

**SALFORD TOWNSHIP**  
**BOARD OF SUPERVISORS**  
 Business Meeting  
 June 2, 2010

Chairman, Tom Neff called the regular business meeting of the Board of Supervisors to order at 7:40 PM with a Pledge of Allegiance. Present were:

Thomas G. Neff, Chairman	George Witmayer, Treasurer
Barbara Lynch, Vice Chairman	Karen Landis, Secretary
Robert Marcus, Supervisor	Wayne Mensinger, Zoning Officer
Robert Iannozzi, Solicitor	Refer to sign in sheet for public attendees

Mr. Neff announced executive session was held at 7:00 PM. Topics of discussion included personnel issues and potential litigation.

APPROVAL TO PAY BILLS - Motion 10-115 by Neff, second by Lynch. Vote 3 - 0.

Check #	Vendor	General Fund	Sewer Fund	Chart of Account
1011	Staples		208.39	429 · SEWER AND WATER:429.210 · Supplies
2722	Dischell, Bartle, Yanoff, Dooley	\$ 3,090.00		404 · SOLICITOR/LEGAL:404.310 · Professional Services
2723	Drs. Moore and Petersen	\$ 88.00		487 · GROUP BENEFITS:487.198 · Dental, Life Ins
2724	Carl Bales Excavating	\$ 2,080.00		31 · DITCHES - HIGHWAY MAINT:431.290 · Gradall
2725	Indian Valley Public Library	\$ 7,349.58		456 · LIBRARY:456.500 · IV Library Contribution
2726	PA One Call System	\$ 100.00		409 · GENERAL GOVT BUILDINGS/PLANT:409.420 · Dues/Memberships
2727	Ricoh Corporation	\$ 314.25		405 · ADMINISTRATION:405.370 · Maintenance/Repairs
2728	Verizon PA	\$ 308.14		405 · ADMINISTRATION:405.320 · Telephone/Internet
2729	Waste Management	\$ 78.06		409 · GENERAL GOVT BUILDINGS/PLANT:409.370 · Maintenance/Repairs
2730	Detlan Equipment	\$ 53.50		454 · PARKS:454.740 · Capital Purchases
2731	Harleysville Hardware	\$ 117.15		409 · GENERAL GOVT BUILDINGS/PLANT:409.200 · Supplies
2732	Highway Materials	\$ 94.82		438 · MAINTENANCE - ROADS:438.500 · Aggregate
2733	Meetinghouse Garage	\$ 119.34		437 · REPAIRS - TOOLS & MACHINERY:437.250 · Maint/Parts/Supplies
2734	Nyce Crete	\$ -		VOID
2735	Staples	\$ 7.76		405 · ADMINISTRATION:405.200 · Supplies
2736	Verizon Business FiOS	\$ 59.99		405 · ADMINISTRATION:405.320 · Telephone/Internet
2737	Nyce Crete	\$ 53.20		438 · MAINTENANCE - ROADS:438.301 · Concrete, Headwalls
2738	Wayne Mensinger	\$ 27.50		414 · ZONING AND PLANNING:414.330 · Transportation
2739	Catherine Matz	\$ 75.00		409 · GENERAL GOVT BUILDINGS/PLANT:409.370 · Maintenance/Repairs
2740	Detlan Equipment	\$ 178.50		437 · REPAIRS - TOOLS & MACHINERY:437.250 ·

				Maint/Parts/Supplies
2741	Montgomery Newspapers	\$ 333.88		split
2742	Fredericks Flowers	\$ 72.95		480 · MISCELLANEOUS:480.100 · Miscellaneous Expenditures
2743	Bergey's	\$ 618.64		437 · REPAIRS:437.249 · Equipment Repairs/Welding
2744	Potty Queen	\$ 92.00		454 · PARKS:454.122 · Salford Park
2745	Shetlinn Redding	\$ 350.00		409 · GENERAL GOVT BUILDINGS/PLANT:409.370 · Maintenance/Repairs
2746	Petty Cash	\$ 38.98		split
		<b>\$15,701.24</b>	<b>\$208.39</b>	

SOLICITOR UPDATE - Robert Iannozi provided an update on restitution process and clarified the Legal and Engineering review fee process.

INITIAL PUBLIC COMMENT

Tom Neff announced "new rules" for Township meetings. No longer will antagonistic actions from either the Board or the residents be tolerated or the meeting will be terminated immediately.

Robert Marcus agreed it is essential the 3 Supervisors operate as a unified Board and felt the Solicitor's interpretation of the Sunshine Law prohibiting the 3 Supervisors to meet to discuss items before a meeting is not productive.

