

MINUTES of MEETING
Durham Township Board of Supervisors
Tuesday, February 14, 2017
Township Building Meeting Room

Present: **Supervisors:** Bartley E. Millett, Chairman
Richard M. Johnson, Vice Chairman
Kathleen A. Gentner, Member

Secretary: Joseph M. Kulick

Solicitor: Peter Nelson, Esquire

Zoning Officer: *Not in Attendance*

Road Master: Andy Volak

Absent: None

Meeting called to order by Chairman Bartley E. Millett at 7:30 PM. Most stood and recited the Pledge of Allegiance to the American Flag.

Approval of Minutes from January 03, 2017 Reorganization Meeting

The Vice Chairman made a **motion** to approve the Minutes as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. There were no further comments or questions.

Approval of Minutes from January 10, 2017 Regular Meeting

The Vice Chairman made a **motion** to approve the Minutes as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. There were no further comments or questions.

Approval of Financial Report Ending January 31, 2017

The Vice Chairman made a **motion** to approve the Financial Report as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously.

Review & Approval of Accounts Payable for January 2017

The Vice Chairman made a **motion** to approve the Accounts Payable Report as submitted and the Chairman **seconded** the motion. A vote was taken and the **motion passed** unanimously. Township Manager Joe Kulick commented that the report included five (5) weeks in lieu of the normal four (4) weeks. There were no further comments or questions.

Updates: None

New Business:

Increase of Tax Collector Compensation, 2018 thru 2021; Resolution 2017-01:

The Chairman requested that the Township Tax Collector salary be set at Four Thousand Dollars (\$4,000.00) (presently \$1400.00) annually, payable in quarterly installments of One Thousand Dollars (\$1,000.00), for the years 2018 through 2021. Increase must be granted prior to February 15th of the year preceding the new four (4) year term.

Also, The fee for Tax Certification Services provided by the Township Tax Collector shall be set at Thirty-Five Dollars (\$35.00) for a four-year tax certification; and the fee for a Duplicate Tax Bill shall be set at Ten Dollars (\$10.00) per duplicate; and the fee for a Returned Check shall be set at Thirty-Five Dollars (\$35.00) for the years 2018 through 2021.

After a brief discussion, the Vice Chairman made a **motion** to approve **Resolution 2017-01** approving the above items. The Chairman **seconded** the motion and all agreed. **Motion & Resolution 2017-01 passed.** There were no further comments or questions.

Appointment of Township Secretary/Administrator; Resolution 2017-02:

The Chairman announced that an executive session was held after the January 10, 2017 regular board meeting to discuss personnel matters involving the selection of a new township secretary.

The Chairman then announced that Dannette McClanahan, of Richlandtown, Bucks County, Pennsylvania has been selected to be appointed as Township Secretary/Administrator replacing Joseph M. Kulick. Mr. Kulick will remain as Township Manager until March 31, 2017 and will train Ms. McClanahan. He will then assume the part-time bookkeeper duties. Ms. McClanahan had previously served as the Richlandtown Borough Administrator/Road Master for approximately the past six (6) years.

Ms. McClanahan will receive a salary of \$52,000 per year, with 10 paid vacation days, 12 paid holidays, and 5 personal/sick days. The above stated paid time off shall be effective only after successful completion of a 90 day probation period. Health benefits have been declined by the employee.

After a brief discussion, the Vice Chairman made a **motion** to approve **Resolution 2017-02** appointing Ms. McClanahan as Township Secretary /Administrator with the stated salary & benefits. The Chairman **seconded** the motion and all agreed. **Motion & Resolution 2017-02 passed.** Ms. McClanahan will commence her duties tomorrow Wednesday, February 15, 2017. There were no further comments or questions.

Old Business:

PE Pipeline Consulting Party Status Non-Disclosure Agreement: Review of; & Execution:

Township Solicitor, Peter Nelson, explained that applicants to a federal project must show any impact to historic resources uncovered during installation. Because the PE Pipeline crosses through Durham Township and may have effects on historic resources within areas under Durham Township's jurisdiction, PE and FERC has requested Durham Township sign a "Non-Disclosure Agreement" in order to be advised and obtain full Consulting Party Status. If disclosed to the general public someone might attempt to steal the artifacts. As a "Consulting Party" the party agrees not to review the location(s) of any such artifacts. The solicitor has reviewed the agreement and does not see any legal ramifications in signing the document.

