

**SCOTT TOWNSHIP
BOARD OF SUPERVISORS
MINUTES—MARCH 16, 2022**

The Scott Township Board of Supervisors met on the above date in the Municipal Building, 350 Tenny Street (Espy), Bloomsburg, PA. The meeting was called to order at 6:30 p.m., and opened with the Pledge of Allegiance to the Flag. In attendance were Supervisors William G. Hafner, Kathleen A. Lynn, Paul R. Eyerly IV, Layne D. Kocher, and Dennis N. Wildt. Solicitor Anthony J. McDonald from Marinos, McDonald & Knecht LLP, Police Chief Raymond J. Klingler, Maintenance Supervisor Mark J. Koons, and Secretary/Treasurer Brittany M. Bacon were also in attendance.

REPORT OF THE AUDITING FIRM, BBD, LLP

Carl Hogan, CPA, and Stewart Morcom, CPA, attended to present the 2021 Audit Report. Mr. Hogan gave an overview of the financial statements. Regarding the revenues, Mr. Morcom received third-party confirmations that the amounts were correct. For expenses, BBD uses analytical procedures and then they perform a sample test of expenditures, recalculating payroll, etc. Mr. Hogan reported that the revenues remained relatively flat, but the expenditures outpaced what the revenues were. Therefore, the cash decreased approximately \$80,000 in comparison to the previous year. Mr. Hogan stated that although the Township is in a good financial position with nearly \$600,000, if there is an \$80,000 decrease over a consecutive amount of years that will eventually disappear. Mr. Eyerly requested a trend analysis. Mr. Hogan stated this could be provided. He stated that they had great cooperation throughout the audit and the records are in good shape. Mr. Hogan noted that they have a responsibility to look at the internal controls. Due to the small nature of the office, there is an inherent risk of an error or omission. However, Mr. Hogan stated he was pleased with the compensating controls, primarily related to the Board and their participation in the check signing, reviewing of reports, etc., on a monthly basis. Regarding recommendations, Mr. Morcom stated that the tax collector's bank account is in the Township's name and transfers are made into the Township accounts periodically. He noted that there was not a monthly bank reconciliation being done on that account. Their recommendation is to ensure that is being done, especially because Township and County taxes are commingled. Mr. Hogan added that they did not see anything wrong with the account and they were able to satisfy themselves that the Township and County both received the funds they were supposed to receive, and the money remaining was adequately accounted for. Melody Bohling, the elected Township Tax Collector, assured the Board that monthly reconciliations would be done, and stated that the County performs an annual audit. Mr. Kocher asked the auditors if the other bank reconciliations are adequate. Mr. Hogan stated all were in good order and gave the following example: often there will be outstanding checks from the previous year or two, but the Township had none. The Board thanked the auditors for their report.

QUESTIONS FROM THE AUDIENCE

Mr. Robert Horn asked for a clarification for whether Scott Township residents must pay to use the Bloomsburg compost site. Ms. Lynn and Ms. Bacon explained that while the wording might be confusing on the Bloomsburg Recycling webpage, the site is free for Township residents. Mr. Horn and Ms. Carol Horn both expressed appreciation for being able to attend the meetings via videoconferencing.

APPROVAL OF MINUTES

Minutes of the February 16, 2022 meeting were presented for approval. Mr. Kocher made a motion to approve the minutes as presented. Mr. Wildt seconded and the motion carried 5-0.

APPROVAL OF MONTHLY REPORTS

The February Budget, Police, Roads, Secretary, Treasurer, Zoning Reports and the Barry Isett & Associates Report were presented for approval. Mr. Eyerly made a motion to approve the reports as presented and Ms. Lynn seconded. The motion carried 5-0.

APPROVAL OF BILLS TO BE PAID

The February 17 through March 16 General Fund bills to be paid were presented check numbers 17212–17254 for \$84,330.64. In addition, Liquid Fuels Fund bills to be paid were presented as check numbers 1860–1863 for \$7,732.69. Mr. Wildt made a motion to approve the bills to be paid. Ms. Lynn seconded and the motion carried 4-0, with Mr. Eyerly abstaining due to a conflict of interest regarding the Press Enterprise payment, check number 17238.

SUBDIVISION & LAND DEVELOPMENT

Regarding the David A. & Penny A. Gensemer Minor Subdivision/Incorporation Plan, no one attended to represent the plan, which proposes to combine two parcels on Beilys Road into one new tract. Township Engineer Todd R. Pysher of Pysher & Associates, Inc., reviewed the plan in a letter dated February 16, 2022, and provided an updated review in an email dated March 11, 2022. He revised the General Comments and added two additional comments. After discussion, Mr. Kocher made a motion to table this until the easement issue is resolved. Mr. Eyerly seconded and the motion carried 5-0.

