

Richmond Township Board of Supervisors
Monthly Meeting
Monday, September 12, 2022
7:00 P.M. prevailing time

Chairman Brian Wanner called the Richmond Township Board of Supervisors' monthly meeting to order at 7:05 P.M. in the Richmond Township Municipal Building. The pledge of allegiance followed.

I. ROLL CALL

In attendance at this meeting were Supervisors Brian Wanner, Sam Kemmerer and Scott Brinker; Jennifer Galomb, Township Manager/Secretary-Treasurer; Christopher Hartman, Esq., Solicitor, and members of the Walnuttown Fire Company

II. PUBLIC PARTICIPATION – AGENDA COMMENTS SESSION

Jon Sandberg was in attendance and discussed the police meeting that was held on Wednesday at The Fleetwood Grange. He thought it was very informative and had a few questions for the Board, such as when the Township budget meetings were and if we wanted to, we could make flyers to hand out to the voters in November at election time. Brian Wanner discussed that October is budget time and that tonight we were going to be discussing options for our new website and a social media page.

Glen Moyer was also in attendance and discussed his appreciation for the Fleetwood Police Department. Mr. Moyer stated that he would like to see extra officers as you can't put a price tag on safety.

III. APPROVAL OF MINUTES

A motion was made by Sam Kemmerer to approve the minutes from the August 8, 2022 Board of Supervisors monthly meeting, Scott Brinker seconded the motion. Motion carried unanimously.

A motion was made by Brian Wanner to approve the minutes from the September 7, 2022 Special Police Meeting, Sam Kemmerer seconded the motion. Motion carried unanimously.

IV. NEW BUSINESS

1. Code Enforcement Report- Kraft Code Services

The Board acknowledged receipt of the Code Enforcement Report dated August 31, 2022. Brian Wanner discussed that he had a conversation with Jeff Fiant regarding the property at 330 Mne Rd. Jeff had taken pictures for the Board to see that the vehicles were moved to the rear of the property. He asked if the Board wanted him to issue another Notice of Violation or to have him cited again for unregistered vehicles. Sam Kemmerer asked Brian to give him 30 days to talk to the homeowner and see if he can get this resolved. The Board was in agreeance.

Brian also discussed that he received a complaint about the property across from the solar farm that has side line businesses. The complaint was that they don't believe the property is zoned for it. The business is selling arts and crafts he believes and he doesn't think it is zoned for it, but he will check into it and report back to the Board.

The grass mowing at the solar farm was discussed. Jeff Buck from Walnuttown Fire Company mentioned that he had just driven past it and it has been partially mowed and they are starting to bale it as well.

A motion was made by Brian Wanner to accept the report, Sam Kemmerer seconded the motion. Motion carried unanimously.

2. SEO Report- LTL Consultants Ltd.

The Board acknowledged the receipt of the SEO report dated September 2, 2022 for activity from August 2022.

A motion was made by Brian Wanner to accept the report, Sam Kemmerer seconded the motion. Motion carried unanimously.

3. Police Report from Chief Dale Ulshafer.

The Board acknowledged the receipt of the police report for the month of August 2022.

A motion was made by Brian Wanner to accept the report, Sam Kemmerer seconded the motion. Motion carried unanimously.

4. Virginville Fire Company Report.

The Board acknowledged the monthly report from the fire company and had no questions.

5. Walnuttown Fire Company.

The Board acknowledged the monthly report from the fire company and had no questions.

6. Discuss invoices received for professional services on 255 Keller Rd. sewer-Ruscombmanor Township.

Jen explained that there have been no permit applications submitted for this project yet. The Board recommended that Jen call Mr. Shollenberger and ask if he still intends to do this project and if so, we can add the fees to the cost of the permits.

7. Motion to approve Saucony Creek Brewing Companies- Maple Mistress 5k on 10/22/2022

Saucony Creek submitted a route map along with an insurance certificate for the day of the race. A motion was made by Sam Kemmerer to approve the race, Scott Brinker seconded the motion. Motion carried unanimously.

8. Discuss the police budget.

Brian Wanner mentioned that the Township had a meeting on Wednesday of the prior week at The Fleetwood Grange to discuss police coverage. Police coverage is strained for the number of officers for our Township. Fleetwood Police had originally requested two full time officers. Brian discussed the option for 1 full time and 1 part time officer as the part time officer would work 35 hours a week, so it would be almost like having 2 full time officers, but not having the expense of 2 full time officers. The cost of 1 full time and 1 part time officer would be \$150,000.00 a year.

After a brief discussion, a motion was made by Brian Wanner to recommend the Fleetwood Police add 1 full time and 1 part time officer for approximately \$150,000.00, for budgetary purposes, Sam Kemmerer seconded the motion. Motion carried unanimously.

