

Draft Minutes
Quincy Township Board of Supervisors
Workshop - January 20, 2022

Members present: Steve Bakner, Alan Peck, Lee Daywalt and Solicitor Linus Fenicle

1. Call to Order/Pledge of Allegiance: The Workshop meeting of Quincy Township Board of Supervisors was called to order by Chairman Peck at 8:30 a.m. and was followed by the Pledge of Allegiance. Administrator Mike Zeger, Road Master Travis Mong, Consultant Dave Rock, Road Foreman Corey Kaiser, Sewer Operators Jim Kauffman and Mason Fogelsonger, Buck Izer, Assistant Secretary Cathy Kozin, Secretary Laura Justus and 9 residents were present.

2. Initial Public Comment:

Dave Watts, 5230 Altenwald Road, Waynesboro, PA shared concerns about the intersection of Stamey Hill and Altenwald Road. It is a blind intersection making it difficult to see. He would like someone to take a look at it and consider putting a stop sign like Guilford put at Yohe Road.

3. Approval of January 3, 2022 Regular Meeting Minutes : A Daywalt/Bakner motion approved the January 3, 2022 Reorganization Meeting and Regular Meeting minutes. Motion carried unanimously.

4. Old Business

a. Retention Time Piping: Jim Kauffman reported that this should be tabled because the well has never been tested. The well cannot be tested now because of frozen ground. Jim has been in contact with Perry to let him know that he can move in once the well has been tested. This matter has been tabled.

b. CDBG Grant Reimbursement: Solicitor Fenicle does not have an update and suggests that this matter should be turned over to the new Solicitor.

c. Oil Station Bridge: Travis Mong reported that the project started on January 10, and was completed by January 13, 2022 and the bridge is useable. They just need to paint it in the Spring and put up a guide rail. A letter was received from Attorney Elliot B. Sulcove who represents a neighbor to the oil station property. Mike and Travis will work with Consultant Dave Rock to draft a letter in response from the Township.

d. South Mountain Fire Department Request: Discussion took place regarding supporting our various fire and ambulance companies. Supervisor Daywalt said that it sounds like the Treasury Department is now saying that any Township can use up to ten million dollars of ARPA funds for anything that they want to use it on. Daywalt said that from his budgeting perspective 20% of the ARPA funds should be given away, 10% to our employees, 10% to fire companies and the other 80% reinvested back into the Township in something that brings money back into the Township. The Supervisors agree that they would like to see

the budgets from each of the fire companies who service Quincy Township. Solicitor Fenicle said that under the code it is required that the fire and ambulance companies are to give the Township their expenses and revenue at the end of the year. **A Daywalt/Bakner motion** approved sending a letter to Mont Alto and South Mountain Fire and Ambulance Companies to request their budget and calls. Motion carried unanimously.

- e. **Friends of Mont Alto State Park – crosswalk request:** Dave Fair explained that the Friends of Mont Alto State Park met with the Franklin County Planning Committee regarding matching grant funds to purchase playground equipment. They are asking municipalities to make a donation to them so that they can have funds available to receive a matching grant. *Cathy Misner, 9193 Tomstown Road, Waynesboro PA* shared that she doesn't have a problem helping a neighbor, but Quincy Township is still developing Heritage Park right here in our Township and that we would appreciate some help too. Supervisor Daywalt asked Fair to provide more information of what they want to buy and the cost before the Supervisors make a decision. Mike reported that he, Dave Fair, Frank Mong, Dave Rock and Travis Mong had a phone conference with Chris Flad from PennDOT to discuss the crosswalk. They were directed to write a letter asking to reduce the speed limit to 35 mph and permission to place pedestrian signage in that area. We are feeling confident that this will be approved and then we can pursue the crosswalk later. Supervisor Bakner asked what area could the speed limit be reduced. Rock said from Staley Road to Slabtown Road which would connect to the Borough of Mont Alto and make it contiguous the whole way from the Square to Staley Road. Frank Mong said that if a traffic study was required, the state would undertake that and it would not be an major expense to the Township. Rock feels that the if this is approved the Board should follow up with a letter to the Pennsylvania State Police requesting them to patrol this area. **A Peck/Daywalt motion** approved sending the letter. Motion carried unanimously.

