

MADISON TOWNSHIP

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MINUTES OF JANUARY 11, 2016

The January 11, 2016 meeting of the Madison Township Supervisors was called to order by Michelle Densberger at 7:00 PM. Attending were; Michelle Densberger, Glenn Titman, Terry Rider, Nancy Welliver, Gary Williams, Connie Crawford, Jon Swank, Bob & Mary McWilliams, Cindy Rider and Peggy Long.

RECOGNITION OF GUESTS

MINUTES

Peggy Long presented the minutes of December 14, 2015. *Glenn Titman made a motion to accept the minutes of December 14, 2015 with two corrections (Working Supervisor & (Condensation Pump). Michelle Densberger seconded the motion. Motion carried. Michelle Densberger made a motion to accept the minutes of January 4, 2016. Glenn Titman seconded the motion. Motion carried*

FINANCIAL REPORTS

The financial statements and bills were reviewed.

Glenn Titman made a motion to approve the financial report, and to pay bills as presented. Bills paid from General Fund (including Liquid Fuel bills) were \$2,625.39. Bills paid during the month from the General Fund totaled \$20,097.59. Michelle Densberger seconded the motion. Motion carried.

Terry Rider asked if the financial report could be sent out ahead of time so you would have time to look it over. Michelle said we can do that.

MUNICIPAL AUTHORITY

Nancy reported there was a very short meeting. Nothing new,

PLANNING COMMISSION

No quorum

TRANSFER TAX REPORT

(0)

SEO REPORT

(0)

PERMIT OFFICER REPORT

(6)

ORDINANCE ENFORCEMENT OFFICER

ROAD MASTER REPORT

POLICE

Chief Swank reported a quiet month.

Nancy Welliver asked if someone from our police department responded to the incidents on the report. Chief Swank said not all of them, the State Police responded to some of them.

Nancy Welliver asked if the incidents could indicate who responded. He will.

OLD BUSINESS

NEW BUSINESS

Michelle Densberger made a motion to adopt Ordinance #101112016 to set speed limit to 25 mph on Gillaspay Road. Glenn Titman seconded the motion. Motion carried.

Glenn Titman asked how you would enforce it on that road. Chief Swank noted you only need two reference points.

Michelle Densberger attended the Auditor's Reorganization meeting. They set the rate of pay for the working supervisors at a rate of \$16.00 per/hr. and the Secretary for the Planning Commission at \$11.50.

Secretary checked the minutes from when the AG Security Members were appointed. They were Richard Lyons, Eric Johnson, & Ed Albeck. *Terry Rider made a motion to reappoint Richard Lyons, Eric Johnson, & Ed Albeck to server as the AG Security Member. Glenn Titman seconded the motion. Motion carried.*

Michelle Densberger made a motion to set the work week at 32 hours up to 40 as needed. Terry Rider seconded motion. Motion carried. Michelle Densberger moved to set the office hours at two days a week to be decided by Secretary. Secretary would like Tuesday and Wednesday. From 8:00 to 3:30. Terry Rider seconded motion. Motion carried. Michelle Densberger made a motion to start the new hours for both March 1, 2016. Glenn Titman seconded. Motion carried. Employee Manuel will have to be updated to reflect changes for next month.

Michelle Densberger spoke to Angie with Peters Consultants concerning the bridge project on Slate Road. Angie said they are still waiting for DEP Project Manager to get back to them.

Michelle reviewed changes for Employee Manuel; Page 12, change from 35 hrs. to 30 hrs. per week or 35 to 40 hrs. for permanent full time. Page 19, will be worded the same as Page 12. Page 10, change to "No Smoking" in any Township owned building or vehicle. Page 21, Sick Day notice should be one hour before the start of time to the immediate Supervisor or Board of Supervisors. Vacation notice should be given to immediate Supervisor one week ahead of Board of Supervisors.

Secretary advised we need to change signature cards at the Bank. A letter was prepared for the bank.

Bob McWilliams asked how many signatures are required on a check. Two signatures are required; secretary and one of the Supervisors.