OLD BUSINESS

Regarding the American Rescue Plan funds, Ms. Bacon explained the paperwork, which listed the ARP monies budget, the proposed projects, and the available funding options. She asked the Board to prioritize their choices. Mr. Hafner recommended making the municipal building roof replacement top priority. Discussion ensued regarding the payment and reimbursement unknowns for the Cinema Center traffic signal project. Mr. Eyerly stressed that before the Township starts committing funds to other projects, it is important to determine how the Township will pay for bills related to the traffic signal as they become due. Mr. Kocher recommended submitting a request for reimbursement to the State in order to get the grant monies flowing after the Township incurs the costs from Grove Miller Engineering, Inc. This will give the Township some indication of the reimbursement timeframe. Mr. Kocher suggested spending some of the ARP funds for the less costly items on the list. Ms. Lynn recommended prioritizing the AV system in order to make it convenient for more of the public to attend meetings. Mr. Eyerly made a motion to purchase the following items from ARP funds: the AV system (not to exceed \$8,500), two APX radios (\$9,200), two tasers (\$5,400), and one less lethal shotgun (\$600). Mr. McDonald stated his firm would donate the funds for a second less lethal shotgun. Ms. Lynn seconded and the motion carried 5-0.

Regarding the Township building improvements, Mr. Kocher made a motion to advertise for bids to replace the roof on the municipal office building. Bid opening will be at the April 20 meeting. Mr. Wildt seconded and the motion carried 5-0.

Regarding the park agenda item, Mr. Kocher made a motion to advertise for bids to complete Phase I of the improvements, with the bids results announced at the April 20 meeting, and the contract possibly awarded. Mr. Eyerly seconded and the motion carried 5-0. Ms. Bacon asked the Board to approve a resolution authorizing her to sign the Phase II grant paperwork on behalf of the Township. Mr. Eyerly made a motion to adopt Resolution 6-16-22, which is the resolution page from the PA DCNR application for the Scott Township Park Improvement Project, Phase II. Ms. Lynn seconded and the motion carried 5-0.

Regarding the Brentwood Circle pipe repair, Mr. Wildt made a motion to accept the quote from National Gunitite for \$51,572.00. National Gunitite is a COSTARS authorized supplier. Liquid Fuels funds would be used for payment, with reimbursement when the ARP funds become available. Mr. Hafner seconded and the motion carried 5-0.

Regarding the Edgar Avenue pipe, Mr. Koons stated that project would not be scheduled at this time.

Regarding the White Birch Lane project, Mr. Koons stated the Township Engineer stated there are three upcoming grants that might providing funding for this. Mr. Pysher estimated the repair cost at \$100,000, with some pipes needed but the majority of the project area would be an open swale. He told Mr. Koons the project would likely need a higher-grade survey and additional engineering work.

Regarding the annual paving project, Mr. Koons stated that Steve Kehoe, the PennDOT Municipal Services Specialist for Columbia County, and Mr. Pysher both recommended bidding the project without listing some roads as alternates. PennDOT regulations allow for either an increase or decrease of 25% in the bid amounts. Therefore, depending on how high the bid totals are, the Township could delete or add roads. Mr. Kocher made a motion to advertise the paving package for bids as listed in Attachment #1. Mr. Wildt seconded and the motion carried 5-0. Bid opening will be at the April 20 meeting.

NEW BUSINESS

Melody Bohling, Township Tax Collector, asked the Board if they had any objection to permitting residents to pay by credit card. She stated there would be a clear disclaimer that any credit card processing fees would be in addition to the taxes owed. The Board provided positive feedback.

Ms. Lynn made a motion to adjourn into Executive Session for pending litigation and for personnel matters. Mr. Kocher seconded and the motion carried 5-0. The Board entered into Executive Session at 8:04 p.m., and reconvened at 8:43 p.m.

Mr. Eyerly made a motion to offer the Maintenance Supervisor position to William Doty for \$60,000 annually to begin May 2, 2022, with a January percentage raise and the stipulation that he would be eligible for an interim performance review at that time. Mr. Kocher seconded and the motion carried 5-0.

Ms. Lynn made a motion to adjourn the meeting and Mr. Hafner seconded. The motion carried 5-0, with adjournment at 8:45 p.m.

Respectfully submitted,
Brittany M. Bacon
Secretary/Treasurer