

MINUTES
APRIL 6, 2020

BROWN TOWNSHIP BOARD OF SUPERVISORS

The regular meeting of the Brown Township Board of Supervisors was held Monday, April 6, 2020 at 7:00 p.m. at the Brown Township Municipal Building, 22 Brown Township Drive, Reedsville, PA.

MEMBERS PRESENT: Kay Hamilton - Chairman
James Peachey - Vice Chairman
Scott Pecht

Also Present Douglas Phillips, Roadmaster

CALL TO ORDER The meeting was called to order at 7:00 p.m. by the Chairman.

BID OPENING Bid proposals for the 1990 International Dump Truck were opened
1990 International Dump Truck and read as follows:

Robert Arnold - \$3,750.00
Austin Roher - \$1,500.00
Scott A. Radel - \$5,000.00
Walter W. Smith - \$5,610.00

After review of the bids, Mr. Pecht made a motion to award the bid to Walter W. Smith as high bidder. The motion was seconded by Mr. Peachey and was unanimously approved by the Board.

WELCOME TO VISITORS No Visitors were present.

PUBLIC COMMENT No public comment was heard.

APPROVAL OF MINUTES The Minutes of the regular meeting held March 16, 2020 were approved as presented on motion by Mr. Pecht, seconded by Mr. Peachey, and unanimously approved by the Board.

APPROVAL OF BILLS Bills to be paid were presented to the Board of Supervisors.
List attached to Minutes.

General Account	\$35,193.50
State Fund	\$487.17
Sewer Account	\$12,956.43

It was moved by Mr. Pecht, seconded by Mr. Peachey, and so ordered that the bills be paid as presented. Motion was carried by unanimous vote.

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RECEIPTS FOR MARCH	Keystone Collections	\$1,700.00
	Keystone Collections	17,620.35
	Keystone Collections	729.48
	Keystone Collections	27.50
	Keystone Collections	11,100.00
	Keystone Collections	100.00
	Keystone Collections	1,100.00
	Liquor Control Board	800.00
	Doug Esh	30.00
	Christian S. Zook	30.00
	Erica Yorks	30.00
	Wright Surveying	75.00
	Eugene Glick	220.90
	Paul Kline	30.00
	Connie Quinn	30.00
	Shady Acre Building	30.00
	Ryan Molek	30.00
	Eli Hostetler	30.00
	Trinity Solar	30.00
	Coffee Run Construction	30.00
	Sunset Construction	30.00
	Cody Wian	500.00
	AJM Real Estate Holdings	1,660.00
	William Hayes	380.00
	Cheryl Hartzler	30,495.16
	Cheryl Hartzler	30,320.31
	Barbara Stringer	2,298.05
	Sam's Backhoe	1,000.00
	Kent Smith	424.38
	Clerk of Courts	32.92
	Bureau Veritas	150.30
	Ivan Zook	75.00
	Brian Wert	75.00
	James Reed	150.00
	Harold McMin	75.00
	Moses Yoder	75.00
	Charles Ritter	75.00
	Zook's Pallets	75.00
	Skills of Central Pa	75.00
	Keystone Collections	700.00
	Keystone Collections	1,400.00
	David Hostetler	75.00
	Ezra Hostetler	75.00
	Cheryl Hartzler	16,781.23

RECEIPTS (Cont'd)	Cheryl Hartzler	21,808.87
	Reedsville Fire Co.	444.73
	Mifflin County	13.70
	Sewer Account	13,193.54
	Bureau Veritas	225.90
	Checking Interest	34.06
	Savings Interest	11.72
	TAP Checking Interest	13.30
	General Account	\$156,516.40
	Liquid Fuels Allocation	\$169,907.52
	Road Turn back	1,040.00
	Checking Interest	7.47
	Savings Interest	29.45
	State Fund	\$170,984.44
	Sewer Rentals	\$4,856.60
	Armagh Township	14,578.38
	Checking Interest	47.84
	Savings Interest	4.09
	Sewer Account	\$19,486.91

The Treasurer's Report was accepted by the Board of Supervisors as presented.

WWTP Motor

Mr. Pecht reported that a 50 HP motor burned up at the Wastewater Treatment Plant. The Plant Operators took it to be repaired.

ROADMASTER'S REPORT

Mr. Phillips reported the following work was performed by the Road Crew.

All the streets are swept with the exception of downtown Reedsville. Mr. Phillips stated that it's very difficult to sweep downtown with all the people being home from work. Mr. Peachey stated that they did a good job in Church Hill. By request, they are trimming a couple trees in Taylor Park; They filling potholes with stock patch.

Ms. Hamilton reported there a tree at the edge of her property that is leaning over Old Three Cent Lane. Mr. Phillips will look at it and see if it is on the Township's right of way.

