

**February 2, 2023 Meeting**  
**“January 3, 2022**  
**Annual Organizational Meeting Minutes”**

The first order of business was to appoint a temporary chairman. Motion to appoint Alan Jones as temporary chairman by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion to appoint Amy Watson as temporary secretary by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion to appoint Alan Jones Chairman of the Board for 2023 by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion to appoint James C. Neu Jr. Vice Chairman for 2023 by Alan Jones Seconded by Stephen Brown. Motion carried.

Motion to appoint Mary Ann Llewellyn, Secretary-Treasurer by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion to appoint Amy Watson, Assistant Secretary-Treasurer by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion made to retain James Stiles & Dylan Card as full time maintenance/equipment operators by James C. Neu Jr., Seconded by Stephen Brown. Motion carried.

Motion made to appoint Stephen Brown Road Master by James C. Neu, Jr., Seconded by Alan Jones. Motion carried.

Motion made to provide health insurance to James Stiles, Dylan Card and Amy Watson with those employees contributing \$20.00 per pay check toward premiums by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to increase wages for James Stiles to \$22.50 per hour, Dylan Card to \$20.00 per hour by James C. Neu, Jr., Seconded by Stephen Brown Motion carried.

Motion made to increase the Secretary-Treasurer's salary by \$2000 per year by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.  
Secretary/Treasurer's salary is now \$26,000.00 per year.

Motion made to increase the Assistant Secretary-Treasurer's wages to \$20.00 per hour by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made for full time employees to have 7 paid holidays, James Stiles, Dylan Card and Amy Watson, 10 paid vacation days per year, after 5 years increased to 15 paid vacation days per year by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to allow all employees, part-time and full time, 3 days bereavement time for immediate family relation by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to allow a carryover of only 40 hours vacation per year by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made for the Secretary/Treasurer to have 9 vacation days per year by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried

Motion made to set the Treasurer's bond at \$475,000.00 by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to set the Assistant Treasurer's bond at \$475,000.00 by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to retain Marissa McAndrew as solicitor by James C. Neu, Jr., seconded by Stephen Brown. Motion carried.

Motion made to keep Honesdale National Bank and Wayne Bank as depositories for township funds by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to set Township mileage reimbursement at the IRS rate, currently **65.5** cents by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to retain James McDonald as Township Sewage Enforcement Officer by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to appoint Michael Kaub as Alternate Township Sewage Enforcement Officer by James C. Neu, Jr., Second Stephen Brown. Motion carried.

Motion made to use the Hancock Herald and the Forest City News for Township advertising by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to appoint Stephen Brown Township Emergency Management Coordinator by James C. Neu, Jr., Seconded by Alan Jones. Motion carried.

Motion made to reappoint Stephen Knash as Township Engineer by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to appoint Amy Watson as a permanent Planning Commission member by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion made to appoint Sara Alexander as an Auditor by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Township policy for the maintenance work hours and work week needs to be established yearly as certain government reports require official records of same. Motion made for maintenance work hours to be eight (8) hours per day, forty (40) hours per week, to be paid at straight time; any time over eight (8) hours per day or forty (40) hours per week to be paid at time and a half by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

The annual PSATS (Pennsylvania State Association of Township Supervisors) Convention is April 23<sup>rd</sup> to the 26<sup>th</sup> at the Hershey Convention Center, Hershey, PA. Motion made for Stephen Brown be the Township's voting delegate at the PSATS State Convention by James C. Neu, Jr., Seconded by Alan Jones. Motion carried.

The Board discussed the time of their monthly meetings. Motion was made to hold the Supervisors Board meetings at 9:00 a.m. on the first Thursday of the month at the Township Municipal Building by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Motion to keep the meeting date and time for the Township Planning Commission at 3:30 p.m. on the second Wednesday of the month at the Township Municipal Building by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

Meeting concluded.

Meeting open for public comments.

John Gales questioned about the possibility of changing the time of the monthly Township Meeting. James C. Neu Jr. responded, "We tried to do evenings before. Doing so does not bring anymore residents to the meeting and it's very difficult to get a speaker to come in the evenings."

No further questions.

Meeting adjourned. (9:30am)

Can we get a motion to approve the 2023 Organizational Meeting?

Motion made by\_\_\_\_\_ Seconded by\_\_\_\_\_

**February 2, 2023 Meeting  
(January 3, 2023 Minutes)**

With the organizational meeting complete James C. Neu, Jr., Vice Chair, called the January 2023 Township Board meeting to order. The following board members were present – Alan Jones (via Skype), James C. Neu, Jr. and Stephen Brown.

Minutes of the December 3, 2022 Board meeting were read. Motion to approve the minutes made by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

The treasurer's report for January was read. Motion to approve the treasurer's report made by James C. Neu, Jr., Seconded by Stephen Brown. Motion carried.

After review a motion to pay invoices and approve the payroll was made by James C. Neu, Jr., Seconded by Alan Jones. Motion carried.

Expenses totaled **\$22,746.65**. Payrolls totaled **\$13,302.14**.

