

January 6, 2025

The annual re-organization meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. Meeting was called to order at 6:00 P.M. with a salute to the flag and a moment of silence. Present were Supervisors Potts and Morton, Rhonda Phillips, Scott Wheelock, Gary Coburn, Luigi DeFrancesco and Kathleen Wheelock.

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

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

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

Motion made by Potts, seconded by Morton, to appoint Bryan Morton as Chairman for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Rhonda Phillips as Secretary for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Mary Worley as Assistant Secretary for 2025. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to appoint Bob Potts as Vice Chairman for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the monthly compensation for the Secretary-Treasurer for 2025 to \$1200. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the compensation for the Assistant Secretary for 2025 to \$11.00 per hour. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to retain Berkheimer as Act 32 tax administrator for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton to make Resolution 2025-1 which increases the tax collector real estate commission to 7% beginning in 2026. The per capita commission remains at 10%. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate of the present full-time township equipment operators/laborers to \$24.00 for 2025. Motion carried: two 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 Potts, to set these paid holidays for 2025. Motion carried: two ayes.

Vacation Pay: An employee is entitled to vacation paid leave after three months of full-time employment. Five days will be given after three months of probation period and ten days after two years of continuous service. Vacation will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. 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. All accrued vacation will be added starting the calendar year January 1st. Motion made by Potts, seconded by Morton, to accept these guidelines for vacation pay for 2025. Motion carried: two ayes.

Jury Duty: Full-time eligible employees will be paid per day's wages less jury wage. Motion made by Potts, seconded by Morton, to accept this guideline for jury duty for 2025. Motion carried: two ayes.

PTO: (Personal Time Off)- Full-time eligible employees, starting after three months, shall earn five days of PTO each year. PTO will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. PTO must be used by the last day of the current calendar year. Motion made by Potts, seconded by Morton, to accept these guidelines for PTO for 2025. Motion carried: two ayes.

Bereavement: Full-time 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 Potts, seconded by Morton, to keep this the same for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, that all vacation and PTO for 2025 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: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate of on-demand labor to \$9.50 per hour for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate of on-demand equipment operators to \$15.00 per hour for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate of part-time plow operators to \$19.00 per hour for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate of maintenance employee to \$12.50 per hour for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint John Flaugh and all three supervisors as co-road superintendents for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to raise the hourly rate for full-time road superintendent at \$27.00 for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Bryan Morton as road master and/or general laborer for 2025. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to appoint Glenn Sharpe as road master and/or general laborer for 2025. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to appoint Bob Potts as road master and/or general laborer for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Brian Proctor as a general laborer for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00 for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to recommend that the auditors set the hourly rate for part-time working supervisors of 30 hours or less to \$18.00 for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to keep the treasurer's bond limit to \$400,000 for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to keep Butcher & Winkler as township legal counsel for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to accept the Planning Commission Board for 2025. Motion carried: two ayes.

At Present:

Don Myers –Thru 2026

Luigi DeFrancesco – Thru 2026

Mike Lokuta – Thru 2028

John Lawrence – Thru 2028

Gary Coburn – Thru 2028

Supervisors

Motion made by Potts, seconded by Morton, to accept the meeting dates for 2025 for the last Tuesday of each month as needed and with a start time of 7 P.M. for the Planning Commission as read. Motion carried: two ayes.

January 28, 2025

February 25, 2025

March 25, 2025

April 29, 2025

May 27, 2025

June 24, 2025

July 29, 2025

August 26, 2025

September 30, 2025

October 28, 2025

November 25, 2025

Motion made by Potts, seconded by Morton, to hire Mike Simmons as Sewage Enforcement Officer for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Michael Klink as Assistant Sewage Enforcement Officer for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to hire John Prosek as UCC Building Code Inspector for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to hire John Prosek as Assistant UCC Building Code Inspector for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to accept the Rec Board members as read for 2025. Motion carried: two ayes.

Rec Board:

At Present: Matt Capron – 2026
Kathy Taylor – 2027
Bill Taylor - 2027
Dave Cargo – 2027
Patti Capron – 2028
Scott Wheelock – 2028
Melissa Dengler - 2025
All Supervisors

Motion made by Potts, seconded by Morton, to accept the dates of the Rec Board meetings as the third Thursday of each month as needed starting at 6:00 PM for 2025. Motion carried: two ayes.