OLD BUSINESS

Flood Mitigation Project

The Secretary informed the Board that the Engineer learned that the Community Development Block Grant (CDBG) has not been approved yet by DCED. The Engineer can get the bid packet ready for the Flood Mitigation Project, but he won't be able to include the portion of the project that will be funded with the CDBG money. The Engineer is asking the Board how they want to proceed.

The Board agreed to instruct the Engineer to prepare the bid documents for the Stormwater portion of the project. Once the CDBG money is approved and available, a second set of bidding documents can be prepared for the remainder of the project.

Lumber City Bridge

Ms. Hamilton reported on her findings with the Lumber City Bridge Project. Matt Kenepp from PennDOT was correct when he stated the money could be used for a traffic signal instead of replacement of the Lumber City bridge, but Commissioner Robert Postal asked why the Township would do that. The Mifflin County Commissioners have already approved the \$2.5 million dollar project for the Lumber City bridge, so why would the Township pass up the opportunity to replace a structurally deficient bridge. In addition, Ms. Hamilton spoke to Mr. James Saylor from SEDA COG and was told that the Township has been approved for the TIP Grant that would cover the \$500,000 share that the Township would be responsible for. Mr. Saylor added that PennDOT is ready to assign a project manager for the project, which is a good sign that they are ready to start working on it soon. However, knowing that it will take time to prepare the drawings and bidding documents, SEDA COG moved the Township's TIP Grant from 2021 to 2022 so there is enough time to utilize the money.

Skate Park

Ms. Hamilton updated the Board on the Skate Park. Christopher Russell is preparing a drawing and associated costs to construct a Skate Park and will attend a meeting to share his thoughts with the Board once the Governor's restrictions due to the COVID-19 are lifted.

Bus Garage

Mr. Peachey asked if there is any update on the status of the bus garage. The Secretary stated she has not heard anything from Terry Lynn since he promised to speak to his father about the Township purchasing the property. The Secretary will contact Mr. Lynn and ask if he has an opportunity to discuss this with his father.

NEW BUSINESS

Samuel E. & Barbara S. Yoder
Plan of Subdivision

A Plan of Subdivision dated December 9, 2019, for the Samuel E. and Barbara S. Yoder property located along Old Three Cent Lane was presented to the Board.

This Plan of Subdivision proposes the creation of eight lots and one lot addition. Lot 2 (3.000 acres), Lot 3 (1.850 acres), Lot 4 (1.908 acres), Lot 5 (1.850 acres), Lot 6 (4.117 acres), and Lot 7 (4.891 acres) are proposed for single family homes with private wells and on-lot septic systems. Lot 8 (5.0000 acres) has an existing single family home with an on-lot sewage system and a private water system. Lot 1 (25.774 acres), Residual, will be retained by the Yoder's and is vacant farmland with no new development planned.

Lot Addition A (5.932 acres) will be added to Lot A (2.931 acres), which was the former sawmill. Lot Addition A is not a building lot and cannot be maintained or developed as a separate individual lot.

After review and upon recommendation from the Brown Township Subdivision and Land Development Officer and the Brown Township Planning Commission, Mr. Peachey made a motion to approve the Samuel E. and Barbara S. Yoder Plan of Subdivision. Motion was seconded by Mr. Pecht and unanimously approved by the Board.

Boyer & Ritter
Representation Letter

Upon motion by Mr. Pecht, seconded by Mr. Peachey, the Chairman and Vice Chairman were authorized to execute the Boyer & Ritter Representation Letter stating that Boyer & Ritter have fulfilled their responsibilities in accordance with the terms of the Representation Letter. Motion carried by unanimous vote.

Resolution Number 2020-10
Traffic Signal Modification

Upon motion by Mr. Pecht, seconded by Mr. Peachey, Resolution Number 2020-10 was adopted authorizing the Township Secretary to submit the application for traffic signal approval to the Pennsylvania Department of Transportation and sign the application on behalf of the Municipality for the Kish Bank modification to the traffic signal at Gateway Drive.

ROLL CALL OF VOTES

Ms. Hamilton - Yes

Mr. Peachey - Yes

Mr. Pecht - Yes

Motion carried by unanimous vote.

Resolution Number 2020-11
2020 DCNR Grant

Upon motion by Mr. Peachey, seconded by Mr. Pecht, Resolution Number 2020-11 was adopted approving the Reedsville Park Rehabilitation Project for the 2020 DCNR Grant application and authorizing the Chairman of the Board to execute the Grant Agreement Signature Page. Motion carried by unanimous vote.

