

JENKS TOWNSHIP

135 PINE STREET
MARIENVILLE, PA 16239

MINUTES

December 4, 2023

The Supervisor called the regular meeting of the Board of Supervisors to order at 1:30 PM with the Pledge of Allegiance.

Those present at the meeting were as follows:

Gregory Geyer, Chairman	Edward Stoner Jr., Supervisor
Misty Dittman, Sec/Treas	Andy Spicer, Supervisor
Scott Dittman, WWTP	Dave Neill, The EADS Group
Dan Zimmerman	John Shoup
Kevin Carter	Brent Carbaugh

APPROVAL OF PREVIOUS MEETING MINUTES AND TREASURER'S REPORT:

Mr. Spicer made a motion to approve the minutes of the regular meeting held November 1, 2023. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Geyer made a motion to accept the report of the Treasurer, transfer to payroll and pay the bills as listed. Mr. Spicer seconded the motion; motion carried, 3-0.

PUBLIC COMMENT:

Mr. Kevin Carter asked if the old Chevy garage was to be condemned or if Bureau Veritas has been contacted. Mr. Stoner stated the process to condemn would leave the Township liable for the property & clean up and the building can still be used as it just needs some repairs. The owners are paying the taxes on the property.

AGENDA:

Mr. Dave Neill, The EADS Group, reported on grants and projects. He presented a final pay application and change order for the CDBG Walnut Street project to Northrock Construction. Mr. Geyer made a motion to approve the pay application and change order of \$31,683.90. Mr. Stoner seconded the motion; motion carried, 3-0. Paperwork from CBF is still needed to close the project and send the final payment. Mr. Neill discussed CDBG Walnut Street Phase II and the Hub engineering.

Mr. Scott Dittman, WWTP, discussed continuing issues with the new screen at Pattison Avenue. A tech will be here tomorrow. There are also alarm issues that Mission's is working to correct. The SBR blowers are being changed from rebuilt to new as needed. Next year, more blowers may need purchased. Mr. Dittman

discussed the aerator membranes maintenance schedule. Continuing education for both operators is being scheduled also.

CORRESPONDENCE:

Notice of the Allegheny Forest Alliance meeting was received. A letter from the Marienville Area Library was reviewed. PA DCED and PSATS information was received as well as the PMRS audit. The PennDot news was reviewed.

OLD BUSINESS:

Mr. Geyer made a motion to approve the 2024 Budget. Mr. Stoner seconded the motion; motion carried, 3-0.

NEW BUSINESS:

The October 2023 WWTP report was reviewed.

Mr. Spicer made a motion to approve the 2024 meeting dates and times. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Geyer made a motion to approve having Snyder Construction fix the garage door. Mr. Stoner seconded the motion; motion carried, 2-0.

Mr. Geyer made a motion to approve employee leave requests. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Geyer made a motion to approve the building permits. Mr. Stoner seconded the motion; motion carried; 3-0.

Mr. Geyer made a motion to approve an Excess Maintenance Agreement. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Spicer made a motion to purchase a new trailer, with remote, with a trade-in of the current trailer. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Geyer made a motion to have May & Company do the 2023 audit. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Spicer made a motion to donate money for the purchase of the bracket kits for the FCCLA Hometown Hero banners, \$3,247.50. Mr. Stoner seconded the motion; motion carried, 3-0.

Mr. Geyer made a motion to accept the Forest County tax agreement. Mr. Spicer seconded the motion; motion carried, 3-0.

Sealed bids were received for the grader and recycle truck. Mr. Geyer made a motion to accept the high bid from Fox & Sons for the grader of \$3,500. Mr. Stoner seconded the motion; motion carried, 3-0. Mr. Geyer made a motion to

accept the high bid of \$25,501 from Zimmerman Lumber for the recycle truck and bins. Mr. Spicer seconded the motion; motion carried, 3-0.

The building and sewer violation on Maple Street was discussed. The District Magistrate will be contacted to file again on the owner.

A Certificate of Appreciation was given to Greg Geyer in honor of his 24 years of service as a Township Supervisor.

EXECUTIVE SESSION:

The Supervisors went into executive session and returned at 2:25 pm, announcing the hiring of Greg Geyer as part-time, as needed employee for code enforcement and roads, specifically Dirt & Gravel. Hourly rate \$12 and mileage.

The Treasurer provided the following balances:

Trust Fund- Northwest Savings Bank	\$ 862,568.46
General Fund	228,494.04
Payroll Account	19,023.53
Sinking Fund	1,864,829.64
State Checking Account	281.85
State Savings Account	780.90
Fire Protection Account	40,305.50

The Chairman adjourned the meeting at 2:30 pm.

Respectfully submitted,

Misty D. Dittman, Secretary/ Treasurer