

# **Black Creek Township Supervisors Regular Meeting Minutes February 6<sup>th</sup>, 2018 2:00pm**

The Regular Meeting of the Black Creek Township Supervisors- brought to order by Chairwoman Bonnie Adams on February 6<sup>th</sup>, 2018, at 2:00p.m.

Attendance: Joe Lescowitch; Dr. Saura Rohrbach; Bonnie Adams are present

## **Pledge of Allegiance to the Flag**

**Public Comment on Agenda Items:** No public comment

**Executive Session:** Held on February 6<sup>th</sup>, 2018 at 1:30pm. In attendance: Attorney Karpowich, Zoning Officer Kattner, Supervisors Adams, Lescowitch and Rohrbach.

## **Minutes:**

Reorganization Meeting January 2<sup>nd</sup>, 2018

A motion was made by Joe Lescowitch to accept the minutes, seconded by Bonnie Adams, to approve the minutes of the Reorganization Meeting, as presented.

Roll Call: Lescowitch- yes; Rohrbach- yes; Adams- yes

The reorganization meeting minutes were accepted, with the exception that the zoning board terms were not able to be provided, correctly, by the township and are still being researched.

Regular Meeting Minutes January 2<sup>nd</sup>, 2018

A motion was made by Joe Lescowitch to accept the minutes, seconded by Dr. Saura Rohrbach, to approve the minutes of the Regular Meeting, as presented.

Roll Call: Lescowitch- yes; Rohrbach- yes; Adams-yes

## **Financial Report:**

Supervisor Rohrbach read the township's financial report from January 1<sup>st</sup>, 2018 through January 31<sup>st</sup>, 2018.

General Fund	\$47,340.60
State Fund	\$3,230.18
MMA	\$80,378.97
Alumni	\$4,087.79
Total Available Funds:	\$135,037.54

A motion by Joe Lescowitch, seconded by Dr. Saura Rohrbach, to approve the financial report.

Roll Call: Lescowitch- yes; Rohrbach-yes; Adams- yes

**Bills:**

Payment of the bills, as presented, with the retraction of the bill for JW Technologies of \$68.22 for a repair to the pool security camera. JW technologies is correcting their bill. A motion by Joe Lescowitch, seconded by Bonnie Adams, to approve the bills as presented and to pay any and all bills in all funds that become due before the next regular meeting.

Roll Call: Lescowitch- yes; Rohrbach- yes; Adams- yes

Dr. Saura Rohrbach stated that she has made our bills more detailed and plans on continuing to do so. Past bills were vague; there was a bill in December for over \$200 for office supplies from Goulds. This bill was for 7 turkeys. She wants to make sure that the township is transparent in their purchases.

**Correspondence:**

e-mail from Tarrah Toohill's Office:

- Rebate forms are now available for the state's 2017 property tax/rent rebate program
- New Medicare Cards to Protect Your Personal Information: In April 2018, Medicare beneficiaries will begin receiving new Medicare cards that have a unique Medicare Beneficiary Identifier. Social Security Numbers will no longer be used.

**Township Reports:**

Zoning Report:

- Zoning Officer, Paul Kattner, read the zoning report for January, 2018.
- 2 permits were applied for:
  - One logging permit
  - One temporary structure
    - Mrs. Bachman asked how long the temporary structure will be up. Zoning Officer Kattner answered that our zoning code does not have an ordinance on temporary structures, that there is no time limit.

Fire Company:

- Fire Chief Joe Lescowitch reviewed the activity report for January, 2018.

Emergency Management:

- Steve Motil was not present to give an emergency management report

Engineer: Joe Calabrese

- Township Engineer Joe Calabrese was not present; nothing to report

Solicitor: Donald Karpowich, Esq.