Rec Board Meeting Dates:

January 16, 2025
February 20, 2025
March 20, 2025
*April 12, 2025 – Easter Egg Hunt
April 17, 2025
*April 26, 2025 – Dumpster Day
*May 3, 2025 – Rec Facility Clean-up Day
May 15, 2025
*May 26, 2025 – Memorial Day Service
June 19, 2025
July 17, 2025
August 21, 2025
September 18, 2025
October 16, 2025
*October 30, 2025 – Trunk or Treat
November 20, 2025
December 18, 2025

Motion made by Potts, seconded by Morton, to retain Northwest Bank as depositories for all the township accounts for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to retain Northwest Bank for state funds for 2025. Motion carried: two ayes.

Motion made Potts, seconded by Morton, to approve all board of supervisors' meeting dates, locations, and times for 2025. Motion carried: two ayes.

Meeting dates – Location – Times

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

*February 6, 2025	6:00 P.M.
*March 6, 2025	6:00 P.M.
*April 3, 2025	6:00 P.M.
*May 1, 2025	6:00 P.M.
*June 5, 2025	6:00 P.M.
*July 1, 2025	6:00 P.M.

*August 7, 2025	6:00 P.M.
*September 4, 2025	6:00 P.M.
September 25, 2025	5:00 P.M. (Preliminary Budget Work Session)
*October 2, 2025	6:00 P.M.
October 23, 2025	5:00 P.M. (Final Budget Work Session)
*November 6, 2025	6:00 P.M. (Preliminary Budget for Advertising)
*December 4, 2025	6:00 P.M. (2023 Budget Approved)
*December 29, 2025	6:00 P.M. (Year-End Business)
*January 5, 2026	6:00 P.M. (Re-Organizational Meeting)
January 6, 2026	5:30 P.M. (Auditors' Meeting)

Motion made by Potts, seconded by Morton, to have Bryan Morton as the voting delegate for the State Convention for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to allow all township supervisors, secretary, and tax collector to go to the State Conventions for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to change the road mileage to \$0.70 per mile for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to leave Bill Taylor as the Emergency Management Services Coordinator for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to recognize Kim Ferguson as the Tax Collector Deputy and Kim Doctor as an alternate for 2025. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to recognize Bob Potts as the Flood Plain Administrator for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Potts, to recognize Glenn Sharpe as the Right-to-Know Officer for 2025. Motion carried: two ayes.

Minutes of the December 30, 2024 meeting were distributed to those in attendance. Motion made by Potts, seconded by Morton, to accept the minutes as they stand. Motion carried: two ayes.

Correspondence:

PennDOT – They sent an email about a new PennDOT Municipal Service representative for Crawford County. His name is Craig Kennedy.

Verizon Broadband Expansion Team – They are hosting a virtual meeting January 10th at 9am.

Crawford County Conservation District – Letter was sent advising that applications for the 2026 construction season are due by June 30th.

Bills and Receipts: See Treasurer's Report

Motion made by Potts, seconded by Morton, to accept the Bills and Receipts as read. Motion carried: two ayes.

Reports:

Planning Commission – No report.

Recreation Board – No report. We will be looking at increasing the rental fees for pavilions and the building at the February meeting.

Road master's Report – The month of December has been busy. We plowed snow for a week straight of 12-13 hours a day. We could not keep up with the snow coming down. Then it melted, and we had a warm-up, storms, and then trees were down. The roads are going bad; there are lots of potholes. Everyone will have to be understanding; when we finally get a good warm-up, we will be out trying to fix the holes. We hope the new year will be good. Watch out for us plowing.

Tax Collector/Tax Collection Committee – The Tax Collector said that there were only 75 real estate parcels that were not paid for 2024. There were 188 per capita parcels that were not paid for 2024.

Website – 144 visitors. 95.8% are from the US.

Old Business:

Frame for the tandem truck – Per Troy Cyphert, we can get telephone quotes for the cost of the frame and use the liquid fuel funds for that. The cost of installing it can then be paid out of the general township funds.

**Motion made by Potts, seconded by Morton, to get at least three telephone quotes for the cost of the frame for the GMC Volvo, in which the liquid fuels fund will cover that cost. Motion carried: two ayes.

New Business:

Bids for brine – One bid was received from Dodson Trucking.

**Motion made by Potts, seconded by Morton, to accept Dodson Trucking's bid for 85,000 gallons at \$0.38/gal of brine delivered. Motion carried; two ayes.

Bids for diesel – We did not receive any bids.

Bids for fuel oil – We did not receive any bids.

Citizens' Comments & Concerns:

Luigi DeFrancesco and Gary Coburn expressed concern about no communication regarding the Planning Commission. The secretary will contact the board members and ask for an attendance to the January 28th meeting at 7 pm, with the attendance of the Supervisors, if possible. There was also a question about the Planning Commission policies. The secretary will contact the County to see if there is anything in place.

Motion made by Morton, seconded by Potts, to adjourn at 6:45 P.M. Motion carried: two ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary