

The regular meeting of the Wheatfield Township Supervisors was held Monday, July 2, 2012 in the Township Building. Jim Fuller called the meeting to order at 7:30 p.m. Present were Jim Fuller, Barry Schrope, Annette Mullen, Johanna Rehkamp, Vicki Jenkins, Lester Nace, Dexter Potter, Holly Potter, Dave Jenkins, Erin Jenkins, Kent Johnson, Darlene Johnson, Bob Rhoades, Dianne Dahlin, David Mills and Luke Roman.

Jim Fuller advised Dianne Dahlin will be recording tonight's meeting.

Annette Mullen led the pledge to the American flag followed by a brief moment of silence in honor of the men and women who serve our country in the armed forces.

The minutes of the June 4, 2012 meeting were presented to the supervisors and posted for attendees in the township building prior to the July 2, 2012 regular meeting for public viewing. Barry Schrope made the motion to approve the minutes as presented by the secretary, Jim Fuller second the motion, with all in favor.

Jim Fuller stated there has been comment made about no order in the meetings, people speaking out without being recognized. Jim stated if comments could be kept, he will try to give opportunity for comment at the end of the meeting as well.

Annette Mullen asked if a person wants to make comment and has not signed in can they make comment. Solicitor, Johanna Rehkamp stated she could look into that.

Darlene Johnson asked if there is anything in the works to have a monthly road master report and also if there is any plan to implement a treasurer's report where you put what has been spent monthly and year to date against the budget.

Dianne Dahlin stated she would like the previous month's minutes to reflect what her displeasure was. Dianne stated she agrees with Mrs. Johnson on the treasurer's report.

David Mills would like to thank the supervisors for continuing to support recreation in the township.

Annette Mullen asked about Dianne Dahlin's issue and stated she had called Mr. Turner and he stated he would check into it and get back to the township as to how to properly handle the issue. Johanna Rehkamp stated Mr. Turner did not give her any information and as far as Jim voting, he is allowed. Jim Fuller stated he did not vote on the issue, he abstained. Annette asked hypothetically if he did vote and wanted to change it to abstained, what would be the correct procedure be. Johanna stated she would have to check into it.

Barry Schrope made a motion to release \$15,000 as budgeted as a donation to the New Bloomfield Fire Co., Annette Mullen second the motion, with all in favor.

A copy of the recommendations for the secretary/treasurer and the supervisors has been received (copies on file). All records were found to be in order for the secretary/treasurer and supervisors. The recommendations were read aloud for the supervisors and each recommendation was reviewed and discussed. Recommendations on records that employees are currently doing will be shown to the auditors to see if that is what they are looking for.

Vicki Jenkins stated she has found an error on the Statement of Audit 2011. The beginning cash balance is not correct; the ending balance from December 31, 2010 was not carried over to the beginning balance for 2011. This would show a cash balance loss of \$50,743 instead of \$12,819. The supervisors asked if they are required by law to re-advertise the entire statement or just do a one line correction. Johanna Rehkamp stated she would have to look into it. Vicki also stated she found another error when she went online to the DCED website to confirm the audit was filed, this was the first time the auditors were required to file online and not paper form, Vicki states the report indicates the report was filed by Vicki Jenkins, Elected Auditor and Tammy Kauffman, Elected Auditor. Vicki stated she is concerned with it looking like she is auditor and auditing her own records. Vicki will call DCED to see if a correction can be made.

The supervisors advise there were 21 loads of scrap disposed of from the annual spring cleanup, which netted \$4,796.90, and expenses were \$3,742.30.

At last month's meeting the franchise agreement with Blue Ridge Communication was discussed regarding a phone service being installed at Wagner Park. Johanna Rehkamp stated she has spoken to her contact at Blue Ridge and let them know that the supervisors would like a phone service installed at Wagner Park and that she will look over the current agreement to see if this has already been included.

At last month's meeting the pavement at Pine Hill Road Bridge was discussed regarding the pavement sinking over an inch. Jim Fuller stated he has spoken to Ward Wilson of Wilson Paving and they plan on starting the paving on Pine Hill Road next week and could do the repair work while they are there. All supervisors agree the repair should be completed while the paver is there and check to see if any reimbursement can be received. Johanna Rehkamp stated she will speak to Mr. Turner to see if he spoke with Pennoni and get back to the supervisors.

Jim Fuller made a motion to schedule and advertise the next workshop meeting with the Auditors for the employee handbook on Tuesday, August 7, 2012 at 7:00 p.m., Barry Schrope second the motion, with all in favor.

