

Mahoning Township Supervisors

Meeting Minutes
July 18, 2016 at 5:30 PM

Opening

The regular meeting of the Mahoning Township Supervisors was called to order at 5:30 PM on July 18, 2016 at 5:30 PM in Mahoning Township Municipal Building by The Mahoning Township Supervisors.

Pledge to Flag

Public comment was moved to last

A moment of silence was observed for the police officers killed on duty

Present

Board members present:

Wayne Myers, Vice-Chairman

H. William Lynn, Supervisor

Kenneth L. Woodruff, Supervisor

Also Present:

Ryan Tira, Mahoning Twp Solicitor

Leslie Young, Fire Chief

Charlie & Roberta Gatski

Don & Marlene Gunther

Joseph Diehl

Henry Eyer

Ryan Troup

Ken Holdren

Gary Fritz

Betsy Hack

Linda Forney

Bill Greenly

Kevin Young

Tom McSurdy

Jean Hagenbuch

Rose Pursel

Bill Pursel

Emma J. Jordan

Tom & Robin Kessler

Vanessa Troup

Deb Williams

Gen Lebert

Mike & Candy Duffy

Janis Williams

Molly Shultz

Kim Wilt

Teresa Younkin

Paul & Ann Joziwak

Tom & Mary Ann Landi

Thomas Elmes

Linda Neddoff-Weckter

Pam Stetler

Carol Kronenwetter

Dan Hartman

Jim Younkin

Charles Dietterick, OIC MTPD

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Open Issues

Department Reports

Zoning report: Approved from the workshop meeting. Zoning Officer Dean VonBlohn send notice to Stine for Woods of Welsh Road.

Police Report: Accepted. Question was asked why, advised that it was tickets and fines.

Street Dept: Report was presented at workshop. Tires for John Deere was out on the agenda.

Engineer report: Accepted

Fire Dept report: 87 ½ hours and \$700.00 spent for fuel and training. Reported submitted and accepted.

ISS Solutions (IT service) contract: Passed 3 year contract. Motion by Supervisor Lynn, second by Supervisor Myers, all 3 Supervisors yea, and motion passed.

Suncom: Contract for cleaning services is due for renewal. Tabled until next meeting to check pricing. Resident Betsy Hack asked how much the Township is charged for the cleaning service. Supervisor Myers didn't have that information. Mrs. Hack was advised that they will contact her with the costs.

Police Pension: Motion to pass the Police Pension by Supervisor Lynn, second by Supervisor Myers, all 3 Supervisors yea, and motion passed.

New Business

Secretary/Treasurer: Supervisor Myers presented a retirement letter effective July 14, 2016 for Township Secretary/Treasurer Christine DeLong. Supervisor Lynn made motion to accept, Supervisor Woodruff second, all three yea, motion passed.

Treasurer: Supervisor Lynn made a motion to hire Ken Houck as an emergency temporary Treasurer on a part-time basis at a rate of \$25.00 per hour, with no health benefits, effective immediately. Supervisor Woodruff second, all 3 Supervisors yea, motion passed.

Financial Institutions: Supervisor Lynn made a motion that the Treasurer is directed to have all 3 supervisors immediately added to all signature cards for all financial institutions the Township currently uses. Supervisor Woodruff second, Supervisors Lynn and Woodruff voted yea, motion passed.

Security Monitors: Supervisor Lynn made a motion that all security monitors be located only in the Police Department. Supervisor Woodruff second, Supervisors Lynn and Woodruff yea, motion passed.

Meeting minutes: Supervisor Lynn made a motion that the draft minutes from each stated Township Supervisor's meetings, including all Special Meetings, be submitted by the Township Secretary within one day after the meeting to the vendor that uploads the minutes to the website, and that the vendor will have the minutes of those meetings uploaded to the Township website within seven calendar days after receipt from the Township. Supervisor Woodruff second, Supervisors Lynn and Woodruff yea, motion passed.