Member Kathy Gentner questioned if the document and related items are subject to the PA Right-to-Know Laws. The solicitor replied that if requested no release of information is authorized. On a **motion** by the Vice Chairman and **seconded** by the Chairman, the board unanimously **approved** the Chairman to sign the agreement. There were no motions or further comments or questions.

PE Pipeline Project Update:

Board Member Kathy Gentner passed the floor to Resident Ann Marshall to update the board on any new information regarding the PennEast Pipeline project. An alternative route was discussed. The PA DEP has issued a water quality permit. A letter to the DRBC will be written prior to the March 1, 2017 meeting to review the pipeline project. Alternative pipeline route map will be posted on meeting room wall.

Member Kathy Gentner questioned if any structures will be built to facilitate the pipeline crossing under the Delaware River. To the best of our knowledge the Zoning Officer has not received any such information. The possibility of an additional compressor station in the area was also discussed. After further discussion, Member Kathy Gentner made a **motion** to authorize the township solicitor to investigate further if any such structures are planned. The Chairman **seconded** the motion. A vote was taken and the Vice Chairman **voted no** to any such expenditure. **Motion did pass 2-1** authorizing the solicitor expense.

Member Kathy Gentner also questioned how the already poor township roads will bear the weight of the pipeline construction equipment and trucks. The solicitor will supply a sample ordinance to cover any future road damage. There were no further comments or questions.

Zoning & Building Report:

Zoning Officer Ed Child was not present so Joe Kulick read aloud a provided report; building permits were issued to Adams, Gallows Hill Rd for fire restoration, Brown on Lehnenberg Rd. for a complete interior renovation, Nagaoka on Lehnenberg Rd. to R&R oil tank & water boiler, Hutchinson on Route 212 for electrical service to new garage, and Dungan on Gallows Hill Rd for a new HVAC heat pump and related duct work and electrical.

Cascade Lodge purchase/settlement rescheduled for first week in March 2017. Zoning Officer Ed Child is continuing his review and possible update of the existing zoning ordinance. There were no further comments or questions.

Public Works Report:

Road Master Andy Volak was present at the meeting and advised the board; graded the dirt & gravel roads with big tractor, DT-2 State Inspection & new seals & u-joints installed, repaired hydraulic tank n roller, repaired the post office toilet (clogged pipe), cold patched potholes, cleared down tree blocking Stouts Valley Road, repaired bandstand roof, plowing & salting during snow storm, routine maintenance on the equipment on an on-going basis. Ordered and received another two (2) loads (@ 46 ton) of road salt.

Board Member Kathy Gentner requested a complete road report for the March meeting. There were no motions, comments or questions.

Environmental Advisory Council Report (EAC):

Member Stephen Willey reported; EAC utilizing the meeting room to hold a “Speaker Series” on various subjects in the township meeting room on the 2nd Saturday of each month from about 1:00PM to 2:00PM. A Cooks Creek walk from the river west to Stouts Valley Bridge was conducted; concern over the deteriorating condition of the “Little” family abandoned house and paper mill warehouse. The board requested that the zoning officer contact the owners and resend letters requesting clean-up. There were no motions, comments or questions.

Planning Commission Report: None

Public Service Announcements: The Chairman announced:

Soup Supper at Durham Lutheran Church, Durham Road will be held tomorrow, Wednesday, February 15, 2017, 4:00PM to 6:30PM Cream of Broccoli & Chicken Noodle Take Out: \$7.00 per quart...Eat-in also available.

Community Fire Company #1 Monthly Breakfast will be held on Sunday, February 19, 2017 8:00 AM to 12:00 Noon... Order by Menu.

Township Offices will be closed for President’s Day Holiday on Monday, February 20, 2017.

Regional Monthly Recycling Day will be held on Saturday, March 04, 2017, 9:00AM to 12 Noon

Public Comments:

- Historical Society President/Resident David Oleksa commented on the \$5,000 donation to begin the restoration of the mill windows.
- Resident Stephen Willey commented on the disappointing removal of Lois Oleksa from the Planning Commission (PC) and thanked Joe Kulick for his years of excellent service.
- Resident Ike Blair commented on the good paving job on Kintner Road.
- Resident Manfred Marschewski praised the church’s soup.

Close Meeting:

The Chairman made a **motion** to close the meeting and the Vice Chairman **seconded** the motion. **All agreed.** Meeting adjourned at 9:00PM

Minutes Submitted by: Joseph M. Kulick, Manager/Secretary