and also copies of donation checks.
2. Rec Board: we would also recommend that receipts be made for all checks written from the account, especially reimbursements made to rec board members.
3. Time sheets: time sheets for the employees should have better indication of when the employee starts and finishes work, i.e. AM or PM.

2017 Audit -The audit went smoothly this year.

Citizens` Comments and Concerns

-John Lawrence is hoping to apply for the DCNR grant as soon as possible. He also expressed a concern for the new police tax that may come into effect.

-Scott mentioned that Phyllis Humes has resigned from taking care of the rec board books. He asked if it would be possible to have the township take care of the funds.

** Motion made by Morton, seconded by James, to adjourn. Motioned carried: three ayes.

Meeting adjourned at 6:41 P.M.

Respectfully submitted,

Rhonda Phillips
Township Secretary