

MINUTES OF THE REGULAR MEETING
March 1, 2023

Call to Order: The Regular Meeting of the Greene Township Board of Supervisors, held in the Municipal Building on Brink Hill Road, Greentown, PA, was called to order by Chair Justin Wittenbrader at 7:00pm, who led the audience with the Pledge of Allegiance.

Adopt Agenda: Mr. Obert made a motion to adopt the agenda. Mr. Krautter seconded; motion carried.

Action on Minutes: Mr. Krautter made a motion to approve the minutes of the Regular Meeting on February 1, 2023. Mr. Wittenbrader seconded; motion carried.

Announcement of Meetings: None.

In Attendance: Chairperson: Justin Wittenbrader, Supervisor: Gerald Obert, Supervisor: Barry Krautter, Secretary: Amanda Seagraves, Treasurer: Sandra Oziemblo, Solicitor: Jeffrey Treat.

Visitors: Marcia Folenta – Here for Promised Land Volunteer Fire Company.
Andrew Folenta - Here for Promised Land Volunteer Fire Company.
Emily Prell - Here for Promised Land Volunteer Fire Company.
Dakota Darroch - Here for Promised Land Volunteer Fire Company.
Charles Shafer – Here for an update on the Short-Term Rental Ordinance.
Debbie Gunnip – Here for an update on Greene Township’s stance on Regional Ambulance, and for Short-Term Rental Ordinance.
Steve Nesco - Here for Promised Land Volunteer Fire Company.
MaryLou & Glenn Reilly – Observing.

Solicitor: Mr. Treat advised that the Short-Term Rental Ordinance is an ongoing process. Now that it is in effect, we need to take into consideration what amendments may need to be made. For example, our ordinance reads “the number of overnight occupants not to exceed two (2) persons per bedroom.” However, many homes have bunk beds or pull-out couches which can accommodate more individuals. He recommends amending the ordinance to include additional persons. Since the septic will be inspected on an annual basis, any septic failures this may cause will be acknowledged. Ms. Gunnip said she believes most surrounding townships allow two (2) persons per bedroom + four (4) additional persons. Another amendment Mr. Treat brought up is regarding parking spaces and sizes. This portion of the ordinance may need to be less restrictive, as long as it still restricts parking on public streets. Mr. Treat recommends keeping a list of amendments and doing a bulk update to the ordinance. Another topic Mr. Treat commented on is in regards to the township drafting a commitment contract for paying for current employee’s CDL training. The contract would require the employee to reimburse the township for funds spent on training in the event the employee terminated employment before fulfilling a certain number of years worked. Mr. Wittenbrader explained that he would like the term of the contract to be three (3) years worked. Mr. Treat will draft a contract.

Road Report: Mr. Obert said that the road crew has been clearing roads since we finally got snow.

SEO Report: Report received from Glen Martin.

Code Enforcement Report: Report received from Edward Geisler. Mr. Geisler also received a proposal for Clean Up Day services from Jazikoff Landscaping Inc. They would provide dumpsters and labor for \$5,250.00. Mr. Krautter made a motion to accept the proposal. Mr. Obert seconded; motion carried.

Unfinished Business:

a. **Act 167 Renewal of Broadhead McMichaels Creek** – Mr. Treat advised he will send an updated ordinance for the board to advertise.

New Business:

- a. **Promised Land Volunteer Fire Company** – Mr. Treat said that it is up to the officers of the fire department to make sure they have applicable paperwork to ensure their tax-exempt status is current. Mr. Krautter explained that the auditors do not receive the correct or complete information they need to perform an audit on the fire department in order to distribute fire tax funds to them. Mr. Nesco added that the fire department submits a one-page letter with the bank balance and that is not sufficient. Ms. Folenta said that she needs to know what information to provide. Mrs. Seagraves explained that the information is listed in Ordinance #95 – Fire Tax Ordinance. Ms. Gunnip also added that the ordinance states that the money is distributed to a non-profit organization and Promised Land Volunteer Fire Company has yet to provide documentation that their tax-exempt status has been reinstated. Ms. Gunnip said she would converse with Ms. Folenta and advise what is required for the audit so the correct paperwork can be submitted. Mr. Krautter brought up the fact that the township is required, by law, to pay for the fire department's workmen's compensation insurance; however, not required to pay for any other expenses. Due to the fact that there are numerous workmen's compensation claims, the township will discontinue funding the fire department's vehicle insurance, which the township currently pays over \$7,000.00/year. Mr. Wittenbrader made a motion for the township to cease paying Promised Land Volunteer Fire Company's vehicle insurance, effective May 1, 2023, and for the secretary to send a letter to the fire company advising they will need to acquire insurance on their own. Mr. Krautter seconded; motion carried.
- b. **Resolution 23-4 – Disposition of Public Records** – Mrs. Oziemblo explained that she would like to dispose of public records per the Municipal Record Retention Manual. The records are financial and purchasing records, weekly checks, weekly and monthly payroll and payroll taxes, quarterly reports, and year end reports from 1970-2012. Mr. Wittenbrader made a motion to adopt Resolution 23-4 and dispose of public records. Mr. Krautter seconded; motion carried.
- c. **Revised Employee Handbook** – Mrs. Seagraves advised that the employee handbook was recently updated to include full-time benefits, paid holiday closures and a harassment complaint form. Mr. Krautter made a motion to accept the revised handbook. Mr. Wittenbrader seconded; motion carried.
- d. **New Hire – Stephen Barnett** – The board of supervisors interviewed an applicant, Stephen Barnett, for the position of Road Crew Worker. Mr. Krautter made a motion to hire Mr. Barnett, with a start date of April 3, 2023. Mr. Obert seconded; motion carried. Mrs. Seagraves will send a letter to Mr. Barnett advising him.
- e. **Purchase of New Truck** – Mr. Wittenbrader explained that the township trucks are old and require extensive maintenance. Some of the trucks are 30-35 years old. It is extremely difficult to find parts for the trucks and the township is in need of a new truck. The board of supervisors received five (5) quotes through COSTARS approved vendors, starting at \$100,000.00. Mr. Treat asked how much of the purchase price the township would borrow. Mr. Wittenbrader stated that the township would finance the full amount of the truck and would sell one of the older trucks we currently have. It will take approximately twelve (12) to eighteen (18) months for the new truck to arrive; therefore, Mr. Treat advises to order the truck as soon as possible. Mr. Obert explained that finding employees with a CDL license and manual transmission is difficult so the township is looking at a non-CDL truck to purchase. Mr. Obert made a motion to purchase the non-CDL Freightliner from Sherwood Freightliner and Western Star, Inc. and to authorize any of the three (3) supervisors to make the purchase for the quoted starting price of \$103,334.00. Mr. Wittenbrader seconded; motion carried.

f. **Lot Combinations**

- i. **Gilpin** – Mr. Treat has no comment. Mr. Obert made a motion to approve the Gilpin Lot Combination in which Lot 15 shall be joined to and become an inseparable part of Lot 16 in Mountain Estates, henceforth known as Lot 15R. Mr. Wittenbrader seconded; motion carried.

- g. **Repository Lots** – Mr. Krautter made a motion to approve all repository lots. Mr. Wittenbrader seconded; motion carried.

Adjournment: Mr. Krautter made a motion to adjourn. Mr. Obert seconded; motion carried. Meeting was adjourned at 7:58pm. The next regular meeting is scheduled for April 5, 2023.

Respectfully submitted,

Amanda Seagraves
Secretary/Alternate Treasurer