

WAVERLY TOWNSHIP SUPERVISORS

Minutes of the November 13, 2017, Meeting

Attending Supervisors:	Ronald Whitaker, Chairman
	Drew Christian, Vice Chairman
	Bill Byron, Supervisor
Solicitor	Andrew Hailstone, Esq.
Twp. Manager/Secretary	Christine Capozzi
Dir. Of Public Works	Thomas James
Police Chief	Kenneth James - Absent

Guests: Gerard Hetman, Rob Saunders, Ryan Fenton

The regular monthly meeting of the Waverly Township Supervisors was called to order at 6:30 P.M. by Chairman Ron Whitaker in the Waverly Township meeting room, Lake Henry Drive, Waverly, Pennsylvania.

On a motion by Ron Whitaker, seconded by Bill Byron, the minutes of the September 25, 2017, meeting were approved as circulated, all voting yes.

On motion by Ron Whitaker, seconded by Drew Christian, the treasurer's report was accepted as presented. The bills for this meeting were reviewed, approved, and recorded in the township records. All voting yes, to approve.

ITEMS OF CONCERN FROM THE PUBLIC

1. Gerard Hetman

- Gerard Hetman reviewed the status of the county's budget and he briefly discussed upcoming events throughout the county.

2. Rob Saunders

- Rob Saunders, AAJRB Treasurer, attended the meeting and briefly reviewed the 2018 AAJRB budget with supervisors. He also mentioned that Clarks Green Borough Council is requiring that AAJRB performs a financial audit this year instead of an annual financial review before the borough will release their AAJRB contribution. After a brief discussion, on a motion by Drew Christian, seconded by Ron Whitaker, supervisors approved an AAJRB yearly financial review, and authorized a 4% increase in the Township's yearly contributions, all voting yes.

3. Ryan Fenton

- Ryan Fenton, Farmers Insurance Agent, presented a check to the police department. This contribution of \$311.21 will go toward the cost of new printers to be installed in the police vehicles.

SUPERVISORS REPORT/ISSUES:

1. Appoint Auditor 2018

- Supervisors briefly discussed appointing a Township Auditor during 2018 the reorganization meeting. Christine will add this topic to the next supervisors meeting agenda.

SOLICITOR'S REPORT:

1. Property Maintenance Code – Newer Verison

- Attorney Hailstone explained to Supervisors that the Township needs to adopt a new Ordinance in order to use the newest version of the Property Maintenance code. Christine will check to see when the 2018 Property Maintenance Code edition is available. Attorney Hailstone will find out if the case requiring this new Ordinance has been appealed. Christine will add this topic to the next supervisor agenda.

2. NEIC - Building Inspection Company Agreement

- Attorney Hailstone said his suggested changes to the NEIC agreement changes were made. On a motion by Ron Whitaker, seconded by Bill Byron, supervisors approved NEIC's agreement for services, all voting yes.

3. WTMA & Contributions to TWP

- Attorney Hailstone suggested amending the current WTMA charter to allow the funds in the WTMA account to be used for a Township project approved by the WTMA Board. Supervisors briefly discussed this topic and Attorney Hailstone will prepare the charter amendment. This topic will be reviewed during the December 11 supervisor meeting.

MANAGER'S REPORT:

1. DEP- NPDES & PA13 MS4

- ISSUE: Christine reported that HRG completed a draft of the Township's NPDES PA 13 MS4 Stormwater NOI and the PRP plan. Christine and Tom will review the documents and mapping with HRG. HRG will attend the December 11 meeting to review the NOI and PRP plan with supervisors. The PRP will be made available for public comments prior to the December 11 supervisor meeting. An advertisement will be placed in the paper advertising this public hearing.

2. RESIDENT & SEWER AGREEMENT

- ISSUE: Christine informed supervisors that the resident notarized and signed the sewer connection agreement. Once Chairman Ron Whitaker signs the agreement, Attorney Hailstone will record this change on the residents deed with the County.

3. 2018 TOWNSHIP BUDGET

- ISSUE: Supervisors reviewed the 2018 Budget. The budget will be advertised in the local paper and adopted during the December 11, 2017, meeting.

4. SEWER FEE COLLECTION/BILLINGS

- ISSUE: Christine reviewed the number of residents that have paid the 2017 annual sewer rental fee with Supervisors. She will provide another update at the next meeting on December 11.

5. INTEGRITY ENERGY RENEWAL RATES

- ISSUE: On a motion by Ron Whitaker, seconded by Bill Byron, supervisors approved the agreement to secure lower electric rates for all Township accounts for two additional years, all voting yes.

6. 2018 HONESDALE BANK AGREEMENT

- ISSUE: Christine presented the 2018 banking contract options supplied by Honesdale National Bank. The supervisors agreed with Christine to select the option with the highest interest rates.

7. HOME BASED BUSINESS ZONING ISSUE

- ISSUE: There is a resident conducting a home-based business without zoning approval, a state license, or COO. The Township's building inspector is going to send a notice of violation letter to the resident.
- ACTION: Christine will follow-up with the Township's building inspector and report back to Supervisors.

MAINTENANCE SUPERINTENDENT'S REPORT

1. PUMP STATION #1

- ISSUE: Tom James reported that all the work was completed on pump station #1 and the pump is operating without any issues. The required documents were signed to close out this project.

2. PUMP STATION #2

- ISSUE: Tom James explained that pump station #2 needs to be upgraded. The renovations will be less costly than pump station #1. Tom received a quote from the manufacturer for the required equipment. On a motion by Ron Whitaker, seconded by Bill Byron, supervisors approved bidding out the renovation of pump station #2, all voting yes.

There being no other business to come before the Supervisors, the meeting was adjourned. The next meeting will be held on December 11, at 6:30 P.M. in the Waverly Township Municipal Building, Lake Henry Drive, Waverly, PA. Christine Capozzi, Township Manager/Secretary, transcribed the minutes of this meeting.