

**RYE TOWNSHIP  
SUPERVISORS' REMOTE MEETING  
May 18, 2020**

**PAGE 1 OF 6**

**STAFF PRESENT REMOTELY:** Chairman Jim Sabo, Vice-Chairman John F. Stahl, Supervisor John C. Schulze, Daisy Lightner, Secretary/Treasurer, Emergency Management Coordinator, Jim Cassidy, Assistant Emergency Management Coordinator, Michael Rugh, and Solicitor Dan Altland.

**PRESENT VIA REMOTE OR DIAL IN PARTICIPATION:** Craig Witmer, CPA and Auditor, Karen Mahoney of Smith, Elliot, Kearns & Co., Ben Landrum, Gregory R. Schwartz, Project Manager of Williams Site Civil, LLC, Jared Frey, Chris Hinkle of Burget & Associates, Inc., and Brandon Fritz.

EMC Cassidy set up and hosted the remote meeting for the Board. Remote meetings are now authorized with the adoption of Act 15 of 2020 as long as the COVID-19 emergency declaration is in effect. The GoToMeeting site showed 11 participants. A few of those dialed in telephonically as the meeting progressed, which demonstrates that the dial in number was working. The meeting was not held at a physical location, but was held remotely due to public health concerns with the COVID-19 outbreak and the Governor's "Stay at Home" order. Chairman Jim Sabo called the meeting to order at 7:00 PM. A quorum of the Board was established. The agenda was displayed on the screen as Chairman Sabo welcomed everyone.

**EXECUTIVE SESSION:** Chairman Sabo announced that the Board held an Executive Session on Sunday, May 10 to discuss personnel issues.

**CITIZEN PARTICIPATION:** Chairman Sabo opened the floor for any public comment. None was offered at this time.

**APPROVAL OF THE MINUTES:** Vice-Chairman Stahl made a motion and Supervisor Schulze seconded to approve the minutes of the April 27, 2020 Remote supervisors' meeting as submitted. Motion carried unanimously.

**PERSONS TO BE HEARD:** Craig Witmer, CPA of Smith, Elliott, Kearns, & Co, LLC was present along with Auditor, Karen Mahoney to provide a brief synopsis of the **2019 Financial Audit report** for Rye Township. CPA Witmer explained that the final audit reports were not finished as they were awaiting additional information from PMRS, which information was recently received. Craig Witmer displayed a power point program on the screen to explain the 2019 audit report. SEK issued an unqualified, clean audit opinion, which is the best opinion that may be given indicating that SEK is confident that the financial statements are materially correct. There were no findings. The Management Discussion and Analysis was prepared by Township management. A deficit resulted in the General Fund and Highway Aid fund with a surplus in the Solid Waste and Capital Reserve Funds. The deficit in the General Fund resulted from a transfer of monies into the Capital Reserve Fund designated for future anticipated road projects. Overall, a surplus was realized for all the funds combined. The presentation provided comments on the analysis of all the funds, notes to financial statements, the Management letter, a general communication letter, and graphical analysis of cash and investment trends, revenue versus expenses; revenue trends; expense trends; revenue allocation and expense allocation. The

COVID-19 pandemic was noted as a significant event that may adversely affect revenues and expenses and impact the Township's budget going forward.

CPA Craig Witmer asked if there were any questions on the audit or presentation. No response received. He expressed appreciation to the Board for retaining SEK to complete the 2019 Financial Audit for Rye Township. On behalf of the Board, Chairman Sabo expressed appreciation to Craig Witmer and Karen Mahoney for conducting the audit for Rye Township.

The Secretary/Treasurer thanked SEK for their assistance involving extra time with phone calls to clarify the application of pension plan documents with the Pennsylvania Municipal Retirement System, (PMRS). Their insight and discussions with PMRS representatives resolved the concern and resulted in saving the Township additional costs going forward. The auditors left the online meeting at this time.

Benjamin J. Landrum, a resident and a Life Scout with Troop 56, approached the Board to request approval for a proposed project on his journey to achieve the rank of an **Eagle Scout**. He is proposing to upgrade an old trail behind the Township building near Fishing Creek to better support community fishing and recreation. He plans to widen and mulch the trail, place a rock border, possibly install a small foot bridge, and connect it to the Rye Township recreational trail. Ben does not anticipate the need for funding from the Township at this time. He indicated he would provide a full plan for the next Supervisors' meeting.