- f. **Appointments to QSA, Planning Committee, Park & Rec, etc.:**

Planning Committee: Supervisor Daywalt made a motion to appoint himself and Rich Adkins back to the Planning Commission and remind the area residents that we have an opening on the Planning Commission if anyone is interested in that position. Daywalt removed his motion. **Daywalt made a new motion** to make all expirations dates January 1 for all Commissions and Boards throughout the Township. **Bakner seconded** the motion. Motion carried unanimously. **A Peck/Bakner motion** approved appointing Lee Daywalt and Rich Adkins to the Planning Commission. Motion carried 2 to 1 with Daywalt abstaining.

Quincy Sewer Authority: **A Daywalt/Bakner motion** approved contacting Aaron Moats to see if he wants to remain on the Quincy Sewer Authority and appointing Jim Kauffman to the vacant seat. Motion carried unanimously.

Park Committee: A discussion took place about term limit expiration dates for the Park Committee members. Solicitor Fenicle said that the Second Class Township Code sets the term of 5 years for Park and Rec Boards. **A Daywalt/Bakner motion** approved appointing Jimmy Bakner to serve on the Park Committee. Motion carried 2 to 1 with Bakner abstaining. **A Bakner/Daywalt motion** approved appointing Chris Hickok to serve on the Park Committee. Motion carried unanimously. The Supervisors will revisit a motion for 5 year terms at the next meeting.

- g. **Appointment of Quincy Township Solicitor:** A **Daywalt/Bakner motion** approved retaining Jason Piatt as the Quincy Township Solicitor. Supervisor Peck recommends retaining Zach Mills as the Planning Commission Solicitor since it is difficult to get Solicitors. Supervisor Daywalt will take this recommendation to the Planning Commission. Motion carried unanimously.
- h. **Portnoff – Sheriff’s Sale:** Secretary Cathy Kozain asked for direction on the procedure to follow with sending accounts to Portnoff for collections. A **Daywalt/Bakner motion** approved Board action being needed for giving approval for Portnoff to take a property to Sheriff Sale but giving the Administrator authority to turn over accounts and updating account balances to Portnoff. Motion carried unanimously. A **Peck/Daywalt motion** approved authorizing Secretary Laura Justus to sign the document for Portnoff to proceed with Sheriff sale for properties on Shoestring Hill Road, Capital Hill Road, Tomstown Road and Anthony Highway. Motion carried unanimously.
- i. **Easement Agreement with Mont Alto Municipal Authority:** The Mont Alto Municipal Authority did not respond regarding the agreement. Since the bridge project has been completed the easement is a mute point.
- j. **Changing Locks on Township Buildings:** Travis met with Door Tech and he will be doing multiple quotes for us. Because the quotes have not been received yet this matter will be tabled until the next meeting.

5. **New Business**

- a. **Quincy Panthers Annual Easter Egg Donation Request:** A **Daywalt/Bakner motion** approved giving a donation of \$156.45. Motion carried unanimously.
- b. **Mailbox Damage Policy:** We have an existing policy in place from 2004 that has not been followed. Our crew has basically been replacing or fixing all mailboxes for residents who have called in to complain. Dave Rock shared that the PennDOT policy is that the state is not responsible for anything in their right-of-way. A resident shared that they feel the Board needs to stick to the current policy of the homeowner being responsible for repairing their own mailbox even though it is unpopular. It was suggested that the Board set a standard for the type of replacement mailbox if they are going to replace mailboxes for any reason. A **Daywalt/Peck motion** approved Dave Rock writing an amendment to the Resolution 2004-2 Winter Maintenance Policy and Procedures and bring back to the next meeting.
- c. **Renting Office Space Request:** Mike Zeger explained that a contractor who does bridge repair work for the state called asking to rent space from us for two upcoming projects. They are looking for space April through mid May and again late Summer where inspectors could have an area to set up a computer and a printer as a home base. Secretary Cathy Kozain explained that the Township has done this in the past for an approximate rent amount of \$500.00. Mike and Travis’s suggestion would be to clean up and rent the large kitchen area to them because it has an outside door entrance. Solicitor Fenicle suggested

having a written lease agreement and maybe ask them to pay the Solicitor fees to prepare it. A resident shared that \$500.00 rent for commercial space, considering the work we are about to do, is not much money. Discussion took place about issues with restrooms, access, security and Wi-Fi. Secretary Kozain said that there were no issues in the past with HRI; they came during office hours and used our restrooms. Solicitor Fenicle suggested requesting something in writing from the company as to what they want. Mike will reach out to them with this request.

d. New Franklin Volunteer Fire Department Banquet: No Supervisor interest.