Mike Iannetta asked the Board to keep their personal background(s) out of the meetings.

Harold Schell commended Mr. Neff's statement and is long past due. In addition, Mr. Schell commented that portion of the Sunshine Law is unreasonable that Supervisors cannot meet in advance to "discuss" topics and come to meetings prepared to vote.

APPROVAL OF MAY 19 WORK SESSION MINUTES - Motion 10-116 by Neff, second by Lynch. Vote 3 - 0.

MONTHLY REPORTS

TREASURER'S REPORT - George Witmayer summarized the reconciled May 31st month-end Treasurer's Report.

	Beginning Balance 4/30/2010	Income	Expenses	Transfers In/Out	Reconciled Month-End Balance 5/31/2010
<b>GENERAL OPERATING FUNDS:</b>					
01 - General Fund	\$ 202,152.06	91,673.29	23,377.62	(14,479.19)	\$255,968.54
Payroll Account	\$ 50.17	.06	14,479.36	14,479.19	\$ 50.06
35 - State Liquid Fuels Fund	\$ 81,528.40	2.91			\$ 81,531.31
Petty Cash	\$ 50.00				\$ 50.00
<b>TOTAL - GENERAL OPERATING FUND</b>	<b>\$ 283,780.63</b>	<b>91,676.26</b>	<b>37,856.98</b>	<b>-</b>	<b>\$337,599.91</b>
<b>RESERVE FUNDS:</b>					
PLGIT - Township Fund - 01	\$ 53,512.36	1.95			\$ 53,514.31
PLGIT - State Fund - 35	\$ 3,153.35	.11			\$ 3,153.35
<b>TOTAL - INVESTMENT RESERVE FUNDS</b>	<b>\$ 56,665.60</b>	<b>2.06</b>		<b>-</b>	<b>\$ 56,667.66</b>
<b>Total CASH / INVESTMENTS</b>	<b>\$ 340,446.23</b>				<b>\$394,267.57</b>
<b>ENTERPRISE FUNDS:</b>					
08 - Sewer Fund	\$ 558.73	7650.08	7650.08		\$ 558.73

FINANCE COMMITTEE met Tuesday, June 2nd with Board of Auditors Chairman, Bette Blean in attendance. Chairman, Jim Styer reported the committee reviewed May Financial Reports, revised Procurement Policies and Job Descriptions and the status of recommendations to Supervisors. Two new draft documents regarding Code of Ethics and Electronic Use of Township property were distributed to Supervisors for review and will be included in the Employee Policy Manual.

Robert Marcus commented he was concerned about the education requirements on Treasurer Job Description and suggested demonstrated experience be added to qualifications.

Tom Neff questioned completing the Job Descriptions independent of the entire Employee Policy Manual or approving all documents in totality. Robert Marcus suggested all documents be approved. Barb Lynch was not sure she agreed with implementing in totality.

Solicitor Robert Iannozzi suggested setting up by-laws for the respective committees and stated the Code of Ethics is covered under PA Law - Public Official and Employees Ethics Act.

It was decided to schedule an Executive Session with the Board of Supervisors to review the Job Descriptions and Procurement Policy, provide updates and forward to Solicitor for final review.

ROAD REPORT - Doug Hedrick summarized the Public Works activity for May.

Tom Neff questioned Doug on the trail area behind the Township Building

Carol Casper mentioned some residents are having difficulty finding her home to pay taxes and requested a directional sign be installed at Klingerman and James.

Mike Iannetta inquired who is responsible for Open Space Preserved Farms signs.

George DiDomizio accepted responsibility as Open Space Chairman to ensure all signs are in good condition.

Tony Mielich requested the road report contain more detail related to quantity of materials and number of personnel used in completing tasks. Tom Neff stated he would develop a template.

**ZONING REPORT** - Wayne Mensinger reported two (2) zoning permits were issued in May for total revenue of \$315.00.

Mike Iannetta questioned the status of the Nguyen Temple on S. Allentown Road and the number of approved parking spaces. Tom Neff questioned the Solicitor on the status of the conditional approval and inquired about the timelines required to adhere to all conditions.

Following discussion regarding the current parking requirements versus the number of vehicles at the location on a Sunday morning Motion 10-117 by Neff, second by Marcus authorizing Zoning Officer Wayne Mensinger to conduct a compliance inspection, document violations and proceed as appropriate for resolution. Vote 3 - 0.

Fred Moyer commented on the number of vehicles at the Ridge Road Temple as well.

Tony Mielich questioned if this organization has been recognized by the Township and a Temple.

