

# WAVERLY TOWNSHIP SUPERVISORS

## Minutes of the August 8, 2016, Meeting

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

Guests: None

The regular monthly meeting of the Waverly Township Supervisors was called to order at 7:00 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 Drew Christian, the minutes of the July 11, 2016, 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.

### **SOLICITOR'S REPORT:**

#### 1. SCHACK/STONE PROPERTY MAGISTRATE HEARING

- UPDATE: Attorney Hailstone reported that Mr. Schack did not pay the post-judgment payment after he sent a letter to his attorney requesting the amount be paid within 10 days. If the payment was not received within 10 days, Supervisors authorized Attorney Hailstone to execute the judgment by contacting the Sheriff's office to arrange for collection from Mr. Schack. Attorney Hailstone will provide an update during our next supervisor meeting scheduled on August 29, 2016.

#### 2. DILAPIDATED GARAGE IN HISTORIC DISTRICT

- ISSUE: Attorney Hailstone requested a hearing continuance since the resident submitted the required paperwork to raze the garage. Last week, the resident razed the garage and hauled off most of the debris from the property. Once the property is in compliance, Attorney Hailstone will cancel the second magistrate hearing and close out the case. Supervisors will discuss at the next supervisors meeting on August 29 if the resident is responsible for reimbursing the Township for the magistrate filing fee.

## MANAGER'S REPORT:

### 1. TAX SERVICES ORDINANCE & TAX COLLECTOR LETTER

- ISSUE: On June 27, 2016, the Township unanimously passed Ordinance #148; authorizing, among other things, a collection fee of \$15 for tax certifications and duplicate tax bills issued by the elected Tax Collector. The ordinance also established that the fees would be paid directly to Waverly Township and that the Township would issue checks on a regular basis to the elected Waverly Tax Collector.
- Ilona Thurston, Tax Collector, submitted correspondence to the Township stating that she will not enforce portions of the Ordinance and that she does not want a 1099 form issued for the collection of the above-referenced fees from the Township. See correspondence from Waverly Township Tax Collector, dated July 27, 2016, and August 4, 2016, attached to minutes, marked as "Exhibit 1 to Minutes" and "Exhibit 2 to Minutes."
- Christine advised Ilona Thurston that the issues raised by way of both letters would be placed on the agenda for the August 8, 2016, supervisor meeting. Ilona advised that she would not be in attendance.
- ACTION: The Supervisors are not going to amend Ordinance #148 despite the Waverly Tax Collector's written intentions to not enforce parts of the Ordinance, referenced above. Regarding the issuance of a 1099, this matter was double-checked with an accountant who verified a 1099 is appropriate form under these circumstances.

### 2. MONROE COUNTY LSA – GRANT – OPPORTUNITIES

- UPDATE: Christine reviewed a list grant recipients of the 2016 Local Share Account Monroe County Grant Program with supervisors.
- ACTION: Supervisors agreed for the Township to submit a grant application and apply for grant funding to purchase a new police car and a municipal DPW 550 dump truck. Christine will complete and submit the application by the deadline of September 30, 2016.

### 3. DALTON FIRE COMPANY – FINANCIAL INFORMATION

- UPDATE: In July, the Township sent a letter requesting financial information from the Dalton Volunteer Fire Company. The Dalton Volunteer Fire Company treasurer sent 2016 financial information for the supervisors to review. Supervisors briefly discussed the information during the meeting and had no further questions.

### 4. 2016 TOWNSHIP BUDGET – REVIEW

- REVIEW: Christine reviewed 2016 YTD Budget numbers versus Actual numbers with Supervisors. After a brief review, Christine mentioned that she would schedule a 2017 Budget Planning meeting with supervisors in the near future.

## 5. TOWNSHIP WEBSITE

- REVIEW: Christine informed Supervisors that the new Waverly Township website was launched last week. The website can be found online at [www.waverlytp.com](http://www.waverlytp.com). Christine mentioned that the new website features information such as Ordinances, Supervisor Meeting Minutes, permit applications, contact numbers and other useful information.

## MAINTENANCE SUPERINTENDENT'S REPORT

### 1. PUMP STATION #1 - UPDATE

- UPDATE: Pioneer Construction submitted a no-cost increase; Change Order No. 2 to extend the contract completion date for the pump station renovation to September 14, 2016. Supervisors signed this Change Order document. The pump station package has been delivered to the site and construction is underway. Tom James will provide another update during the next supervisors meeting scheduled on August 29, 2016.

### 2. ROAD PAVING - UPDATE

- UPDATE: Tom James will follow up with Leeward Construction (contractor) to confirm the dates in August when they are going to start road restoration work on the five roads in the Township.

### 3. STEVENSON ROAD DRAINAGE & RESTORATION

- UPDATE: Tom James reported that Township Engineer Ned Slocum's company Milnes Engineering, is working on a final drainage improvement plan for the Stevenson Road Restoration project. There was a brief discussion about the Ivy Industrial Park waterline work still underway in Ledgewood Heights.

There being no other business to come before the Supervisors, the meeting was adjourned. The next meeting will be held on August 29, 2016, at 7:00 P.M. in the Waverly Township Municipal Building, Lake Henry Drive, Waverly, PA. Christine Capozzi, Township Manager/Secretary, transcribed the minutes of this meeting.