PA System: Supervisor Lynn made a motion that a PA system be purchased from K&S for the sum of no more than \$1,200.00. Supervisor Woodruff second, Supervisors Lynn and Woodruff yea, motion passed.

Audit: Supervisor Lynn made a motion that the Township immediately contract with Herring-Soloman & Roll of Sunbury, PA to conduct a full and complete audit of all

financials, transactions, policies, procedures and practices and to make a full report of same to the Board of Supervisors and that the report of the Audit be made public. Supervisor Woodruff second, Supervisors Lynn and Woodruff yea, motion passed.

Door locks: Supervisor Woodruff made a motion to have all outside door lock cylinders replaced with non-duplicate keys and that all persons who currently have keys to any portion of the building be required to turn those keys in. The new keys will be numbered, a log will be created and maintained by the Mahoning Township Police Department and each person will then sign for their key. All spare keys will be maintained by the Mahoning Township Police Department only. Supervisor Lynn second. Supervisors Woodruff and Lynn, yea, motion passed.

Township Documents: Supervisor Woodruff made a motion requiring the Township Secretary and the Township Treasurer to keep all documents separate from each position and that those documents of a financial, personnel, confidential or otherwise sensitive nature be kept in secured and locked filing cabinets in the Secretary and/or Treasurer's office at all times. And, that the Chairperson of the Board of Supervisors, who will maintain the same security protocols, have a copy of the keys to those filing cabinets to maintain government continuity in case of emergency. Supervisor Lynn second, Supervisors Lynn and Woodruff yea, motion passed.

Student Co-op: Supervisor Woodruff made a motion that Mahoning Township re-affirm its support to the internship program through Danville High School. Supervisor Lynn second, all 3 Supervisors yea, motion passed.

Township Property: Supervisor Woodruff made a motion that other than personal property, no paperwork, and records or otherwise deemed Township property will be removed from the Township Building for a period extending beyond normal office hours without prior approval of the Board of Supervisors. Supervisor Lynn second, Supervisors Lynn and Woodruff yea, motion passed.

Tax Collector Website: Supervisor Woodruff made a motion that the link to the Township Tax Collector's on-line tax pay website be added to the Township website immediately. No charge will be made to the Tax Collector for adding this link to the Township Website. Supervisor Lynn second, Supervisors Lynn and Woodruff yea, motion passed.

Employee Handbook: Supervisor Lynn made a motion to pass the Mahoning Township Employee Handbook. Supervisor Myers second, all 3 Supervisors yea, motion passed.

Resignation of Intern: Supervisor Lynn made a motion to accept the resignation of Township intern, Carrie Williams. Supervisor Woodruff second, Supervisors Lynn and Woodruff yea, motion passed.

National Night Out: The Mahoning Township Supervisors announced the National Night Out at Washies Playground on August 2, 2016 from 5-7 PM. Get to know your local Police, Fire and EMS. Free Food.

Bird Subdivision: Tabled. More information needed.

Public Comment

Joe Diehl requested action for feral cats. He stated there are numerous cats around the area where a building was recently demolished on Diehl Street.

Kevin Young addressed the Board of Supervisors regarding the morale problem at Mahoning Township. He stated that the Township has a great Street Dept. and Police Dept. and great employees and asked that the Supervisors do something about morale. The Board of Supervisors advised they will look into the morale problem.

Supervisor Resignation: Supervisor Wayne Myers turned in a resignation letter effective immediately resigning from the Board of Supervisors. Supervisor Lynn made a motion to accept the resignation. Supervisor Woodruff second. Supervisors Lynn and Woodruff yea, motion passed.

Adjournment

Meeting was adjourned at 7:05 PM by The Mahoning Township Supervisors. The next general meeting will be at 5:30 PM on August 15, 2016, in the Mahoning Township Municipal Building.

Minutes submitted by: Kenneth L. Woodruff, Chairman

Approved by: