

**SCOTT TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES—SEPTEMBER 21, 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. Police Chief Raymond J. Klingler, Maintenance Supervisor William D. Doty, and Secretary/Treasurer Brittany M. Bacon were also in attendance.

**QUESTIONS FROM THE AUDIENCE**

None appearing.

**APPROVAL OF MINUTES**

Minutes of the August 17, 2022 meeting were presented for approval. Ms. Lynn made a motion to approve the minutes as presented. Mr. Wildt seconded and the motion carried 5-0.

**APPROVAL OF MONTHLY REPORTS**

The August 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 Mr. Kocher seconded. The motion carried 5-0.

**APPROVAL OF BILLS TO BE PAID**

The August 18 through September 21 General Fund bills to be paid were presented as two transfers of electronic funds and check numbers 17460–17503 for \$110,543.94. In addition, Liquid Fuels Fund bills to be paid were presented as check numbers 1888–1890 for \$5,509.99. Mr. Wildt made a motion to approve the bills to be paid. Mr. Kocher seconded and the motion carried 4-0, with Mr. Eyerly abstaining due to a conflict of interest regarding the Press Enterprise payment, check number 17489.

**OLD BUSINESS**

Regarding the 2422 John Penn Circle agenda item, Ms. Bacon updated the Board. She contacted five lawn services and three provided quotes. Frontier Tractor Service provided the lowest quote at \$600, and promptly mowed the yard, cut brush and cleaned up the downed tree. Ms. Bacon provided the Board with before and after photos.

Regarding adopting a newer version of the International Property Maintenance Code, Tim Dow, BCO, of Barry Isett & Associates, Inc., joined the meeting via videoconference to answer the Board's questions. Mr. Hafner had concerns about the section on the appeals process. One of Mr. Eyerly's questions was regarding the State's definition of harmful non-native plant species. He referenced a code adopted by another municipality that used that definition that is defined under Pennsylvania law to replace the definition that is in the maintenance code. Mr. Hafner pointed to Section 302.4 that prohibits noxious weeds. Mr. Dow stated he would gladly review that other code to see how they tied in and expanded that definition. Regarding Appendix B, the consensus of the Board is they do not want to establish a Board of Appeals. An appeal could go before the Board of Supervisors. Mr. Dow stated the Township could use the district magistrate as the appeal process. The Board will consult with Township Solicitor Anthony J. McDonald from Marinos, McDonald & Knecht LLP, for his advice on this. Mr. Dow stated the Township

would be one of the first townships that he works with that will be adopting the 2021 version of the IPMC. Mr. Eyerly requested contact information for some of the other municipalities for input on what they have learned going through this process. Mr. Dow will provide that list to Ms. Bacon. The Board thanked Mr. Dow for his time and expertise.

Regarding the American Rescue Plan funds, Ms. Bacon stated the Township recently received the second allotment of \$265,387.87, and she updated the ARP Budget. Chief Klingler stated the estimated wait time for a vehicle is four or five months. Ms. Bacon will check with the contractor regarding a start date for the municipal building roof replacement.

Regarding the traffic signal maintenance, Mr. Doty stated he has not met with Matthew Swartz, a PennDOT District 3-0 traffic control specialist. Ms. Bacon stated the Township has received no response from Developer's Realty to the invoices issued to them. The Board tabled this.

Regarding the park grant, Mr. Hafner and Ms. Bacon both received a call from Senator John R. Gordner informing them that The Commonwealth Financing Authority (CFA) awarded the Township a grant of \$73,312 from the Greenways, Trails and Recreation Program. Mr. Gordner and Representative David Millard advocated on the Township's behalf for park improvements funds. This is an 85/15 grant. Therefore, the Township is responsible to provide approximately \$11,000. In a letter dated September 6, 2022, DCNR notified the Township of a grant award of \$150,000 from the Community Conservation Partnerships Program. Ms. Bacon explained this is a matching grant for Phase 2. Columbia County has provided \$100,000 and the Township is responsible for the remaining \$50,000. Mr. Kocher asked whether part of the CFA grant award could be used to cover that \$50,000. He also requested information regarding whether engineering expenses can be included as part of the process or whether that cost must be separate from any grant monies. Ms. Bacon will get more details when she contacts the grant representative, including whether in-kind services would qualify toward the \$11,000. Mr. Kocher made a motion to approve the payment of Phase 1 Payment Application No. 1 for \$8,100.00. Ms. Lynn seconded and the motion carried 5-0.

### **NEW BUSINESS**

Mr. Eyerly made a motion to allow Trick-or-Treating on October 31 from 6:00 to 9:00 p.m. Mr. Kocher seconded and the motion carried 5-0.

Ms. Bacon presented the completed Minimum Municipal Obligation Worksheets for the 2023 Uniformed and Non-Uniformed Pension Plans. Mr. Kocher made a motion to accept the Minimum Municipal Obligations as presented. Mr. Wildt seconded and motion carried 5-0.

Regarding the Police Department resignation of Patrolman Elijah B. Middaugh, Mr. Hafner directed the Chief find an officer to fill the vacancy.

Regarding the Financial Administration retirement notification from Lorraine Loreman, the Board authorized Ms. Bacon to advertise for a replacement.

Regarding the CPA annual audit advertisement, this is necessary because the Second Class Township Code requires that the municipality advertise its intent to appoint a CPA at least thirty days before the appointment. Mr. Kocher made a motion to advertise that the Township intends to appoint the independent certified accounting firm of BBD, LLP, for \$6,500.00, to conduct the 2022 annual audit in place of elected auditors. Ms. Lynn seconded and the motion carried 5-0.