Gary Williams asked if the present \$150,000.00 Secretary Bond is sufficient for all situations. We will check around with other Townships and will call to get cost difference to increase the Bond to \$350,000.00.

Connie Crawford asked how often the auditors do out books. Connie said they didn't do her last year. Someone should do her books. Connie said maybe they are doing an in-house audit. Michelle reminded them to do Tax Collector. Gary Williams asked how involved they audit. Are they just auditing the figures they are given? Michelle said they check every check, every invoice and boxes of information.

We will check with Bob. Terry Rider said we need a report from the Auditors. Michelle said they do give a report. Connie said when Rhonda did the audit she went through her book page by page. Michelle said that might be a little overkill. Nancy Welliver noted Auditors are not required by law to look at everything. Spot checking. Terry Rider noted Millville Borough went to an outside firm. Secretary also noted the Liquid Fuel Account is also audited once a year by the state. Bob McWilliams asked if the Tax Collector is bonded. Connie state the Court House does that and she is bonded for a half a million.

Terry Rider noted there aren't any up-to-date first aid kits. Haven't been done for years. Terry would like to implement a leave policy and he will be doing a weekly schedule. Michelle said they are required to go before the Board of Supervisors with vacation request but personal or sick is at one hour after the start of the shift. That will be changed to one hour before shift to the direct supervisor. They need to get into Supervisors before the monthly meeting. Terry would like to know who is working

and doing what. Chief Swank noted if you have a schedule he feels a week ahead would be enough. Terry thought it would be too. Terry asked when it goes to 32 hours can they use Friday as a vacation day. Michelle said yes they can. With part timers they can work 32 hours and Jim can mow on Friday. They do not want anyone working alone. Presently you have to notify the Board of Supervisors for vacation approval. Terry Rider suggested making request to the Board of Supervisors or Immediate Supervisor and it should be made 3 days in advance. Michelle said you will not have to do this for a personal day.

Terry Rider would like to clean all the equipment and the building really good. During bad weather they could work on that.

Terry Rider said we need to request Dirt & Gravel project to Boyer Bottom Road. He and Glenn Titman were out there and it really needs major repairs for about 700 feet, hopefully this year. The road needs major ditching in front of Sandy Whispell's house and some driveway pipes. Michelle needs to call Nancy. Glenn Titman said he had a message from Nancy to call her. Michelle hasn't heard from her on the Tunnel Road Project. Terry feels this project is more of an emergency than the other project. Glenn will call her, but he said he knows she wants to meet with them.

Terry Rider would like to look into renting a broom mower to cut brush back.

Terry Rider said we are going to have to keep a close eye on Slate and Phillips Roads. With the milk trucks running the roads they could cause a lot of damage.

Nancy Welliver noted there is a category for labors. Is everyone getting the same wage? Michelle said at this time there aren't any labors. Terry felt perhaps we should have that category in case we would hire someone like a student. Michelle said there is a description for a labor in the employee manual.

Nancy Welliver noted the cleaning of the 1st grade room was done. In the future they would like to know when work is going to be done to avoid conflicts with scheduled events. Also they would like to have someone from the Community Center there when work is being done. Michelle said they should get together to discuss. Nancy said to call her or Janet.

Terry Rider asked to have the police car parked out at the Community Center to help deter speeders.

Nancy suggested moving the car from side to side.

Terry Rider would also like to send a letter to Penn Dot Traffic Service, District Office, and Columbia County requesting stop bars and paint "Stop Ahead" on the highway on route 44 and also on SR4021 Creek Road.

CORRESPONDENCE

FOR THE GOOD OF THE TOWNSHIP

Connie Crawford asked when they get their minutes. Michelle said they do get minutes ahead.

Secretary will email Terry and Michelle the list of bills.

Gary William asked if we shop for health insurance. Michelle noted the only one that has insurance is Jim Hilner and he is now on Medicare.

ADJOURNMENT

Terry Rider made a motion to adjourn at 8:25PM. Michelle Densberger seconded the motion. Motion carried.

Respectfully submitted,

Peggy Long
Secretary/Treasurer