

March 5, 2020

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, Morton, and Sharpe, Mike Lokuta, Rick Makohus, Rhonda Phillips, John Lawrence, Tom Morgan, Sandy James, Tammy Turner, Laura Morton, Patti Capron, and Kathleen Wheelock.

Minutes of the February 6, 2020: Copies were distributed to those in attendance. Sharpe asked if there were any additions and/or corrections.

**Motion made by James, seconded by Morton, to accept the meeting minutes as read. Motion carried; three ayes.

Correspondence:

---National Fuel Gas is in the process of planning pipeline replacement projects for 2019-2020. They are requesting a preliminary list of the township's planned projects and start dates.

---PA Department of Labor & Industry performed an audit of UCC records of Richmond Township through BCO Cardy and is requesting verification that there are no overlooked completed commercial building projects since October 2014.

Bills and Receipts: See Treasurer's report.

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

Reports:

Planning Commission – No formal meeting. An IPMC manual has been obtained the board will be looking through it to make suggestions.

Rec Board – There is a DCNR grant available. John Lawrence is looking at getting funding to get rubber mulch for the playground area. The township is also looking for some good used playground equipment. A quote is also needed for the bathroom renovations.

Road Master's Report - February has been up and down weather wise from plowing to skidding the roads. It has been rough plowing due to the roads not being frozen so that the plow jumps and digs into the roads, as well as the chains wearing out from having to run on the blacktop. We have been checking equipment, getting ready for the weather to change so that we start fixing roads. So, we will be there when the time is right. Spring is right around the corner.

Tax Collection Committee – No report.

Web Site Report – There were 233 visitors last month. Many people are downloading paperwork.

Old Business -

Assessment Permit/Driveway pipe installation fee/Ordinances - WIP

Selling of old brine tanks, spreader, disc - WIP

Signs for Rec rentals – Sample signs have been made for the pavilions and the building. Scott is looking into having permanent signs made.

Health Reimbursement Account – The secretary will call Steve from DJB Group to determine how it works.

ADA compliant quote for township building - WIP

New table/chairs for meeting room - WIP

Call to Mark Corey re: Castile Rd pipe replacement- It will cost around \$3500 for him to draw up plans and the G11 permit will be obtained through DEP.

New Business:

Resolution re: opposing UCC bill – We are hiring Rick Makohus so we do not have to sign this. Rick made a schedule for permit costs.

News for Meadville Tribune – A notice needs to be submitted informing township residents regarding the new SEO & BCO and the grant for the Rec Complex bathrooms.

Rec metal building – Glenn will look into getting quotes to refurbish the metal building.

Township tour with Rick Makohus – Don and Rick rode around the township. There were three places that had issues with septic systems.

Township building remodeling – This will be put on hold until the weather breaks.

Dust control – The supervisors are interested in trying soybean oil in place of brine. But the brine situation has gotten better and there is no cost.

Spring newsletter – The secretary needs information from the supervisors.

Municipal secretary training – A training will be held on March 24th in Meadville for a cost of \$80.

***Motion made by James, seconded by Sharpe, to send the secretary to the training for \$80. Motion carried; three ayes.

Auditors' Recommendations:

1. Recommend the Secretary discontinue the practice of copying all incoming checks and receipts. This is a redundant practice as this information is available via bank records and is recorded in the accounting system.
***The secretary will check into the cost of a deposit book.
2. Recommend that Secretary enter a bill for any expenses due to be paid, except in an extreme situation. i.e. Checks are not written without an associated bill (other than payroll). Recommend that the Secretary enter bills upon receipt.
3. Recommend that all Accounts Payable be paid in the same month which they are due. i.e. Accounts Payable accounts should have a zero balance at the end of each month. Supervisors should be reviewing and approving the current months bills due to be paid for that month.
4. Recommend that copies of complete insurance policies (all types) are available on site. Documentation should include declaration pages, coverage periods, and deductibles, be available for review at the township office.
5. Recommend that Township Supervisors reconcile the reported "Machinery, Vehicles & Tools" value (Municipal Property Record 2020 and Inventory \$794,550) against the General Ledger account 164 (817,446.69) to determine the appropriate value to be reported.
***The secretary will get the supervisors a copy of the municipal property records.
6. Recommend that the Township obtain an accounting professional to create a new "company" in Quickbooks that can accomplish the following recommendations:

Accounting system be revamped to closer represent the Municipal General Ledger accounts.

Accounting system be setup to facilitate more informative reports. Justification:

- Current system demonstrates inconsistent reporting results; some reports detail by bill date rather than pay date.
- Current ending general ledger account balances are difficult to determine with existing reports.
- Additional reports have been requested both audit/accounting reports and budget reports.
- There is currently no report to obtain a single person's pay data. An accounting professional needs to advise on how to have a properly setup GL chart of accounts (for example payroll separate from expenses) and also accommodate Municipal reporting.

***Quickbooks needs to be revamped so that chart account numbers coincide with the DCED report.

7. Recommend Township Secretary be given the support needed via professional accounting resource as well as the opportunity for training.
***The secretary should check with PSATS regarding accounting questions.
8. Recommend that Sandy Gorniak, Accountant, be paid for services provided 1/25/20. Total 86 miles and 4.5 hours. (Average salary for an Accountant is \$26 per Google)
***Motion was made at last month's meeting to pay Sandy \$200.
9. Recommend Township invests in new bathroom facilities. This is a publicly owned facility that occasionally hosts various meetings with the public, as such the expense is warranted.

Citizens` Comments and Concerns

---Tom Morgan said that he is putting a book together that shows the history behind the names of the roads.

---John Lawrence mentioned that the auditors save the township a lot of money. An average municipal audit performed by a CPA would cost between \$8,000 - \$10,000 a year.

***Motion made by James, seconded by Sharpe, to adjourn. Motion carried; three ayes.

Meeting adjourned at 7:20 P.M.

Respectfully submitted,

Rhonda Phillips
Township Secretary