Regarding the cell tower change of ownership, Mr. Eyerly stated that Crown Castle, a multi-national corporation that deals with cell towers, is purchasing P3 STC-1, LLC. TowerOne Partners is Crown's holding company for towers in this region. Larry Romanowski, President of P3 Towers, LLC, submitted a document that Crown requested to be executed by his company and the Township. This purpose of the document is to confirm that all business matters are in good standing between P3 Towers and the Township. Mr. McDonald and Mr. Eyerly reviewed the document. Mr. Eyerly stated in response to his request the company has changed some wording in the agreement in order to protect the Township. He requested a letter from their accounting department showing that they would have the ability to pay any future obligations under the lease, which they have provided. Mr. Eyerly stated the agreement is close to being ready for the Board's approval. He is waiting for language to be added so that if there were ever a request by the Commonwealth for the Township, as the landowner, to pay taxes as a result of this transaction, the tenant and the new tenant would bear the responsibility for any taxes. The Board tabled this.

The Board adjourned into Executive Session at 7:24 p.m. for personnel matters, and reconvened at 7:41 p.m.

Mr. Wildt made a motion to approve a three-year contract for Chief Klingler, with an annual 5% raise, five additional vacation days per year, and his birthday as a paid holiday. Mr. Eyerly seconded and the motion carried 5-0.

Mr. Eyerly made a motion to adjourn the meeting. Mr. Kocher seconded and the motion carried 5-0. The meeting adjourned at 7:43 p.m.

Respectfully submitted,  
Brittany M. Bacon  
Secretary/Treasurer

**SCOTT TOWNSHIP  
BOARD OF SUPERVISORS  
WORK SESSION  
MINUTES—SEPTEMBER 22, 2022**

The Scott Township Board of Supervisors met on the above date in the Municipal Building, 350 Tenny Street (Espy), Bloomsburg, PA. The work session began at 10:30 a.m. In attendance were Supervisors William G. Hafner, Paul R. Eyerly IV, Layne D. Kocher, and Dennis N. Wildt. Police Chief Raymond J. Klingler, Maintenance Supervisor William D. Doty, and Secretary/Treasurer Brittany M. Bacon were also in attendance.

Regarding Revenue, due to overfunding, Ms. Bacon stated the Fire Hydrant Tax rate was reduced from .374 mills to .150 mills starting in 2018 to pay down the surplus. The account now has a balance of \$12,000. Therefore, she recommended increasing the tax rate to .200 mills for 2023. Ms. Bacon recommended keeping the Fire Tax at .251. The real estate tax is currently 4.5 mills, and she recommended increasing that to 5.75. The amount in that line item was factored based on that increase. Berkheimer Associates has not provided the projected amounts for the Earned Income Tax (EIT) and the Local Services Tax (LST). After annualizing the EIT, Mr. Kocher questioned whether the Township receives approximately the same amount per quarter. Because many employers submit that tax quarterly, and the likelihood that Berkheimer's deposits are based on what employers pay, Mr. Kocher stated the projected amount might be as much as \$100,000 higher. He added that if that line item could be increased, it would factor into less of an increase in the Real Estate Tax. Mr. Kocher requested that Ms. Bacon provide him a monthly printout of EIT and LST deposits for 2021 and 2022.

Under the Other Revenue section, subtracting the 2022 Surplus Forward from the total in order to compare the revenues, the 2023 Other Revenue is projected to be over \$15,000 lower than this year's budget.

The draft of the budget began with a \$42,898.00 deficit. Ms. Bacon outlined reasons for some of the line item amounts. The Financial Administration Salary line item was reduced due to personnel changes. Under Tax Collector, she noted that if the Real Estate Tax millage increases, the elected Tax Collector's commission will need to be increased.

Regarding Public Safety, Chief Klingler explained some of his increases. He stated the Capital Outlay line item for a new vehicle would be changed if American Rescue Plan funds were used instead of monies from the General Fund. Mr. Kocher recommended increasing the Operating Supplies line item to \$15,000.

Discussion ensued regarding the best way to show which items were paid with ARP funds. Mr. Eyerly stated if the Township is going to spend the ARP monies, the expenses will exceed the revenues. He added it would make sense to have an expense elimination to offset the ARP monies. Mr. Kocher recommended adding ARP reimbursement lines by department at the end of the budget. That way it is itemized.

Regarding the Recycling line item, due to an escalator clause in the Compost Site Agreement with the Town of Bloomsburg, that number will be increased.

Regarding Streets & Roads, Mr. Kocher stated the Salary line item would likely be adjusted. The Weed Spray line item amount is reduced to the actual cost of the weed spray because one of the Maintenance Dept. employees is working toward full certification. This will save the cost of hiring an outside contractor. The Road Improvement amount will be finalized later.

Regarding Parks, Mr. Kocher suggested winterizing the Espy Community Building to save the cost of gas and water for those months. Regarding Improvements, Ms. Bacon stated that amount is her estimate of the cost of the consultant for Phase 2 of the park improvements. Discussion ensued regarding whether those costs could be covered by grant monies. This led to discussion about how park grant income and expenses should be depicted on the budget. Ms. Bacon explained that she has been preparing the budget the way it had historically been done and the auditors never had any issues with it. Mr. Eyerly suggested contacting BBD, LLP, the appointed auditor, for input. He added that the auditing firm might have different recommendations from what the prior elected auditors' were. Mr. Kocher agreed that in the interest of transparency the ARP and grant monies, and how that money is spent, should be outlined on the budget. He offered to attend whatever meeting Ms. Bacon can arrange with the auditing firm regarding this.

Mr. Kocher noted a key piece of information will be the estimates from Berkheimer Associates. He added that total will impact the Board's decision on the Real Estate Tax line item.

The work session ended at 12:08 p.m.

Respectfully submitted,  
Brittany M. Bacon  
Secretary/Treasurer