**PLANNING COMMISSION** - Barb Lynch briefly highlighted the activity from the May 26th meeting - a possible zoning variance, the Model Outdoor Lighting Ordinance and Floodplain Conservation District Ordinance will be reviewed at the June meeting,

**TAX COLLECTOR REPORT** - Carol Casper reported the May report was not finalized due to time requirements that must be adhered to because of the face period ending 5/31/2010. However, less than 80 properties remain collectable for 2010.

**OPEN SPACE COMMITTEE** - Chairman, George DiDomizio provided updates from the May 18th meeting and stated the committee would be discussing a needs assessment questionnaire from residents at their June 15th meeting.

**PARK BOARD** - Chairman, Frank Jarrett reported the Board met at Whites Mill on May 25th. The Park Board recommends three (3) items to the Board for consideration:

1. Consider no parking signs be installed on the east side of Whites Mill.
2. Posts be installed near the water to deter vehicles from backing into the water.
3. Recommend WB Homes construct the tot lot versus receiving funds in lieu of construction.

LIBRARY REPORT - None.

FIRE SERVICES REPORT - Barb Lynch identified total response calls in May.

STATE POLICE REPORT - Tom Neff summarized the May incidents.

OPEN RECORDS - Barb Lynch stated she was not sure of the number of requests filled in May, however, since these documents are available for inspection in the Township Office she recommended removing the Open Records Update from future agendas. Motion 10-118 by Neff, second by Lynch. Vote 3 - 0.

APPROVE ALL MONTHLY REPORTS - Motion 10-119 by Neff, second by Lynch and Marcus. Vote 3 - 0.

SEWER AND WATER ADVISORY BOARD - Met Friday, May 21st. Barb Lynch summarized the topics of discussion. Motion 10-120 by Lynch, second by Marcus appointing Bursich Engineers as the Sewer Engineer. Vote 3 - 0.

IMPORTANT CORRESPONDENCE - Items were reviewed by Tom Neff.

#### NEW BUSINESS:

Solicitor Robert Iannozzi felt the Univest Corporate Resolution changing and updating the bank signature cards was incomplete. Completion of this document was tabled until Solicitor has an opportunity to handle with Univest.

Tom Neff reported a pre-construction meeting has been requested by WB Homes. Motion 10-121 by Neff, second by Marcus appointing Tom Neff as the liaison for the WB Homes construction project and confirming the date of this meeting for Monday, June 7th at 9:00 AM. Vote 3 - 0.

Discussion to clarify the vacation accrual process tabled until Executive Session.

Barb Lynch questioned official authorization of videotaping of meetings and the process in which to make information available to the public. Tom Neff reported on his processes to date and the use of Jay Delp productions to enhance the sound quality. Following discussion regarding investing in a more expensive camera with better sound quality - Motion 10-122 by Lynch, second by Neff approving the continuing of videotaping meetings. Vote 3 - 0. Motion 10-123 by Lynch, second by Neff to continue hiring Jay Delp productions to improve the sound quality. Vote 3 - 0. Tom Neff to research alternative camera's to eliminate sound enhancing expense.

Tony Mielich questioned the Township's ability to duplicate DVD's in the office.

OLD BUSINESS:

As discussed with the Township Planning Commission, Barb Lynch made a Motion 10-124 recommending renewal of the MCPC Planning Assistance Contract - no second. Both Supervisors Neff and Marcus felt we should refer back to Eric Jarrell for explanation of the benefits of renewing this contract versus contracting with MCPC for services on an a la carte basis.

Further increase of the new dwelling permit fees was tabled for further investigation. Zoning Officer Wayne Mensinger felt other Township's have in house code inspectors while Salford uses a third party agency.

Robert Iannozi to re-word the Penalty Provision language on revised Park Board Ordinance #56.

Motion 10-125 by Lynch, second by Neff authorizing Solicitor to keep a Solicitor's Log of open issues. Vote 3 - 0.

PUBLIC COMMENT

Tina Hedrick commented on HB 2431 where the state would eliminate Townships and Boroughs and urged Supervisors and residents to write letters opposing this bill.

Barb Lynch publicly recognized the veteran's who were present at the Township's first annual flag raising ceremony on Memorial Day.

ADJOURNMENT - There being no further business the meeting was adjourned at 10:05 PM. Motion 10-126 by Neff, second by Marcus. Vote 3 - 0.

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APPROVED: JULY 7, 2010

MOTION: 10-132 BY: NEFF

SECOND BY: LYNCH

VOTE: 3 - 0

(TOWNSHIP SEAL)