

PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

OCTOBER 27, 2008 SPECIAL MEETING MINUTES

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A special meeting was held on October 27, 2008 at 6 PM to discuss the 2009 Budget and other business before the Board of Supervisors. Attending were Chairman Larry Zimmerman, Supervisors Allen Aungst, Judith Lehman, Diane Tobin and Jerry Wise. Also present, Sect. / Treas. Kathy Ferguson.

## 2009 Proposed Budget

The Board reviewed the 2009 proposed budgets for the General Fund, the Liquid Fuels Fund and the Capital Reserves Fund. No changes were made to the proposed amounts. Lehman moved to accept the proposed 2009 budget, Aungst seconded the motion, all were in favor and motion carried 5 to 0.

## Other General Business

- ♦ **Pine Hill Escrow** amount was discussed. The Board said the amount for stone, drop boxes, labor and fees for the equipment should be added to the expenses. Ferguson said the expenses will be tallied for the November meeting. Zimmerman said catch basins, delineating posts, signs and white edge line striping could be added to the road if there is extra money.
- ♦ **Road Crew** part time person's hours were discussed. The Board said his hours should be as needed, but kept to 20 hours or less per week.
- ♦ **Mower** - Aungst said to replace the arm on the mower it would cost approximately \$30,000 and there is 3500 hours on the machine, no decision was made. Discussion followed with the Board recommending two signs should be used when mowing stating "Mowing next 5 miles".

## *Wise left the meeting at 6:46 PM.*

- ♦ **Office Assistant** – The Board reviewed the applications and agreed to have Aungst, Tobin and Ferguson interview selected applicants for recommendation to the Board.
- ♦ **Line Striping** – The Board reviewed the letter Aungst drafted to Interstate Road Management regarding problems with the line striping project. Tobin moved to approved sending the letter to Interstate Road Management, Lehman seconded the motion, all were in favor; motion carried 4 to 0.
- ♦ **Personnel** – **Aungst** said they should work on the personnel handbook and asked if the supervisors should review the personnel files once a year. Aungst said one thing the Board should look at is the comp time hours that are on the books they don't budget for. Aungst said they need to look at the time the employees can carry over each year. Zimmerman said he feels it should be cut back to only two weeks carried over. A lengthy discussion followed on vacation time etc. and the Board asked that copies of the employees comp time sheets be put into the correspondence folder. Aungst asked how overtime is calculated and Ferguson said anything over eight hours is considered overtime even if it is only a forty hour week.
- ♦ **Well Pump** – Repairing the leak between the pump and the well was discussed. Aungst will ask Ronnie Klinger for prices and Zimmerman will call Dick Longenecker to see if he knows where the well pit is. The Board discussed replacing the pump and putting in a submersible pump and extending the well pit to the surface.

**Adjournment** - At 7:36 PM Aungst moved to adjourn the meeting, Lehman seconded the motion, all were in favor and motion carried 4 to 0.

Respectfully submitted,

Kathy Ferguson, Secretary / Treasurer

Approved by the Board of Supervisors 11/12/08