

**HAINES TOWNSHIP
BOARD OF SUPERVISORS
FEBRUARY 15, 2018**

On February 15, 2018 at approximately 6:33 p.m., Chairman, Daryl Schafer called the regular monthly meeting of the Haines Township Board of Supervisors to order. The meeting was held in the Haines Township Building located at 153 S. Rachel's Way in Aaronsburg, PA. The call to order was followed by the pledge of allegiance, a moment of silence and Board introductions.

In attendance: Chairman Daryl Schafer, Vice Chair. Delmer Homan and Supervisor Fred Lingle, Secretary-Treasurer Susan Wenrick, Sewage Enforcement Officer Pamela Winter, Roadmaster Mark Hosterman, Rick Bair, CPA w/Baker Tilly Virchow Krause LLP, HTPC Chairman Charles Valentine, HTPC Vice-Chair. Marlin Fultz, HTPC Secretary Kim Greeley, ZHB Chairman Ryan Greeley, HAMA Secretary Patricia Valentine, Tibben Zerby w/Nittany Engineering & Assoc., and Lisa Pham from Powdr- Woodward PA, LLC (Woodward Camp).

PUBLIC COMMENTS

None given during allotted period.

REQUEST TO ADDRESS THE BOARD

The Township's CPA, Rick Bair with Baker Tilly Virchow Krause, LLP presented the Board of Supervisors with the 2017 Municipal Annual Audit & Financial Report. The audit was conducted in accordance with auditing standards generally accepted by the United States of America. Those standards require the audit be performed to obtain reasonable assurance that the financial statements are free from material misstatement. The audit evidence obtained was sufficient and appropriate to provide a basis for the audit opinion, which was that the financial statements were presented fairly in all material respects, the audit also included evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. As of 12/31/2017 the General Fund had a net income of \$56,059 and a fund balance of \$738,757. Special Revenue had a net income of \$67,663 and a fund balance of \$153,309. Capital Projects had a net income of \$23,030 and a fund balance of \$104,462. Mr. Bair told the BOS that he gave the Township his highest level of audit assurance and stated that 2017 was a good year for the Township. Mr. Bair did not recommend changing the bond amount of the Treasurer, which is currently one million dollars. Daryl Schafer moved to accept the 2017 Municipal Annual Audit & Financial Report as presented. Delmer Homan seconded the motion and the motion was carried. Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Tibben Zerby w/Nittany Engineering and representing Powdr- Woodward PA, LLC gave an overview of the status of the "Camps" land development plan and sewage facilities planning module component 2. The SEO hasn't signed off the latest revised sewage planning module, changes were made to the scope of work in the phases outlined in the plan and revisions were made to the plan and module as outlined in the first three reviews that were performed by the SEO. The Haines-Woodward Municipal Authority has agreed to provide the water needed for Phase A but not Phase B of the proposed land development of Powdr- Woodward. Mr. Zerby reported that this week he filed a conditional use application with Central Keystone COG. The zoning requirements must be met before the HTPC can sign off the planning agency portion of the sewage planning module. The HTPC has requested additional information from Mr. Zerby; specifically more information as to the actual dates of implementation for the water savings measures that were proposed to HWMA. The HTPC asked for historical data including monthly water readings at the camp and particularity during their peak month during the summer. There was a brief discussion among attendees concerning the need for an emergency response plan for the camp and a contingency plan for HWMA in case they are unable to supply enough water to the camp or the residents of Woodward. HWMA is currently working on a second water source

but do not plan to have it online until the end of 2018. Lisa Pham with Powdr- Woodward said the water saving measures would all be implemented before June 1st and the camp does have an emergency response in place.

MINUTES APPROVAL

Delmer Homan motioned to approve the meeting minutes as presented for January 2, 2018. Fred Lingle seconded the motion and the motion was carried.

Vote: D. Homan – Yes F. Lingle – Yes D. Schafer – Yes

TREASURER'S REPORT

Daryl Schafer motioned to accept Treasurer's Report #2 for 02/15/18 as presented and file for audit. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

ROADMASTER REPORT

Mark Hosterman gave the Board an overview of all work activities and routine maintenance performed since the last Board meeting, which included: cindering, plowing snow, replacing skids on plows, fixing the headlights on the Dodge, having all fire extinguishers checked and taking receipt of 48.4 tons of bulk deicing salt. Mr. Hosterman brought to the Boards attention the cracks appearing on East Street and S. Rachel's Way. Both of these roads were just repaved in 2017. Mr. Hosterman will be in contact with a representative of G. O. Hawbaker to discuss the issue.

