

**RYE TOWNSHIP  
SUPERVISORS' MEETING  
June 22, 2020**

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**PRESENT:** Chairman Jim M. 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, Jean Snyder, Camille Otto, Denise Glenn, Nancy Sunday, Sean Fedder, Kimberly Woodrow-DeWitt, and Solicitor Dan Altland.

**FORMER SUPERVISOR PRESENT:** Robert Lightner

The meeting was held at the municipal building and called to order at 7:00 p.m. Chairman Sabo convened the meeting with the pledge of allegiance to the flag. The meeting was recorded to aid with the accurate preparation of minutes.

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

**EXECUTIVE SESSION:** Chairman Sabo announced that an Executive Session was held at 6 PM on June 11, 2020 to discuss personnel work policies with the Road Department. The Board continued the Executive Session with the Solicitor at 7 PM to discuss updates to Ordinances.

**APPROVAL OF THE MINUTES:** Vice-Chairman Stahl made a motion and Supervisor Schulze seconded to approve the minutes of the May 18, 2020 remote supervisors' meeting as submitted. Motion carried unanimously

**MONTHLY MUNICIPAL REPORTS:** A **Zoning Report** was presented by Zoning Officer Brian Gilbert of Wilson Consulting Group listing activities from March 16, 2020 to June 15, 2020. Chairman Sabo placed the report on the front table for public review.

A **June Sewage Enforcement Report** was submitted by SEO Lenny Sizer of FSA Engineering and read by Chairman Sabo as follows: Two (2) activities: chisel and pressure inspections for a new home construction on New Valley Road for a total due in fees of \$175.00.

The **Road Report** for June was provided by Road Foreman Brad Sloop and read by Co-Road Superintendent John Stahl as follows: chipped brush, cut dead trees on New Valley Road, cleaned ditches on Deans Gap and Millers Gap Roads; cleaned up extra cinders accumulated on Rattling Rock Road; installed 2A Mod stone along Idle Road shoulder; installed 2A Mod stone in pot holes on Community Park driveway, set up and take down tables and chairs for elections on June 2.

Resident Jean Snyder reported that the gutters across the road from her residence on New Valley Road are clogged and in need of cleaning. Vice-Chairman Stahl offered that the Road Department was made aware of this concern and was sure they would get to it before long. He indicated he would remind them.

**Recreation Board** member Nancy Sunday was present and explained that due to the stay-at-home orders in place and large gatherings prohibited, two of the Township's major events have gone on hiatus for 2020. The annual "Fishing Derby" held in May and the annual "Strawberries in the

Park” held in June were cancelled. She reported that the following events are tentatively scheduled as follows:

- July 12 – Sundaes in the Park, 6:30-7:30 PM, eat in or bring containers to take out
- August 9 - Music in the Park, 6:00 PM – 8:00 PM, local talent Mike Foltz will perform
- September 27 – Hot dog Roast and Bon Fire; 6-7:30 PM; hot dogs and s’mores
- October – TBD; Halloween in the Park

EMC Cassidy provided an **Emergency Management Report** and presented the Board with brochures for two notification systems: Nixle, also known as EverRidge, and BlackBoard Connect. The alert notification systems would better notify residents during times of emergency. The system could also be used to notify residents of non-emergency items such as community events or road closures etc.

EMC Cassidy offered the following:

- Reviewed the Nixle system with related costs at approximately \$3,500 the first year and approximately \$3,300 each year following.
- Reviewed BlackBoard Connect, the system utilized by the Susquenita School District, at a cost of approximately \$2,600 per year.
- Researched Dial My Calls, the system utilized by a local church. Costs differ depending on the level chosen and the size of contact lists. The cost paid by the local church is approximately \$750.00 per year.
- All three systems noted above provide for phone, text, and email alert notifications
- All three systems are set up by requesting residents to sign up on the website or by contacting the Township office to sign up.

EMC Cassidy noted that a trial offer is available for Dial My Calls and recommended the Board consider taking advantage of the trial offer to actually experience firsthand the ease of use and exactly what the system offers. He offered that this may be a more cost effective system for a smaller municipality.

Chairman Sabo expressed appreciation to EMC Cassidy for taking his time to research the options available.

The **May Treasurer’s Report** was read by the Secretary/Treasurer. The report is on file in the Township office and approved pending the 2020 Financial Audit. She noted that the 2<sup>nd</sup> quarter tax distribution payments to the local fire companies, ambulance, and library are on the agenda tonight for approval and payment.

**RESOLUTIONS:** Upon due discussion and consideration, Chairman Sabo made a motion with a second from Supervisor Schulze to adopt the following resolutions:

1. **Resolution 20-19**, which authorized the transfer of two matured Capital Reserve Fund CDs at Pennian Bank to two separate Easy Access Municipal CDs at Pennian Bank, Shermans Dale as follows: a Park/Rec Cd for \$1,276.50 and a Road Project CD for \$52,735.29; and
2. **Resolution 20-20**, which authorizes a transfer of \$175,000 from the General Checking at Marysville Bank, a division of Riverview Bank, to an Easy Access Municipal Cd at Pennian Bank, Shermans Dale for a slightly better rate of investment return.