Upon due consideration, Chairman Sabo made a motion with a second from Vice-Chairman John Stahl to approve Ben Landrum's preliminary proposal for his **Eagle Scout project** to upgrade the recreational trail behind the Township municipal building. Motion carried unanimously.

**SUBDIVISION/LAND DEVELOPMENT PLANS:** Chris Hinkle of Burget and Associates, Inc. approached the Board to request final approval for the **Final Minor Subdivision Plan for John W. and Mary M. Smith**. The purpose of the plan is to reconfigure two (2) parcels of common ownership, (Ex. Lots 1 & 4) and two (2) prior approved un-conveyed lots (ex. Lots 2 & 3) within those parcels to follow existing use areas. Four pages of the subject plan were displayed on the screen as Chris Hinkle provided a history of existing lots and an overall summary of what is proposed to reconfigure the lots. He noted that the subject plan proposes an additional dedicated area for a proposed turnaround at the northern end of Cove Road. Perry County Planning Commission comments were received and addressed. Sheet number 4 was added to clearly show the private right of way. The security and escrow deposits were received. The Plan was recommended for conditional approval at the May 5, 2020 Planning Commission meeting. The Board reviewed and discussed the outstanding conditions.

Upon due consideration and discussion, Chairman Sabo made a motion with a second from Vice-Chairman Stahl to approve the following alterations of requirements from the Subdivision Land Development Ordinance for the **Final Minor Subdivision Plan for John W. and Mary M. Smith:**

**1. Section 320-21 (Preliminary Plan Submission)**

Due to the fact that the plan is reconfiguring lots of common ownership to follow existing use areas and is not proposing any earth disturbances, we ask for relief to submit the plan as a final plan.

**2. Section 320-22.1 (Over-All Property Scale)**

To create a clear and legible plan we ask for relief from using the requested scale of 1"= 400'.

Motion carried unanimously.

Upon due consideration and discussion, Supervisor Schulze made a motion with a second from Chairman Sabo to approve the **Final Minor Subdivision Plan for John W. and Mary M. Smith** contingent upon the following conditions:

- Certification of the plan by the Owner
- Certification of the plan by the Surveyor
- Obtain payment in full of all fees due
- Add an area on the Cover Sheet to note the Perry County recording information for the Easement and Road Maintenance Agreement for future reference

Motion carried unanimously.

Chris Hinkle thanked the Board and left the online meeting at this time.

Gregory Schwartz of Williams Site Civil, LLC approached the Board to request final approval of the **Land Development Plan for Jared R. and Natasha E. Frey.** The purpose of the plan is to modify an existing stormwater facility, (as previously approved and recorded in Plan Book 69, Page 46), to accommodate some additional driveway improvements. Mr. Schwartz introduced himself and explained that Mr. Frey recently contracted with him to complete the subject plan. He provided a brief history of the submissions of the plan from inception. The subject plan was displayed on the screen during the presentation and discussion. Perry County Planning Commission comments were received and addressed. The Township engineer's April 27, 2020 comments were received and addressed. Security and escrow deposits were received. The Plan was recommended for conditional approval at the May 5, 2020 Planning Commission meeting. The Board reviewed and discussed the outstanding conditions.

Upon due consideration and discussion, Supervisor Schulze made a motion with a second from Vice-Chairman Stahl to approve the following alterations of requirements for the **Land Development Plan for Jared R. and Natasha E. Frey:**

**1. Section 320-21 (Preliminary Plan Submission)**

Due to the small size of the project and simplicity of the Land Development Plan, the plan is requested to be a final plan

**2. Section 320-22.1 (Over-All Property Scale)**

The plan uses a scale of 1" = 20' to create a clear and legible plan. The scale requirement is 1" = 400'.

Motion carried unanimously.

Upon due consideration and discussion, Supervisor Schulze made a motion with a second from Vice-Chairman Stahl to approve the **Land Development Plan for Jared R. and Natasha E. Frey** contingent upon the following conditions:

- Certification of the plan by the Owner
- Certification of the plan by the Surveyor
- Obtain payment in full of all fees due
- Confirm the receipt of a letter acknowledging that the Township Engineer reviewed the Stormwater Plan
- Add a note to the plan that the Township engineer will be contacted to conduct an "As Built" plan review
- Add the infiltration rate to the plan
- Add a note to the plan to contact the Township engineer to verify, as a component of the "As Built" plan review, that the infiltration rate meets the required minimum rate per the stormwater management plan

- No other permits will be considered until all the improvements shown on this plan are constructed in compliance with the plan and a certificate of use issued by the Zoning Officer.

