####  GENESEE TOWNSHIP

# REGULAR MONTHLY MEETING

# AGENDA

# November 10, 2020

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**MEETING CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**REVIEW & APPROVAL OF:** Regular Monthly Meeting Minutes held on October 13, 2020.

**PUBLIC COMMENT:**

**REPORTS:**

 ***Supervisors:***

***Roadmaster:***

***Secretary/Treasurer:*** The budget workshop was completed by day 2 on 10/21. The Township email account through Frontier using Yahoo’s domain was hacked on 10/16, all e-mails including trash, sent, etc. were deleted to include all the contacts. I contacted Frontier the following Monday on 10/20 and was able to change the password, but unable to retrieve all the e-mail’s that were deleted. I spoke to the Board of Supervisors and to prevent this from happening again, we decided to create a new e-mail account using gmail as the domain. Google has a higher level of security to help prevent being hacked as well as having the cloud as a system that stores e-mails. Another plus to using Google for our e-mail is, I was able to have the account be a google business account, so the Township will be listed as a business on Google Chrome’s search engine. The ad for Supervisor vacancy was in the Olean Times on 10/26, and on Solomon’s Word 11/6 and 11/8. The quarterly reports for the 3rd quarter were completed and submitted on 10/28. In preparation for the Audit starting in January, I have been continuously reviewing the profit and loss reports for all the accounts and inputting check numbers to the Bill associated with it and making sure the expense is in the correct budget code. This month was our final payment to First Citizens for the Whitney Hill loan, the loan has been paid in full early and over $650 under budget.

***Upcoming meetings***: On 12/15 PSATS is having a virtual training class on “The ABC’s for Elected Auditors”- this will be discussed under New Business. The high school art teacher Mrs. Rutkowski is having her students come to Genesee on 12/2 and 12/3 for holiday window painting. I have already coordinated with the vendors in town on what day they would like to have it done. The previous years, ACORN and Reed’s donated a sheet size pizza and soda on the second day of window painting for the students to have for lunch, I would like to propose that this year the Township cover the cost to show our appreciation.

*\* Park balances were provided by Roxan Thompson.*

**Account Balances as of 11/4/20:**
**General:** $41,643.11

**State:** $121,277.15

**Impact Fund:** $42,361.43

**Solid Waste:** $24.04

**Park General:** $8,945.25

**Park Building:** $3,331.20

 ***Officers/Boards/Committees****:*

UNFINISHED BUSINESS:

* Property for sale beside Township. Tax parcel 100-005-044A; .840 acre – First Citizens recommended two names to conduct the appraisal; Dean Appraisals and Diane Young. Secretary Dreas contacted both individuals. Dean appraisals quoted the cost of an appraisal to be $350 and would be 4-5 weeks out from the order date. Diane Young stated to Secretary Dreas that she does not conduct appraisals this far out from her location in Wellsboro and recommended Dean Appraisals. An Appraiser from Dean Appraisals went to property to take photos on September 25th, the appraisal documents are scheduled to be completed on October 22nd. -The Township received the appraisal documents on 10/27, property was appraised for $9,000, the Township sold property to current owner in 2002 for $3,100.
* RTK request from Mark Buffington in regards to the Water Authority. -The RTK request was originally submitted on April 15th, which was denied on April 16th since the Twp office does not hold the requested documents. On April 21st the twp office received an appeal request. On May 19th the twp office went into a mediation agreement, during the mediation, Secretary Dreas was informed by the mediator that since the water authority does not have an open office record, that she is to notify the water authority of the requested documents and receive those and submit to the RTK requestor. On June 18th Secretary Dreas sent a letter to the water authority notifying them of the requested documents, that they can provide what documents they have and be a part of the mediation process or not to provide them and the RTK requestor will file an appeal, the suspense date to them on how they would like to proceed was July 1st. Since then, Secretary Dreas has reached out a few times to get a response to include giving a complete copy of the RTK request from start to finish to Don Reed in September.

NEW BUSINESS:

* Ad for 2021 proposed budget
* PSATS Virtual Training Class
* Supervisor vacancy. – Twp received 2 letters of interest for the position.

**ACTION ITEM and/or NOTICE CORRESPONDENCES:**

* Zito Media cable/internet Rate Adjustment. – FYI only
* Northeastern Potter Economic Development Association updating public pamphlet and website.
* Potter County Planning Commission; Final approval granted for minor subdivision of moore property (6 acre split). – FYI only
* Northern Pennsylvania Regional College; would like to make a presentation to a Township meeting.

**REVIEW & APPROVAL: of financial reports and bills that come due**

 ADJOURNMEN