

April 7, 2022

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 Morton, James and Sharpe, Rhonda Phillips, Rick Makohus, and Sandy James.

**Minutes of the March 3, 2022:** Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections.

\*\*Motion made by James, seconded by Morton, to accept the minutes as they stand. Motion carried; three ayes.

**Correspondence:**

CCATO – The annual spring convention is Wednesday, May 25<sup>th</sup> at the Country Club of Meadville at 6 pm; \$25/person. Reservations due by 5/16/22.

US Census Bureau – requesting a survey on wages for township employees

PSATS Proposed Bylaws and Resolutions

**Bills and Receipts:** See Treasurer's report.

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

**Reports:**

**Planning Commission** – No report.

**Rec Board** – No report.

**Road Master's Report** - The month of March has been up and down weather from plowing snow to rain to freezing roads. Roads are starting to bring out the frost and potholes. We have doing spot repairs on the worst spots for now until we can get to running the grader and maintainer. We still have washout roads to repair when the roads permit us to get on them with the heavy equipment. We are presently working on equipment getting things ready. We also built up a road off Russell Rd to open up a beaver dam so water won't run over the road. Watch out for us as we do our jobs.

**Tax Collection Committee** – No report.

**Web Site Report** – There were 390 visitors. Approximately 97% from the US.

**Old Business -**

**Office renovation grant** – Asphalt will be concrete instead. The township will have to cover the cost of the cemented strip in front of the garage.

**Amanda Sparks situation** – Discussion was held regarding the Small Flow System for this property.

\*\*Motion was made by James, seconded by Sharpe, to adopt Resolution 2022-01 to approve the Sparks Small Flow Treatment Facility plan as a revision of the Township Official Sewage Facilities Plan.

**Dumpster at Rec Complex** – The secretary will call Raccoon Refuse to service the dumpster.

**Easter Egg Hunt** – It will be held on Saturday, April 9<sup>th</sup> at 10 am. Discussion continued that Scott Wheelock will be resigning from the president position at the end of the year. The secretary will ask Melissa Smock if she is interested in taking over.

**Township Clean-up Day** – Dumpsters have been ordered. Sharpe is checking with the Cub Scouts to see if they are willing to help.

**Rec Complex Clean-up Day** – The ball teams are planning to come and help clean up.

**ARPA Report** – The supervisors are choosing to take the standard revenue loss of under \$10 million.

**New Business:**

**Purchase of compact tractor** – Sharpe will find out cost from Greenhill Farms.

**Gravel bid quantities** – The supervisors determined that all gravel quantities should be kept the same. Antiskid – 3000 tons; 2RC – 8000 tons; #57 – 2000 tons; #3 – 3000 tons.

**Phone bids for diesel and fuel oil?** – The secretary will check on total gallons used last year and then will check with Troy Cyphert on procedure for putting these out for bid if necessary.

**Bids for brine** – The secretary will check on gallons purchased last year, and then the decision will be made from that information.

**2020 Liquid Fuels audit resolved** – A letter was received stating that the issue has been resolved.

**Art Hoffman letter** – The letter will be sent to the lawyer for advice in how to handle the situation.

**Fire hydrants** – The fire department wants to put a fire hydrant at Drakes on Rt. 408, and they want to move the one on the west side of Mercer Rd to the east side of the road. Josh Manuel, the Blooming Valley VFD fire chief, would like the township to at least partially fund a dry hydrant at Drakes' pond with ARPA funds. It would involve a pull-off of approximately 25 ft wide by 45 ft long. Rick Makohus mentioned that Rt. 408 is a state road and is not owned by the township.

**Safety at road intersections for road crew** – There is nothing we can do because people will not slow down.

**QuickBooks training for treasurer-**

\*\*Motion made by James, seconded by Sharpe, to allow the treasurer to attend the training in Harrisburg on Sunday, April 24, 2002. Motion carried; three ayes.

**Request to rent space at Rec Complex** – There was a request to rent space for storage containers. James will talk to John Flaugh to see if there is space available at the township garage instead.

**Auditors' recommendations** –

- 1) The auditors were unable to reasonably reconcile fuel usage against fuel purchases. The hand written documentation of estimated usage cannot be verified as accurate. The observation in this audit period was that more fuel was utilized than was actually purchased even when adding the last purchase in December 2019. The recommendation to the Township Supervisors is to investigate a method of tracking usage that would allow beginning and ending meter readings. Subsequently, a new log would need to be created that would include date, beginning meter reading, ending meter reading, staff person utilizing the fuels, and purpose. This recommendation is to tighten records of usage and protect the township from error or inadvertent personal usage.
- 2) Recommend that the township employees reconcile the machinery and equipment ledger assets with the actual machinery and equipment worksheet maintained by the Township, such as removal of disposed assets and recording current machinery and equipment owned. Purchase price, dates of purchase, and description of items in inventory must match Machinery and Equipment information in the ledger, and "inventory" list must match and be updated monthly. No depreciation is to be listed on the Machinery & Equipment worksheet. Separate worksheet with inventory below \$5000. Separate inventory list for purchases under \$5000 is for information purchases only, and does not need to represent a value for inventory purchases.

### **Citizens' Comments and Concerns**

No comments were brought before the board.

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

Meeting adjourned at 7:37 P.M.

Respectfully submitted,

Rhonda Phillips  
Township Secretary