

SUPERVISORS BUSINESS MEETING, WEDNESDAY APRIL 19, 2023

Keith Blankenbiller, Chairman of the Board, called the meeting of the Alsace Township Board of Supervisors to order at 7:01 PM. Present were Vice Chair, Michael Stump, Township Business Manager Jan Moore, and Solicitor Gary Swavely. Board member Kimberly Mallatratt attended the meeting remotely via Zoom.

PLEDGE OF ALLEGIANCE: Mr. Blankenbiller led the Pledge of Allegiance

APPROVAL OF MINUTES: Motion made by Mr. Stump to approve the minutes of the March 15, 2023 Business Meeting, seconded by Mrs. Mallatratt and the motion carried.

APPROVAL FOR PAYMENT OF BILLS IN THE AMOUNT OF: Mr. Stump made a motion to approve the payment of bills in the amount of \$85,389.25 from the General Fund, \$23,082.60 from the Sewer Plant O&M fund, \$3,022.62 from the WWTP fund. Motion was seconded by Mrs. Mallatratt and the motion carried.

APPROVAL FOR PAYMENT OF TAXES AND INTERIM BILLS: Mr. Stump made a motion to pay taxes and interim bills, seconded by Mrs. Mallatratt and the motion carried.

FINANCIAL REPORTS: Financial reports were distributed to the Board prior to the meeting with no additional comments made at the meeting. Motion by Mr. Stump to accept the financial reports as submitted, seconded by Mrs. Mallatratt, and the motion carried.

COMMENT FROM THE PUBLIC: Darlene Bartsch commented on the digging taking place at the intersection of Reservoir and Alsace Road. Mr. Stump asked what her concern was. She stated that she had to drive up the hill and then back down. Mr. Blankenbiller stated that UGI had received several calls concerning gas service in that area.

SOLICITOR: No report

STORMWATER: Mr. Moore presented a Stormwater O&M for 348 Old State Road. Motion made by Mrs. Mallatratt to approve and execute the Stormwater O&M for 348 Old State Road, seconded by Mr. Sump, and the motion carried.

ADMINISTRATION: Mr. Moore presented the renewal policy for the Township's liability insurance coverage through EMC Insurance. The premium for the 2023-2024 policy will increase by \$1,215 for a total annual premium of \$30,144. Motion made by Mrs. Mallatratt to approve the premium increase for the 2023-2024 liability coverage for the Township, seconded by Mr. Stump and the motion carried.

Mr. Moore informed the Board that the Township received a check in the amount of \$4,299.96 as a dividend from the prior year's premiums due to the Township's overall claims history.

Mr. Moore presented an overview of the recent State Pension audit which covered the five-year period of 2018- 2021. There were two findings in the audit. The Township overfunded an employee's account in the amount of \$296.19 due to a clerical error. These funds have been reimbursed to the Township by the staff member impacted. The second finding is that the Township must approve a resolution to adopt Act 44 of 2009. Act 44 deals with the vetting process for selecting the third-party administrator for the pension fund.

Mr. Moore provided a brief overview of the audit performed by Herbein & Company for the year ending December 31, 2022. There were no reportable findings in the audit. A copy of the Management letter and financial statements were provided to each board member.

Mr. Moore requested permission from the board to begin the process to review other vendors for the Township's sewer billing and processing due to the level of issues with the current system and vendor. Mr. Stump made a motion to authorize the review process, seconded by Mrs. Mallatratt and the motion carried.

Mr. Moore presented an overview of the proposed 2023 playground program including anticipated revenues and expenses.

Mr. Moore provided a brief statement to thank the Township's Rec Board for the recent successful egg hunt held at the Township's playground. The event was very well attended.

Mr. Moore presented the contract with Pioneer Pole Buildings, Inc for the construction of the Township's new salt shed. The total contract amount was \$339,194. Mr. Stump made a motion to accept and approve the contract with Pioneer Pole Buildings, Inc to construct the salt shed in the amount of \$339,194, seconded by Mrs. Mallatratt and the motion carried. Mr. Stump added a comment stating that he did not necessarily agree with the Costars' concept.

In addition, Mr. Stump requested drawings for the project. Mr. Nick Perilli from McCarthy Engineering stated that Pioneer would provide the drawings in approximately 3-4 weeks from the date of receipt of the signed contract. Mr. Blankenbiller stated that the Township should have gone directly to Pioneer Buildings as they are a Costars vendor and not utilize McCarthy Engineering. Mr. Perilli stated that the original plan was to pull the concrete work out of the contract.

Mrs. Mallatratt agreed with Mr. Stump that the additional funds that would have been saved by using individual contractors could have been used elsewhere in the Township. Mrs. Mallatratt also stated that she feels that it is prudent to have one general contractor for one point of contact versus several. She also stated that she wants to emphasize that the project is done correctly.

The Township Tax Collector sent an email to the Business Manager which was forwarded to the Board for consideration. The request was to allow the Tax Collector view only access to the Township's Sharepoint software. This software is the Township's electronic file system which holds all data for individual residents such as permits, violations, citations, and any related correspondence. Mr. Blankenbiller stated that there is a lot of personal data stored on the system that is subject to Right To Know requests and he did not feel comfortable allowing access to this system outside of Township employees. Mrs. Mallatratt asked how she had handled these issues in the past. Mrs. Moyer stated that when she was employed by the Township, she had access to these records. Mrs. Mallatratt stated that most residents know why their taxes would increase due to some type of renovation or construction. It was agreed that the office staff will provide the Tax Collector with copies of all U&O certificates. If the Tax collector needs additional information, she can request assistance from the office staff. It was decided to not allow access to Sharepoint by the Tax Collector.

Mr. Moore provided the dates for the Spring Cleanup which was 4/29/23 from 8-3

SUPERVISORS BUSINESS MEETING, WEDNESDAY APRIL 19, 2023

Mr. Moore commented that a burning ban was enacted by the County until May 14, 2023 unless lifted earlier.

PUBLIC SEWER: Mr. Stump stated that manhole #14 that was listed on the "As Built" plan is not there. Mr. Stump noticed this when recently flushing manholes.

PUBLIC WORKS: Mr. Stump stated that five paving bid packets have been requested by vendors. Bids will be opened at the May 17, 2023 meeting.

Mr. Stump reported that he had been in contact with Jaynee Martinjez concerning her assistance with roadside stabilization in the Township. Mrs. Mallatratt stated that we can use this as part of the MS4 program.

SUPERVISORS REPORTS: Mrs. Mallatratt mentioned that she will be setting up a meeting with Hunter Ahrens, Mr. Moore, and herself to discuss Mr. Ahrens' extended roadwork plan. Mr. Ahrens is the manager for Maidencreek Township. No additional reports were submitted.

ADJOURN: Mr. Stump made a motion to adjourn the meeting at 7:47PM. Motion was seconded by Mr. Mallatratt and the meeting adjourned at 7:47 PM

Respectfully Submitted

Jan G Moore

Alsace Township Business Manager