- Fracke Subdivision, 10 lot subdivision prepared by Stanley Gorski in 1981, and approved and signed by the supervisors, at that time. However, the subdivision was never recorded at the Luzerne County Recorder of Deeds. Despite the lack of recording, 6 lots have been sold, 1 lot is under contract, and 3 lots remain that are currently being retained by the Fracke family. Attorney Karpowich thought the plan should be redone and recorded. He was provided with 2 proposals by JTB Engineering. 1. Subdivide remaining lots and lot under contract. The remaining 3 lots would be retained as one lot to be sold by the Fracke family. 2. Have the township supervisors approve the subdivision. The prior subdivision would then be recorded.
  - Even though option 2 was indicated to be more expensive, Attorney Karpowich believes it to be the only way to clear up the matter. The issue was forwarded to Joe Calabrese, township engineer, his recommendation was the same. Zoning Officer Paul Kattner also made the same recommendation to the supervisors. Attorney Karpowich asked for direction on how to proceed, from the supervisors.
  - Joe Lescowitch made a motion to accept option two. He would like to see the subdivision done correctly, so the township does not have to bounce back and forth between an old and new subdivision and to avoid having problems in the future. Bonnie Adams seconded the motion.
  - Roll Call Vote: Lescowitch- yes; Rohrbach- yes; Adams- yes
- Attorney Karpowich states, for the record, that an executive session was held to discuss personnel and litigation. The litigation centered around code issues.
  - Attorney Karpowich needs direction to proceed with the properties located at 265 Hazle St and “Pumpkin House” on Tower Road. Dr. Saura Rohbach made the motion to proceed, as discussed. Joe Lescowitch seconded the motion.
  - Roll Call: Lescowitch- yes; Rohrbach- yes; Adams, yes

Road Department- Reviewed by Chairwoman Adams:

- January plowed and cindered 13 times
- Serviced paver and roller
- Cleaned and organized shop
- Repaired trucks 14 and 15
- Replaced truck bed on Truck Number 4
- Repaired pot holes
- Repaired wash out on Boulevard Road

- Dismantled Truck Number 1 for scrap
- All supervisors agreed that the road crew is doing a great job

**Old Business:**

Sewer Authority replacement for George Currilla- no applicants applied. Bonnie Adams stated the township will have to actively recruit a replacement.

**New Business:**

MS 965 (Actual Use Report) was completed- the report is submitted annually, by January 31, for municipalities to be eligible to receive liquid fuels. Bonnie Adams explains that the report will not be submitted until John Mazer, a financial consultant with the DOT, meets to review the report with the township, which will be Friday, February 9<sup>th</sup>, 2018 at the township office.

Progress of Annual Department of Community and Economic Development forms:

DCED-CLGS-2565: completed- a municipal tax information form, due January 15<sup>th</sup>, 2018.

DCED-CLGS-19: completed- a municipality report of elected and appointed officials, due January 31<sup>st</sup>, 2018.

DCED-CLGS-69: completed- a survey of financial condition form. Must be submitted by March 15<sup>th</sup>, 2018.

DCED-CLGS-30- will be completed by Lawrence Cable and Company, LLP- municipal annual audit - due April 1<sup>st</sup>, 2018.

Act 101 paperwork for reimbursement for recycling was submitted.

Lawrence Cable and Company, LLP is in process of the 2017 township audit

The next scheduled Regular Supervisors Meeting will be held on March 6<sup>th</sup>, 2018 at 2:00pm.

Dr. Rohrbach stated that during the January 2<sup>nd</sup> Reorganization meeting, the township did not permit residents to comment, at the meeting. It is the citizens right to be able to comment at every meeting, including a reorganization meeting. She will ensure that this is corrected in the future.

**Public Comment:**

Donna Lupcho, Weston- elected auditor. She stated that she has been told that her job is to report the reorganization meeting [the auditors' reorganization meeting] and set the supervisors' salary. She stated that under the 2<sup>nd</sup> class municipal code, under the appointment of the accountant, there was supposed to be a petition with 25 signatures to have the elected auditors replaced with an auditing company. Attorney Karpowich

explained that the supervisors can chose to hire and outside auditing agency, on their own, without a petition. Donna Lupcho stated that she was accused, by the supervisors, of signing a petition to replace the elected auditors, when the petition she signed was for a forensic audit to be completed.

Denise Davis, Chicks Lane- Complimented how nice and detailed the minutes were. And that she liked that the financial reports will be more detailed.

Richard Davis, Chicks Lane- Would like to know if supervisors clock in as roadmaster and clock out whenever they want. Supervisor Adams stated that it is working supervisor/roadmaster, and that Supervisor Lescowitch has never clocked in. She stated that she does, she works as a working supervisor/roadmaster.

**Adjournment:**

A motion by Dr. Saura Rohrbach, seconded by Joe Lescowitch, to adjourn the meeting at 2:25p.m.

Written by Saura Rohrbach, Secretary/Treasurer