PERMITS REPORT

Bldg. Permits: December (4), January (1) Zoning Permits: December (2), January (2)

SEO

Pamela Winter informed the Board that she had been presented with a component 2 sewage planning module that would require an Operation & Maintenance Agreement. The difference with this situation is that the community on-lot disposal system would be for a residence and not a commercial use. Ms. Winter asked the Board to consider stipulating a three year pumping scheduled with inspections in lieu of an irrevocable letter of credit as is the case with commercial "COLDS". Daryl Schafer moved to allow the changes proposed by the Sewage Enforcement Officer, which included a three year pumping schedule with no required irrevocable LOC. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

The Board agreed that the required inspections would be scheduled at the discretion of the SEO. The inspections may coincide with the pumping schedule every three years.

HTPC

Charles Valentine thanked Pamela Winter for her diligence in reviewing the plans and sewage facilities planning module for Powdr- Woodward. He appreciates her attention to detail. Mr. Valentine suggested that the HTPC, BOS and other interested parties receive training on the processes for reviewing sewage planning modules and other land use plans. The Township Secretary agreed to research possible training options.

PVRPC

The Board acknowledged that Mr. Valentine is the new chairman of the Penns Valley Regional Planning Commission. Mr. Valentine reported that letters concerning the funding of the EMS in Penns Valley had been sent to legislators including Thompson, Corman, Hanna and Benninghoff. It is hoped that some legislative solutions can be found to benefit the PVEMS.

HAMA

Daryl Schafer motioned to accept the resignation of HAMA member Regan Hosterman effective 03/07/18. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Daryl Schafer motioned to appoint Sean Jennett to a five-year term on the HAMA board effective 03/07/18. Fred Lingle seconded the motion and the motion was carried.

Vote D. Schafer – Yes F. Lingle – Yes D. Homan – Yes

Patricia Valentine reported that HAMA has been working with DEP to perform a Water Audit and Asset Management analysis. They received recommendations for annual amounts that should be set aside for capital projects.

HWMA

Daryl Schafer motioned to accept the resignation of HWMA member Mike Huey effective immediately. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Daryl Schafer moved to appoint Russell Haerer to a one-year term on the HWMA board effective immediately. Fred Lingle seconded the motion and the motion was carried.

Vote: D. Schafer – Yes F. Lingle – Yes D. Homan – Yes

PVEMS

The BOS received a copy of the PVEMS 12/17/17 meeting minutes and a 2018 roster. Fred Lingle will represent the Board of Supervisors at a regional meeting on February 20, 2018. The Board discussed donating the equivalency of one-half of a mill of real estate tax to the PVEMS. The amount would be approximately \$16,000 using the 2017 real estate duplicate. Fred Lingle motioned to donate one-half of a mill of real estate tax to the PVEMS. Daryl Schafer seconded the motion and the motion was carried. Vote: F. Lingle – Yes D. Schafer – Yes D. Homan – Yes The distribution of the donation will be addressed in March after Mr. Lingle has attended the regional meeting on February 20th.

CORRESPONDENCE:

The correspondence listed on the agenda was acknowledged but no actions ensued.

OLD BUSINESS:

The Board discussed the code violations at 134 E. Vine Street and the legal status. The Board is willing to work with Mr. Duck to avoid filing citations but they need proof that an effort has been made to correct the violations before their March 15th meeting.

NEW BUSINESS:

Daryl Schafer motioned to adopt Resolution No. 04-2018, a disposition resolution for specific non-permanent records of Haines Township in accordance with the Municipal Records Act. Fred Lingle seconded the motion and the motion was carried.

Vote: D. Schafer – Yes F. Lingle – Yes D. Homan – Yes

Daryl Schafer motioned to execute a zoning services contract with Pamela R. Winter and Charles F. Herr, Jr. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Daryl Schafer motioned to adopt Resolution No. 05-2018, a zoning fee schedule for Haines Township. Fred Lingle seconded the motion and the motion was carried.

Vote: D. Schafer – Yes F. Lingle – Yes D. Homan – Yes

Daryl Schafer motioned to adopt Resolution No. 06-2018, a resolution appointing Audrey Lingle as an alternate to the Zoning Hearing Board for a term of three years. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Daryl Schafer moved to appoint the Zoning Officer, Pamela Winter as the designated Floodplain Administrator for Haines Township. Fred Lingle seconded the motion and the motion was carried.

Vote: D. Schafer – Yes F. Lingle – Yes D. Homan – Yes

Daryl Schafer acknowledged the receipt of the PA Pension Planners Annual Report for 2017 and motioned to accept the report as presented. Delmer Homan seconded the motion and the motion was carried.

Vote: D. Schafer – Yes D. Homan – Yes F. Lingle – Yes

Daryl Schafer stated that he would review the proposed resolutions for the PSATS spring conference and go over them with the rest of the Board at the March meeting.

ADJOURNMENT

Fred Lingle motioned to adjourn the 02/15/18 Board of Supervisor's meeting at 8:20 P.M.

Delmer Homan seconded the motion and the motion was carried.

Vote: F. Lingle – Yes D. Homan – Yes D. Schafer – Yes