6. Executive Session: Supervisor Peck explained that in the Executive Session Supervisors reviewed multiple employees current wages and pay compared to PSATS average, COLA increases, experience and time served with the Township. **A Peck/Daywalt motion** approved increases for multiple employees, which will be effective January 24, 2022 for the next pay period. Motion carried unanimously.

7. Supervisor Comments:

Bakner: He is not available for the morning workshop meeting on February 17, 2022. **A Daywalt/Peck motion** approved changing the time of the February 17, 2022 workshop to 12:30 p.m. from 8:30 a.m. Motion carried unanimously.

Daywalt: At some point he would like to look at giving the employees, who have served up to this point, part of the ARPA funds based on experience, time served, etc. He will share with the other Supervisors and Mike a copy of what he thinks is fair for them to review.

Peck: Nothing

8. Solicitor Comments: Nothing Supervisor Daywalt thanked Mr. Fenicle for his service.

9. Administrator Comments: Mike shared about Internet issues of speed and consistency with our modem that started long before he came. Our IT guy looked at it and put together a proposal for a device that will give us more consistency of speed and also heightened security. Peck wants this put on the agenda for the next Supervisor meeting.

10. Roadmaster Comments: Travis requested 50 traffic cones, a pressure washer, cutting blades for the snow plows and a full size 'salt only' spreader that fits in the bed of a truck for Jim's truck to be used at the office and the plants (to avoid tracking cinders in the building). Discussion took place about having a surplus sale for the unused equipment that the Township has. Travis explained that there are three brand new snowplows that will not be used setting in a building. **A Peck/Daywalt motion** approved the Roadmaster advertising the plows for sale. Motion carried unanimously. Travis explained that the bridge project produced quite a bit of steel which needs to be recycled. He is looking for a policy on how to handle this. The Board would like employees to use discernment when prices are up and take it to our local Quincy Township recycling companies, such as Newcomers and American Recycling. The question was asked where the funds should go. Supervisors Daywalt and Bakner said that funds should go back into the General Fund. Solicitor Fenicle explained that anything being

sold for \$2,000.00 or more needs to be put out for bid. Travis stated that Jeremy Fogelsonger from Mont Alto Borough approached him and asked if we would agree to a legal document for agreement to sell them salt, rather than the verbal agreement that we have had. **A Peck/Bakner motion** to request a draft agreement from Mont Alto. Motion carried unanimously. Travis said that the Road Crew wanted to know what he could get for the guys without coming to the Board for permission. Discussion took place regarding providing water for the guys, purchasing procedures and limits for employee spending. **A Daywalt/Bakner motion** approved authorizing Mike and Travis to get the day-to-day necessities for the functionality of the Township. Key words being necessities and functionality. Motion carried unanimously. Discussion took place regarding learning the new policies, procedures and structure now in place at the Township. Motion carried unanimously. **A Peck/Bakner motion** approved giving Travis authorization to purchase 50 traffic cones, pressure washer from CPW and 4 carbide blades. Motion carried unanimously. **A Daywalt/Bakner motion** approved giving authorization to get on a list to purchase a salt spreader for Jim's truck. Motion carried unanimously.

11. Secretary Comments: Secretary Justus - Shared about a recent call from Mike Cermak of Accredited Services, our Code Enforcement Officer. He would like to know if Quincy Township has adopted the International Property Maintenance Code or do we have a local ordinance against nuisance, hoarding or unsafe conditions. Solicitor Fenicle said that the Township can adopt an ordinance in regard to false alarms that people have to pay for them after a certain point. Solicitor Fenicle will email a copy of an ordinance for the Board to review.

Secretary Kozain - Nothing

12. Final Public Comment:

Dave Fair, 8624 Anthony Highway, Waynesboro PA asked about testing the water at the maintenance shed. Supervisor Peck said we would be soon running public water there.

Dave Rock was invited to the Waynesboro Industrial Development Company meeting recently and he recommends putting Mike as Administrator on that Board rather than Travis as Roadmaster. This will be carried over and voted on at the next meeting.

Cathy Misner, 9193 Tomstown Road Waynesboro PA apologized if it sounded like she didn't want the employees to have water to drink. She did not mean it to sound that way.

13. The meeting adjourned on a **Bakner/Daywalt motion** at 11:45 a.m. Motion carried unanimously.

Respectfully,

Laura A. Justus, Secretary

Upcoming Supervisor Workshop Meeting: February 17, 2022 at 12:30 pm