Motion carried unanimously.

Greg Schwartz understood and accepted the conditions , thanked the Board, and left the online meeting at this time.

**MONTHLY MUNICIPAL REPORTS:** No Zoning Report was presented due to minimal activity with the Governor's "Stay at Home" order.

No May Sewage Enforcement Report was submitted due to minimal activity with the Covid-19 restrictions in place.

The Road Report for May was provided by Road Foreman Brad Sloop and read by Co-Road Superintendent John Stahl as follows: chipped brush, repaired exhaust leak on #4 dump truck; cleaned drainage ditch on Fleisher Road; Cut up downed trees on Mountain Road and Millers Gap Road; took snow equipment off #3 dump truck; worked with contractor to fell several trees on Lambs Gap Road, assisted with underground tank inspection and participated in virtual training sessions with LTAP.

Since the May Recreation Board meeting was cancelled, no report was presented. All May and June Recreation Board events are cancelled due to the Covid-19 restrictions.

EMC Cassidy provided an Emergency Management Report. Perry County EMC Rich Fultz provided him information on the alert system utilized by the County. They use EverRidge, which is the Nixle system that provides for phone, text and email alert notifications. However, local municipalities are currently not eligible to share the County's system. The cost for an annual subscription is \$3,300, plus an initial set up fee of several hundred dollars. If EverRidge additionally provides a phone database for Rye Township at the time of installation, the cost is ~\$5,000. EMC Cassidy offered this may not be cost effective for smaller municipalities.

Discussion ensued. EMC Cassidy offered to continue to research options as follows:

- Contact Fairview Township to discuss the Nixle system since they subscribe to it
- Contact Susquenita School District to inquire about their alert notification system
- Contact PEMA to inquire about alternatives, options, more cost effective alert notifications systems for smaller municipalities
- Advertise the existing email notification list in the upcoming Summer Newsletter to encourage more residents to register.

Assistant EMC Mike Rugh reported that the Governor anticipates Perry County will move into the "yellow" phase this Friday, May 22, 2020. This phase eases some restrictions on work and social interaction.

The April Treasurer's Report was read by the Secretary/Treasurer for all to hear. The report is on file in the Township office and approved pending the 2020 Financial Audit.

**RESOLUTIONS:** Chairman Sabo made a motion with a second from Vice-Chairman Stahl to adopt Resolution 20-14, which rescinds Resolution 20-13 and authorizes the transfer of a matured General Fund Cd at the First National Bank, formerly Metro Bank, of Enola to a five (5) year CD at Marysville Bank, a division of Riverview Bank. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Schulze to adopt Resolution 20-15, which authorized a transfer at the Bank of Landisburg, Shermans Dale of a matured Capital Improvement Cd to an easy access CD at Pennian Bank, Shermans Dale. Motion carried unanimously.

Vice-Chairman Stahl made a motion with a second from Supervisor Schulze to adopt **Resolution 20-16**, which authorizes the transfer of a matured short term General Fund CD at the Bank of Landisburg, Shermans Dale to an easy access municipal Cd at Pennian Bank, Shermans Dale. Motion carried unanimously.

Vice-Chairman Stahl made a motion with a second from Supervisor Schulze to adopt **Resolution 20-17**, which authorizes the transfer of a matured General Checking Investment CD to a five (5) year CD at Marysville Bank, a division of Riverview Bank. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to adopt **Resolution 20-18**, which authorizes the Secretary/Treasurer to purchase personal protective equipment, (PPE) for the Township online with the VISA card. This Resolution specifically documents a \$139.70 purchase at United Face Masks for 100 disposable masks and 100 gloves. Motion carried unanimously.

**NEW BUSINESS:** Upon due consideration, Chairman Sabo made a motion with a second from Vice-Chairman Stahl to approve the May 18, 2020 time extension request for approval of the **Revised Final Minor Subdivision Plan for Dr. Robert P. Matsko, Sr. to the July 27, 2020 Supervisors' meeting**, to allow for additional time to review the hydraulic study needed to establish the 100 year flood elevation on the subject lot with Township Officials; to address the various requirements requested by the Planning Commission at their March 2020 meeting, and the coordination involved with the project. Motion carried unanimously.