V. OLD BUSINESS

1. Discuss changes to Lyons Solar Farm plans.

Attorney Hartman discussed that he had spoke to Attorney Miller, who is representing Heelstone and there was a bit of push back on some of the terms of the Improvements Agreement. There were discussions pertaining to the decommissioning of the plan when all is finished, posting of the escrow or financial security as well as working on the improvement's agreements. Attorney Hartman stated that after some discussion the plan is back on track and will be moving forward soon. They are wanting to start the project on September 21, 2022, as long as the necessary documents are in place.

Heelstone has obtained their E&S permit but are awaiting the NPDES, which they should have by the end of the month. The Township is still waiting on the finalized plans to be signed by the Board as well as the financial security to be posted.

2. Discuss website for Township

Jen had given the Board quotes for several options on a new website for the Township. The quotes were from WIX for \$324.00 for 2 years, Go Daddy for \$259.74 for 2 years or TOWNWEB for \$1,999.00 for the initial set-up and then \$2,223.00 annually. Jen explained that WIX and Go Daddy offer templates that you can build your website from, whereas TOWNWEB designs the entire site from scratch.

Brian had suggested that the Township start a Facebook page or other form or social media platform, as well as having a new website. A motion was made by Brian Wanner to approve the quote from WIX for a new website, Sam Kemmerer seconded the motion. Motion carried unanimously.

VI. ENGINEER'S REPORT

1. Invoice from H&K Group for the 2022 Streets Project.

Scott Anderson handed the Board the invoice from H&K for the street work. The packet included the change order along with the outline of the project listing the roads that were done and the amounts that were used. Some of the roads like Adam Rd, went a little higher than expected.

Scott explained that on the change order the differences were the extra materials which went up approx. \$8,500 the price adjustment for the paving escalation was \$15,276 and change.

As Jeanette Drive was one of the roads that were paved, Brian asked Attorney Hartman what needed to be done to release the escrow for Jeanette Drive as that money was to be used for the repairs/finishing that road. Attorney Hartman advised the Board to make a motion to send a letter to the developer, claiming a default and notifying them of your intent to take the money out of the escrow. Give the developer 30 days and if no response you are able to take the money. Jen stated that the balance on the escrow for Jeanette Drive is \$20,471.60. The final invoice price for H&K was \$493,213.57 which out of that \$20,000.00 will be coming from the Jeanette Drive escrow.

A motion was made by Sam Kemmerer to pay the invoice from H&K, Scott Brinker seconded the motion. Motion carried unanimously.

IX. SOLICITOR'S REPORT

1. Review of Delinquent Sewer Account Collections - PAMS

The Board reviewed the delinquent account report that Attorney Mayfield had submitted. Attorney Hartman discussed account 1056 on the report for 391 Park Rd., there was a check that was received for \$1000.00 which is only 1/3 the outstanding balance. The property is in the process of going through a Sheriff Sale, which the Township initiated as well as a mortgage foreclosure action against the property. Attorney Hartman said he is waiting to hear back to see if the Sheriff Sale happened or not. He is also under the understanding that there was nothing of real value at the property that would be worth selling to recoup the money that is owed. Brian said he would prefer postponing the Sheriff Sale and wait as we already have a lien against the property. Attorney Hartman said he will update the Board at the next meeting.

Account 1178 for Wells Fargo, the balance is still growing and they are not paying anything towards it. He asked the Boards permission to update the liens on the property. He stated the property will eventually sell but we need to make sure that we get what is owed and the Board agreed.

Account 2011 for 420 Main St.- They paid the delinquency but have not paid the processing costs of \$488.00. A letter was sent to the homeowners and we are just awaiting payment.

2. Discuss Huyett Ave. maintenance responsibilities.

Attorney Hartman discussed that at the back in June, a resident of Huyett Ave. had asked if it was the Townships responsibility to maintain Huyett Ave. The report at that time from the Roadmaster was that it was a private road and that the Township has never maintained it. The resident had brought up the fact that there were sewer lines that ran through the streets, which was something that needed to be looked into.

Attorney Hartman search the Recorder of Deeds files and found that the Township did condemn right-of-way for the sewer lines and for pump station in those paper streets. In his opinion there was sufficient legal process under taken by the Township to acquire the right to install the sewer facilities in Huyett Ave and intersecting Arch Street. There is a clear legal record of the acquisition on the right of way, thereby stating that Huyett Ave is a private road.

The Board asked Attorney Hartman to send a letter to the resident explaining this.