ROLL CALL OF VOTES

Ms. Hamilton - Yes

Mr. Peachey - Yes

Mr. Pecht - Yes

Motion carried by unanimous vote.

Employee Work Schedule

Ms. Hamilton stated that she feels the Township should limit staff members working together during the COVID-19 pandemic. The office and wastewater treatment plant employees cannot achieve the six foot distancing and the road crew should not be working where the public can have access to them.

Mr. Pecht agreed that the distancing is a problem in the office, but feels the treatment plant can obtain the required distancing. In addition, Mr. Pecht feels the road crew and treatment plant employees can perform their jobs without having interaction with the public. Mr. Pecht added that two members of the road crew and all of the treatment plant employees don't want to be off work. If any of them decide they want to stay home, they should be permitted to do so as long as they use their personal time.

After speaking to the one road crew worker, he asked to be permitted to stay at home for two weeks without pay. This particular employee is concerned with contracting the virus and/or carrying it home to his wife or granddaughter. The Board approved this request.

Mr. Peachey added that they need to be fair with all the employees. If any of the other employees want off without pay or by using their personal time, the Board must allow it.

Mr. Pecht asked the Secretary if the Township's computer programs could be comprised by working at home on their private computers. The Secretary stated that they would not be accessing the Township's computers from home. She would be using flash drives to complete her work. Mr. Pecht asked if the Office Assistant has enough work to keep her busy at home without the computer programs. The Secretary stated that she should.

Employee Work Schedule

The Secretary added that they would alternate days at work/home until the restrictions are lifted. One of them would be in the office every day. This request was also approved as long as they can take enough work home to keep them busy.

Brown Township's EMC

Mr. Pecht asked if the Township's Emergency Management Coordinator has contacted the County's EMC to see what he needs to do, if anything. Mr. Pecht stated that according to PSATS, all the County EMC's have access to hand sanitizer and other precautions that the local EMC's can get when needed. The Secretary was unsure, but will tell the Township's EMC to contact the County.

Architect's Proposal

Gregory Larson, Architect, submitted a proposal for Project Development at the Carstetter house. The proposal includes Architectural Fees (\$26,300), Civil Engineering Fees (\$20,000), and Mechanical/Electrical Engineering Fees (\$9,700). The total proposal is \$56,000.

According to the Township Solicitor, this is considered a professional service and does not need to be put out for proposals. The Township may hire whatever professional service they choose.

Mr. Pecht asked if Mr. Larson included an estimate to renovate the Carstetter house. The Secretary stated that he did not.

No actions were taken.

Carstetter House

Ms. Hamilton asked if the road crew could start removing the drywall, carpet, etc. from the Carstetter house. This would give them something to do when it's raining or to keep them away from the public for a few weeks.

Mr. Pecht stated at this time, he is unsure what the Architect would allow them to do as far as demolition is concerned. They could however remove the old carpet and haul out any remaining junk in the house.

CORRESPONDENCE

The following correspondences were received, read and placed on file:

Minutes, Brown Township Planning Commission, held March 26, 2020.

CORRESPONDENCE (Cont'd)	<p>Mifflin County Conservation District letter dated March 13, 2020 concerning the Erosion and Sedimentation Control Plan approval for Steven Wagner.</p> <p>Brown Township Zoning Officer report for the month of March 2002.</p> <p>Moving Forward Newsletter dated Spring 2020.</p> <p>PSATS, News Bulletin, dated March 2020.</p> <p>Mifflin County Regional Police Department Board of Directors Agenda for meeting to be held April 9, 2020; Minutes for meeting held March 12, 2020; Financial Reports for the month of March 2020; and Chief's Reports for the month of March 2020.</p>
GOOD OF THE ORDER Three Water Shut Off Notices	<p>After review, it was decided that due to the COVID-19 pandemic, and people being off work, the Water Shut Off Notices for delinquent sewer bills will not be sent at this time. In addition, the customers will not be charged late fees this quarter on their sewer bills.</p>
Armagh Township Quarterly Use Billing	<p>After review of the flow meter readings and by official action, Armagh Township will be billed 58.2% for the first quarter of 2020.</p>
Armagh Township Year-End Adjustment Report	<p>The Board reviewed the Armagh Township 2019 Year-End Adjustment Report.</p> <p>After review, Mr. Pecht made a motion to approve Armagh Township's 2019 Year End Adjustment Report with a credit balance of \$15,970.31. Motion was seconded by Mr. Peachey, and unanimously approved by the Board.</p>
ADJOURNMENT	<p>There being no further business, the Chairman adjourned the meeting at 7:58 p.m.</p> <p>Next regular meeting to be held Monday, April 20th at 7:00 p.m.</p> <p>Respectfully submitted,</p> <p> Teresa L. King Township Secretary</p>