Randy Barlup contacted the Township office to request the release of fees remaining for his plan and his construction escrow. The Barlup plan is recorded. The private drive is complete.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to release the remaining Barlup escrow plan deposit in the amount of \$398.50 held by the Township to ensure payment of all engineering and legal review fees. Motion carried unanimously.

Upon due consideration, Supervisor Schulze made a motion with a second from Vice-Chairman Stahl to release the remaining construction escrow in the amount of \$761.10 contingent upon the confirmation of the receipt of the final inspection report from the Township engineer. Motion carried unanimously.

The Solicitor advised processing two separate checks when returning the escrow.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to accept the resignation of Rebecca Schulze, Rye Township Planning Commission Secretary effective immediately. Motion carried unanimously. Chairman Sabo expressed appreciation to Rebecca for her years of service preparing detailed minutes and providing administrative assistance to the Planning Commission.

Chairman Sabo announced the vacancy and noted the need to find someone for the position of recording secretary for the Planning Commission. The Assistant Secretary will fill the position until a replacement is hired. Chairman Sabo made a motion with a second from Vice-Chairman Stahl to advertise the vacancy with the requirement that the individual reside within Rye Township. Motion carried unanimously.

Supervisor Schulze requested the Planning Commission page on the Township's website clearly list the time frame for submission and acceptance of plans for official review by the Planning Commission, which is at a minimum of fifteen (15) days prior to the Planning Commission meeting. The Secretary/Treasurer indicated she would add this requirement to the website. She also recommended sending a brief reminder memo to local surveyors and engineers that frequent the Commission. The Board agreed.

The Board of Supervisors discussed rescheduling of the annual bulk clean-up, which was postponed from May 1 and May 2, 2020. It was the consensus to reschedule the Bulk Clean-up the first weekend in October -- **Friday, October 2 and Saturday, October 3**. The Board directed the Secretary to check with Tiger Trash to see if they are available that weekend, and if they might agree to postpone to October and keep the same costs. Residents will be notified of the new date via email, the website, and the upcoming summer and fall newsletters.

The refuse collection contract with Penn Waste expires the end of this year, 12/31/2020. Supervisor Schulze recommended the Board begin to gather information now to prepare detailed Request for Proposals. He suggested the Board consider the collection by the hauler of one bulk item per week as part of the proposal to possibly eliminate the annual bulk clean-up event.

Supervisor Schulze discussed subscribing to online conferencing software such as GoToMeeting or Microsoft Team and offered to research the options and provide an analysis to the Board. Although the Board greatly appreciates EMC Cassidy's generosity in hosting the past several meetings for the Board and the Planning Commission, it was the consensus of the Board that the Township explore the various options and purchase their own subscription.

Chairman Sabo announced the following events and cancellations:

- ◆ Memorial Day Holiday, Office Closed, May 25, trash collection - Wednesday, May 27
- ◆ Primary Election Day, June 2, 7 AM to 8 PM at the Municipal building; social distancing and the use of masks are recommended. Mail-in ballots are permissible.
- ◆ Strawberries in the Park, June 7, CANCELLED

**APPROVAL AND PAYMENT OF THE BILLS:** The Secretary/Treasurer provided a May expense check register and submitted the following checks for approval and payment:

May General Fund Check's #s 16644-16658 in the amount of \$14,273.20. No checks void.

Payroll checks #s 7725-7730 in the amount of \$5,992.47. No payroll checks void.

Payroll checks #s 7731-7735 in the amount of \$4,020.75. No payroll checks void.

With no discussion on the bills presented, Chairman Sabo made a motion and Vice-Chairman Stahl seconded to approve all the expense and payroll checks submitted for payment. Motion carried unanimously.

Supervisor Schulze asked if check number 16657 issued to Wilson Consulting Group in the amount of \$8,331.50 included engineering for permits for pipes on Pierce Road and Mountain Road. The Secretary/Treasurer explained that there are costs included in the check for engineering for both pipe permits. However, she did not have any recent updates on the status. The Pierce Road application was complete and submitted earlier this year to the Department of Environmental Protection, DEP, but is most likely delayed with the COVID-19 situation.

**CITIZEN PARTICIPATION:** Chairman Sabo asked if there were any other comments from participants who either dialed in or were watching remotely online. No response heard.

Chairman Sabo expressed appreciation to EMC Cassidy for once again hosting the online meeting, and thanked everyone that participated. Hearing no comments or further discussion from participants, he adjourned the remote meeting at approximately 9:12 PM.

Respectfully submitted,

---

Daisy Lightner, Secretary/Treasurer