3. Review pension advisor submissions.

The Township went through an advertisement process for a new pension advisor and received 1 proposal that meets the requirements of the solicitation. The proposal that was received was from Girard, which the Township had a pre-bid conversation with. The proposal was for invest advisor services. The fees are the same that were discussed at that time. Girard would be using Nationwide for the investments. There are fees of 1.13% for custody and record keeping, .5% fee for investment advisor services for a total of 1.63% that will get taken out of the earnings of the pension. For the Act 205 report that has to be submitted every year, which is a \$500.00 fee along with a \$2000.00 annual hard dollar fee. Attorney Hartman recommended that the fees are pretty much the same as what we are paying now, but for a much better service to be provided to the Township and the employees.

A motion was made by Brian Wanner to accept the bid from Girard as the new pension advisor, Sam Kemmerer seconded the motion. Motion carried unanimously.

X. STECKBECK ENGINEERING – SCOTT RIGHTS, P.E.

NONE

XI. MISCELLANEOUS BUSINESS

NONE.

XII. ROADMASTER'S REPORT

1. Roadwork Report

The board reviewed the roadwork report submitted by the Roadmaster.

2. Discuss reserve price for the Ford F550 to be placed on Municibid

Robby had asked the Board what price they would like to set the reserve at for re-listing the Ford F550. After a brief discussion the Board decided to have the truck listed at \$14,000.00

XIII. SECRETARY - TREASURER'S REPORT

1. Payment of the Bills

General Fund

A motion was made by Sam Kemmerer to pay Check #10572 - Check #10622 including the electronic fund transfers in the amount of \$303,027.38 Scott Brinker seconded the motion. Motion carried unanimously.

State Fund

A motion was made by Sam Kemmerer to pay Check# 2115 in the amount of \$1,458.40 Scott Brinker seconded the motion. Motion carried unanimously.

Light Fund

A motion was made by Sam Kemmerer to pay Check# 2151 in the amount of \$663.68, Scott Brinker seconded the motion. Motion carried unanimously.

Richmond Township Sewer Fund

A motion was made by Sam Kemmerer to pay Check #2993 – Check #3005 including the electronic fund transfer in the total amount of \$47,653.68 Scott Brinker seconded the motion. Motion carried unanimously.

Walnuttown Fire Escrow

A motion was made by Sam Kemmerer to pay Check # 2153 in the amount of \$779.50 Scott Brinker seconded the motion. Motion carried unanimously.

Virginville Fire Escrow

A motion was made by Sam Kemmerer to pay Check #2152 & Check #2153 in the amount of \$68,568.92 Scott Brinker seconded the motion. Motion carried unanimously.

Jen made mention that We have not received our 2nd tranche of the ARPA funds as of yet but it is supposedly happening before the end of August. We did however receive a portion of the funds from the townships and municipalities that did not apply or missed the deadline in the amount of \$597.84.

2. Affirmation of employee’s health care benefits renewal.

The Board reviewed the new medical benefit proposal. A motion was made by Brian Wanner to renew the current medical benefit plan, Sam Kemmerer seconded the motion. Motion carried unanimously.

3. Approval of the 2023 MMO for Non-Uniform Pension Plan

A motion was made Brian Wanner to approve the MMO, Sam Kemmerer seconded the motion. Motion carried unanimously.

4. Motion to approve transfer of funds from ARPA Fund to General Fund to cover checks written for Pheasant Run Project.

Jen discussed with the Board that since we do not have a checking account for the General Fund, we need to make a motion to transfer the funds that were spent so far for the project, which was \$8,984.50 from the ARPA account to General Fund to help cover costs. A motion was made by Brian Wanner to transfer the funds, Sam Kemmerer seconded the motion. Motion carried unanimously.

XIV. CHAIRMAN'S REPORT

Brian Wanner discussed that a little while ago we had a resident complain that Service Electric had not run any lines in their neighborhood for cable or internet. The Board had asked Attorney Mayfield to look into the situation, she was able to get in touch with the right person and sent them Sam Kemmerer's way and he was able to get them to come out and run the lines with minimal wait time.

XV. PUBLIC PARTICIPATION - BUSINESS FROM THE FLOOR

Glen Moyer had asked what the distance was that the road crew mow's the grass from the macadam. Brian Wanner stated that it is 16 ½' from the center line is the Township right of way. He stated that about 2-3 years ago the Township was trimming branches next to his property and the neighbor had stated that he wanted the wood and to leave it there, well the property owner never moved the wood and it is blocking the site of oncoming traffic. Brian stated that he knows the owner and he would talk to them and ask them to move it out of the way.

XVI. ADJOURNMENT

There being no further business, a motion was made by Brian Wanner to adjourn the meeting at 8:40 P.M. The motion was seconded by Sam Kemmerer. Motion carried unanimously.

Jennifer Galomb
Manager/Secretary-Treasurer, Richmond Township

Brian S. Wanner
Chairman, Richmond Township