

May 7, 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 Supervisor James, Scott Wheelock, Kathleen Wheelock, and Rhonda Phillips, with Supervisors Morton and Sharpe via conference calls due to the COVID-19 pandemic.

Minutes of the April 2, 2020: Copies were distributed via email and paper. James 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:

Jerry Waters from Richmond, VA called Sharpe about wanting someone from our township to write an eight-hundred-word essay about our township. Scott suggested directing him to the township website.

Bills and Receipts: See Treasurer's report.

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

Reports:

Planning Commission – No report.

Rec Board – Scott will be getting the water line turned on shortly. Regarding rentals, the secretary will contact the rental at the end of May, and inform them of the restrictions set up by the governor. Other than that, we will wait until the June meeting to make any further decisions. The Memorial Day Service will be canceled...we will put it in the paper and on the website. We will make sure that the roll call is on the website. Quotes from Country Boy and T. Keith Carpentry were received for remodeling the Rec Center bathrooms.

**Motion made by James, seconded by Sharpe, to accept quote from T. Keith Carpentry to remodel the Rec Center bathrooms at \$3778.00. Motion carried; three ayes.

The signs for the pavilions and building are completed. Scott will pick them up tomorrow.

Road Master's Report - This month we have been grading roads and using the road maintainer a lot. We have fixed a few ditches with the backhoe. We also undressed the trucks from winter getting them ready for inspections. In addition, we rented the Gradall Excavator from Ace Excavating and fixed a lot of ditches that we cannot do with the grader. This saved on wear-and-tear of the loader. And not picking up a lot of gravel using the grading by pulling the ditch out onto the road; there was less of a mess. We also installed three driveway pipes. We will be out there working on the roads through the virus so be safe and stay healthy. Thanks, John.

Tax Collection Committee – No report.

Web Site Report – There were 347 visitors last month.

Old Business -

Assessment Permit/Driveway pipe installation fee/Ordinances - WIP

Selling of old brine tanks, spreader, disc - WIP

Signs for Rec rentals – Discussed under Rec Board report.

ADA compliant quote for township building - WIP

New table/chairs for meeting room – WIP

New Business:

Aggregate bids – All gravel to be delivered.

	<u># 8 - 3000 tons</u>	<u>#3 -2000 tons</u>	<u>2RC - 8000 tons</u>	<u>#57 – 2000 tons</u>
Glenn O. Hawbaker, Inc.	19.28	17.78	15.78	17.03
Turtlepoint, PA	57840.00	35560.00	126240.00	34060.00
Hasbrouck Sand & Gravel	14.35	12.00	7.75	12.09
Titusville, PA	43050.00	24000.00	62000.00	24180.00
IA Construction Corporation	17.75	0.00	15.75	19.00
Franklin, PA	53250.00		126000.00	38000.00
A.C.A. Sand & Gravel, LLC	13.68	14.22	12.74	14.32
Corry, PA	41040.00	28440.00	101920.00	28640.00

****Motion** was made by James, seconded by Sharpe, to purchase #3, 2RC, and #57 from Hasbrouck Sand & Gravel, and #8 from A.C.A. Sand & Gravel. Motion carried; three ayes.

Regarding the antiskid, the supervisors would like to have John look at the A.C.A. Sand & Gravel #8's and then also have the secretary call Troy Cyphert to see what are our requirements are – whether we get the antiskid from Hasbrouck since they won the rest of the bids. This will be tabled until next month.

Diesel bids – phone calls were made to Melzer's, Klasen, and Reed Oil for bids.

****Motion** made by James, seconded by Morton, that Melzer's gets the bid for diesel. Motion carried; three ayes.

Brine and dust control – The supervisors will have John try the new guy from Townville on one of the roads and see how well it works.

Cost of soybean oil – this will not be an option; the cost is \$12,000 for 8,000 gallons.

Reschedule Clean-Up Day – This will be tabled until next month.

Rec Center rentals – No new rentals will be accepted until it is further discussed at the June meeting.

Resolution to extend property tax deadline –

****Motion** made by James, seconded by Morton, to pass Resolution 2020-01 to extend the deadline for payment of County Taxes at face value from June 30th to August 31st. Motion carried; three ayes.

Federal CDL Clearinghouse – Municipalities with employees who operate vehicles requiring a CDL license must now register for and use the CDL Drug and Alcohol Clearinghouse of the Federal Motor Carrier Safety Administration (FMCSA). The employees must also register with the FMCSA. The township will then be required to use this database for intentions to hire, for annual checks on current employees and for reporting violations of current employees. Consent by employees for limited queries must be filed with the township, and the charge for each query is \$1.25.

Highlights from secretary training to date – Because the township is tax exempt, we must run our books under a modified accrual/cash-based accounting. Therefore, we do not depreciate our assets and our properties should not be assessed. Our assessment value is based solely on estimated current values of any assets and cash the township has. In addition, we will not have to create a new company in QuickBooks in order to get the Chart of Accounts to coincide with the DCED form. The secretary has received training and has learned how to edit the existing company.

2020 Groundskeeper- Scott Turner will be our 2020 groundskeeper. He has requested a new weed eater and would like to have a blower. James will look into this.

Citizens` Comments and Concerns

No concerns were brought before the board.

***Motion made by James, seconded by Sharpe, to adjourn. Motion carried; three ayes.
Meeting adjourned at 6:52 P.M.

Respectfully submitted,

Rhonda Phillips
Township Secretary