

## MADISON TOWNSHIP

Post Office Box 620 Millville, PA 17846

570-458-0224

E-mail: [madisontwp@pa.metrocast.net](mailto:madisontwp@pa.metrocast.net)

### MINUTES OF FEBRUARY 10, 2014

The February 10, 2014 meeting of the Madison Township Supervisors was called to order by Claire Swartz at 7:00 PM. Attending were, Claire Swartz, Glenn Titman, Michelle Densberger, Nancy Welliver, Alan Buck, Gary Williams, Connie Crawford, Angela Miguez, Jonathan Swank, and Peggy Long.

### RECOGNITION OF GUESTS

#### MINUTES

Peggy Long presented the minutes of January 13, 2014. *Glenn Titman made a motion to accept the minutes of January 13, 2014, Michelle Densberger seconded the motion. Motion carried.*

#### FINANCIAL REPORTS

The financial statements and bills list were reviewed.

*Michelle Densberger made a motion to approve the financial reports and to pay bills as presented. Bills paid from General Fund were \$2,664.37. Bills paid from Liquid Fuel Fund were \$2718.87. Bills paid during the month from the General Fund totaled \$652.44. Glenn Titman seconded the motion. Motion carried.*

#### MUNICIPAL AUTHORITY

No meeting this month

#### PLANNING COMMISSION

No quorum

#### TRANSFER TAX REPORT

#### SEO REPORT

(0)

#### PERMIT OFFICER REPORT

(2)

#### ORDINANCE ENFORCEMENT OFFICER

None

#### ROAD MASTER REPORT

Michelle Densberger asked if the cinder pile could be moved, she has a concern if ever there is a water problem, the cinder could be washed into the creek. Claire Swartz thought perhaps the stone could be moved where the cinders are now as the pile goes down. Nancy Welliver suggested a pipe might also help. Glenn Titman said they will see what they can do to move them around.

## **OLD BUSINESS**

Michelle Densberger and Nancy Welliver have been going through all the old invoices for the police department to see what equipment we should have. They do feel there has been misappropriation of police funds. There are still a lot of boxes to go through.

## **NEW BUSINESS**

Michelle Densberger noted the prevailing wage has been raised to \$25,000.00.

There are a lot of records that can be destroyed. Act 428 of 1968 outlines how long records must be kept and how to dispose of them. Michelle feels while they are going through the records they should also be disposing of any unnecessary records. *Michelle Densberger made a motion to pass Resolution #02102014 declaring its intent to follow the schedules and procedures for disposition of records as set forth in the municipal records manual. Glenn Titman seconded the motion. Motion carried.*

Michelle Densberger asked Connie Crawford if the township tax account is under a municipal account or her personal social security number. Connie noted it is under her social security number. Michelle is concerned if a tax collector dies would that money go into their estate. Connie said it would go into the tax collector's estate but there is a law that makes the deceased's estate responsible to the township.

Michelle Densberger found a Police Department Policies & Procedures Manual but it was not signed and she questioned if it was adopted. Secretary will check the ordinances.

Gary Williams asked if any there were any documentats found about the guns. He noted that gun dealers have to keep records. We would be able to trace serial numbers that way. Nancy Welliver questioned if we still have the lap top computer. OIC Swank said no, and doesn't know what happened to it, but that was from two or three cars ago. Michelle Densberger stated from now on, all purchases will have to have a PO # that will only be given from one of the Supervisors.

Michelle noted that Angela Miguelez offered to do the Township News Letter. There is a lot of information that could be put in. Michelle asked Connie Crawford if she would mind having two different letters, for spring and fall information. Connie had no problem with two.

Connie reported Secretary had given her a list of PC Residence, as did Millville. She hasn't reviewed Madison's yet, but she has found about \$1,100.00 for Millville. Her question to the Supervisors is should she do a separate billing for the ones that were missed or wait and catchup with them on the next billing. Supervisors said to wait until next year to put on the new ones. Michelle Densberger was contacted by the Little Fishing Creek Pool Committee, requesting a donation or a basket for the upcoming Gift Basket Bingo fund raiser. Bingo will be held on March 23, 2014, at the Millville Fire Hall. Nancy Welliver said she has two basket type gifts she would donate. Michelle Densberger also said she would give something.

## **POLICE**

OIC Swank reported he picked up uniform shirts for the part time officers. He is still waiting on some paper work. Michelle Densberger gave OIC Swank a copy of the Record Retention requirements for the police department. OIC Swank said he has an accredited police form from Greenwood Township and will give Madison a copy. OIC Swank suggested the Supervisors send a letter to Millville Borough requesting Millville's list of equipment and the serial numbers. Michelle said she will speak to Jonathan Yaskiewicz and Council.

OIC Swank noted he will need ammo and said he could order for both Madison and Greenwood to split. Michelle said he should order separately for Madison, we are going to keep closer records of what is spent. Michelle wanted to note that she has not found anything wrong that

Swank did during the past years. All has been from Ted Stout spending.

**CORRESPONDENCE**

A letter was received from Columbia County concerning an ambulance map. There was confusion on what ambulance might be dispatched in certain areas. Michelle will call Brenda for more information.

A letter was received from Columbia County Redevelopment advising a grant for \$20,000.00 was approved. Nancy Welliver advised that was for the Community Center ramp & door.

**FOR THE GOOD OF THE TOWNSHIP**

**ADJOURNMENT**

*Glenn Titman made a motion to adjourn at 8:25 PM. Michelle Densberger seconded the motion. Motion carried.*

Respectfully submitted,

Peggy Long  
Secretary/Treasurer