A land owner on Dark Hollow Road has requested a privy permit on a property that did not pass perc and probe testing. The township ordinance on holding tanks states the property owner must file with the township secretary a bond or suitable securities in the amount of 110% of the cost of construction and six months pumping costs. A bond would be established through the property owner's insurance company or an escrow account could be established. The supervisors asked the secretary to contact the property owner and advise him to come into the township building and read over the ordinance and decide if he wants to go with a bond or an escrow account. The supervisors would like the

owner to get with the SEO, JC Smith and establish a cost sheet to submit to the township to determine the amount of bond or escrow account.

At last month's meeting it was discussed about a resident on Spring Road requesting Hidden Driveways Signs be erected in the vicinity of their driveway. Jim Fuller stated he has been in contact with LTAP and they went out and measured sight distance. Jim stated the engineer from LTAP is going to write something up and get back to him.

Jim Fuller stated the brown dump was inspected by Hoover Bros. and they also did an evaluation of the truck. Hoover Bros. stated the truck has a few rust holes on the driver's side bed, other than that it is a normal township truck with no major issues they can see. Jim stated the township has done some work on the truck such as removing the fuel tanks and wire brushed the bottoms of them and had Larry Noss Welding patch the weak places, replaced the straps and also the muffler and straps to hold the muffler.

Jim Fuller stated recycling is this Saturday. Jim stated he appreciates all those who come out to volunteer for recycling.

Barry Schrope states he has a question for the solicitor regarding previous guidelines set for employees. Barry states this came about in the workshop meeting with the auditors regarding an employee handbook. Barry asked how far they must go back in the minutes, is there a legal time. Barry asked if they could just state this employee handbook supersedes any previous guidelines. Johanna Rehkamp advised the new employee handbook could state that this document would supersede everything else.

Annette Mullen asked the other supervisors if they received the information she got regarding commercial building inspections. Annette stated she looked at Oliver Townships building and noticed the nicer building that is beside the pole building, which has their meeting hall and offices inside. Annette asked the other supervisors what their thoughts are for a meeting place and office space for Wheatfield Township. Annette stated she spoke with John Madden and he indicated they could get access to Oliver Township's plans and other township plans that could be used to start the process.

Annette Mullen asked if any feedback has been received from John Madden on Narrows Road or Linton Hill Road. Jim Fuller stated John Madden told him to have Ward Wilson look at them. The supervisors state they will schedule a 7 a.m. meeting with John Madden to discuss options for the buildings and the Narrows Road/Linton Hill Road issues.

Annette Mullen stated she would like to continue with adding labor time to the equipment book and keeping track of the hours when employees work on equipment.

Lester Nace stated since the last meeting the issue of fireworks has come up a couple of times and he has had several inquiries about fireworks. Lester stated his understanding is there are Class C fireworks (commercial) that can be bought if you have an approved permit from the township. Lester stated there is an article in the Patriot News regarding fireworks and the rules for obtaining a permit and that the township currently does not have a fireworks ordinance on the books. Lester stated those who have inquired would like to know if the township is going to come up with an ordinance to allow fireworks. Lester stated he spoke to the township planning commission last month and they took no action and stated they would like to wait and see if the supervisors want them to develop an ordinance. The supervisors advise they have no interest in developing an ordinance allowing fireworks. Lester stated he will advise those who inquired on the supervisors' decision.

Jim Fuller stated what Darlene Johnson had discussed earlier would add an extra burden on the secretary as far as the treasurer's report, which the supervisors get monthly to approve, and comparing those figures to what was budgeted. Jim asked the other supervisors if they are interested in doing this. Annette stated the information is already in the computer. Barry stated he does not know much about computers. The supervisors state it could be implemented at the beginning of the year.

Dianne Dahlin states the program in Quickbooks is easy once it is setup. Dianne stated a secretary and treasurer's report should be given each month. Jim Fuller advised the supervisors do receive a treasurer's report each month. Dianne asked about the privy permit and asked if there is going to be a tank in the ground. Jim advised the tank would be above the ground.

Darlene Johnson asked if a lock could be put on the recycling bins so that people could not just dump trash in the containers. Jim Fuller advised the plastic bin is an open top and does not lock; only the aluminum and tin bin is locked.

Barry Schrope made a motion to approve the checks from the General Fund for the month of June with each supervisor abstaining from approval on those they had a personal interest in. They were as follows:

17037 – 17079, 0005-2012, 05-2012, except 17040, 17041, 17042, 17049, 17066 and 17075, all six approved.

17040, 17049, 17066, 17075 – Barry and Annette approved, Jim abstained.

17041 – Jim and Barry approved, Annette abstained.

17042 – Jim and Annette approved, Barry abstained.

Annette Mullen second the motion to approve the checks, with all in favor.

There being no further business Annette Mullen made a motion to adjourn the meeting, Barry Schrope second the motion, with all in favor. Meeting adjourned at 9:20 p.m.

Respectfully Submitted,

Vicki L. Jenkins
Twp. Secretary