**New Business for the month of January 2023**

The Order to Remove Restrictive Covenant from a portion of the ball field and Change Use of Property to the Train Depot was granted by Judge Matthew L. Meagher on December 21, 2022. This allows 1.04 acres to be subdivided from the ball field and combined with the Train Depot property. Doing this allows Preston Township the option to sell the depot and said property with room for a septic to be installed. It only has a holding tank at the moment. Gary Czapnik, Preston Township Planning Commission Chairman, said the subdivision now goes to the planning commission to be discussed. After it gets approved at that meeting it goes to The Wayne County Planning Commission for approval.

The restrictive covenant on the remaining ball field property remains in place.

Wayne Popich, a Preston Township resident, brought up some concerns about the Solar Ordinance. He asked if the Township can still add or delete things. James C. Neu, Jr, Preston Township Vice Chairman, expressed that the Ordinance we have in place was just a starting point to protect the Township and its residents. Alan Jones, Preston Township Chairman added yes we can add and delete things. He suggested we contact Thomas Shepstone of Shepstone Managment to assist us in adjusting our existing Ordinance.

James C. Neu, Jr. made the motion to contact Thomas Shepstone, it was Seconded by Stephen Brown. Motion carried.

Wayne Popich said he would bring in comments that he made toward the ordinance for the Township to take into consideration for adjustment. Gary Czapnik, Planning Commission Chairman, also submitted comments to be considered.

Amy Watson reminded people that our monthly photo contest would be announced soon.

Stephen Brown, Road Master, gave a road update. He said the warm, rainy weather has brought all the frost out of the ground. The roads are back to square one, comparing them springtime. They are very muddy at the moment.

It was asked if there were any additional public comments/questions?

Being no further business the meeting was adjourned. (9:45)

Amy Watson  
Assistant Secretary

Can we get a motion to approve January 3, 2023 Minutes?

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

**Treasure's Report  
for February 2, 2023**

General Fund	202,907.90	ARP Fund	57,414.28
Liquid Fuels Fund	<u>39,763.05</u>	Liquid Fuels Equip. Reserve	5,647.17
	<b>242,670.95</b>	General Fd Operating Reserve	74,819.46
		Health & Welfare	2,549.17
		UCC Fund	34,935.74

**UCC Fund Receipts** 0.00

Building Permits 0.00

**General Fund Receipts**

Subdivisions	150.00
Sewer Permits (Lakewood (370) DPP, LLC c/o Steckbeck Engineering, Inc.)	65.00
Building Permits	0.00
Real Estate Taxes	3,435.82
Per Capita Taxes	147.00
Monroe County Grant Refund for Storage Shed	<u>65,959.00</u>
	<b>69,756.82</b>

**Invoices Paid / To Be Paid**

Town & Country (Storage Shed)	281.78	Aetna	140.36
Town & Country (Storage Shed)	180.20	Industrial Electronics	150.00
Bisbee Lumber Company	402.85	Hancock Telephone Company	49.95
Building Inspector Underwriters	140.00	Bob Bates	325.00
Noble's Heating & Plumbing	640.00	McAndrew Law Offices	667.75
First Net	46.81	Penelec-storage shed	90.71
Penelec-garage	229.08	Penelec-train depot	63.70
Wayne Planning Commission	75.00	Amazon	79.99
PSATS Annual Conference	350.00	PSATS Online Class-Amy	55.00
Quick Books Payroll Program	650.00	Verizon	141.48
Amtrust	1,472.00	Freddy Refuse Removal	85.00
Bisbee Lumber Company	529.20	Visa	879.84
Dempsey Uniform	203.34	Geisinger Quality Options	1,100.20
Hancock Telephone	49.95	SAAM LLC	150.00
Town & Country			

**9,229.19**

**New Business for February 2023 Meeting**

Consider retaining Brian Kelly as Preston Township CPA

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Consider retaining Building Inspection Underwriters as one of Preston Townships Building Code Officers

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Consider retaining Bob Bates as one of Preston Townships Building Code Officers

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Preston Township received a letter requesting Memory Lane on Underwood Road be changed back to its original name, Nimrod Road.

Consider the renaming of Memory Lane back to Nimrod Road on Underwood Road

Motion made to rename by \_\_\_\_\_ Seconded by \_\_\_\_\_

**Planning Commission Business**

Subdivision for Train Depot

Motion made to approve the Subdivision by \_\_\_\_\_ Seconded by \_\_\_\_\_

Subdivision for Brownell & Wendeloski

Motion made to approve the Subdivision by \_\_\_\_\_ Seconded by \_\_\_\_\_

Subdivision for Hanstine & Haliscak

Motion made to approve the Subdivision by \_\_\_\_\_ Seconded by \_\_\_\_\_

**Other Business**

As per last month’s motion to contact Thomas Shepstone from Shepstone Management Consulting for possibly amending our Solar Farm Ordinance, Preston Township has since spoken with Tom. He is going over our existing Ordinance and public comments at this time.

Our website photo contest is now up and running and ready for people to send in their photos.

Roadmaster report.....

Any public questions/comments?