Motion carried unanimously.

The Secretary/Treasurer noted that unfortunately CD interest rates are very, very low at all financial institutions.

**NEW BUSINESS:** With working papers received and a parental acknowledgement form on file, Chairman Sabo made a motion with a second from Vice-Chairman Stahl to hire Ty Zimmerman as part-time summer help at the Park at \$8.00 per hour for approximately 50 hours. Motion carried unanimously.

Vice-Chairman Stahl made a motion with a second from Supervisor Schulze to appoint Natasha Frey to fill the vacancy on the Recreation Board with Susan Vodzak declining reappointment when her term expired the end of 2019. Motion carried unanimously. Recreation Board terms are five (5) years. The record notes that Natasha's term will end 12/31/2024. Chairman Sabo expressed appreciation to Susan Vodzak for her many years of faithful service on the Recreation Board.

Supervisor Schulze proposed adding zoning permit information to the website listing specifically the name, address, date approved, and a brief description of all permits issued throughout the year. He offered that this may decrease calls to the office.

Chairman Sabo asked the Solicitor if the information listing a resident's home address is public information. The Solicitor advised that whatever is on the permit application is public information. The Board directed the Secretary to check with the web host regarding how this additional information could be incorporated on the website.

Sean Fedder of Valley Road commented that the Township needs less micromanaging. He further stated that what he does on his property is his business, and not the whole Township. If his neighbor has a problem and needs to know, they can speak to him.

Former Supervisor Robert Lightner asked how many calls the office receives inquiring if a permit was issued. The Secretary/Treasurer responded approximately 2-3 calls per year. Typically there are not many calls about the issuance of permits.

Discussion continued relating to local zoning permits and follow-up inspections for smaller accessory structures. Supervisor Schulze commented that all permits should be followed up to assure the structure is located within the set back lines. The Solicitor clarified that the Zoning regulations allow accessory structures to be located within the set back lines. They must be ten (10) feet from the property line and can be located within the side and rear yards of the lot. However, larger structures such as attached or detached garages or carports must be within the established building set back lines for the specific zoning district. The consensus was that the cost incurred to conduct a follow-up inspection on a 100' square foot shed would not be cost effective. Supervisor Schulze offered that he still believes all permits should be followed up to ensure that the improvement permitted was built according to all the zoning requirements.

Former Supervisor Robert Lightner offered that in principal he agrees that follow up is important. But he expressed concern with the additional fees that would be charged to residents. For example, if a follow-up inspection fee for smaller structures such as a small 10' X 12' shed was added, the permit fee would be \$187.50.

Discussion ensued. The Board directed the Secretary to provide them the number of smaller shed permits issued in Rye Township for 2019 and 2020. The Board did not take any official action on the permit info agenda item at this time.

Vice-Chairman Stahl suggested requests for proposal, RFPs, be prepared to schedule the replacement of old guide rail located in the 1600 Block of New Valley Road for completion later this year. The Secretary/Treasurer noted that funds were approved in the 2020 Budget for this guide rail project. Three written or telephonic quotes are required when the contract cost is estimated to be between \$11,300 and \$21,000. However, formal advertising is not required at this level. Supervisor Schulze suggested that the RFP specify that the contractor must be Penn

DOT qualified. He indicated that he would send a list of PennDOT certified contractors to the office.

Former Supervisor Lightner expressed concern again about the rising costs to complete every infrastructure repair to Penn DOT standards. He suggested perhaps there are other alternatives that could be considered and along with some common sense could reduce the overall cost.

Supervisor Schulze said that contractor certification for certain types of work are done by PennDOT. As no other certification for these types of work are available, this is the only type of certification available to ensure the guide rail is being installed correctly. In addition, PennDOT and Federal Highway Administration (FHWA) are the only guide rail design standards available.

Vice-Chairman Stahl said he agrees with Former Supervisor Lightner. The consensus of the Board was to prepare the RFP's and send them out to the various vendors, including those on the PennDOT list. The Board will review the proposals received and then make a decision accordingly.

The refuse collection contract with Penn Waste expires the end of this year, 12/31/2020. Supervisor Schulze provided fellow Board members a copy of a draft bid proposal with mark ups reworked from the 2018 refuse bid proposal. He explained page 11 contains three separate options for bidding:

- 1) Weekly Refuse Collection
- 2) Weekly Refuse collection including a curbside bulk item one per week
- 3) Weekly Refuse collection with bulk curbside item, including biweekly recycling

Upon due discussion, Chairman Sabo made a motion with a second from Supervisor Schulze to prepare, review, and get ready to go out for bid for Refuse/Recycling Collection. Motion carried unanimously.

The Board discussed a tentative time schedule for advertising, review, and award of the Refuse/Recycling Bid as follows:

Meeting -July 27, 2020 - Approve the bid package and authorize to advertise

Meeting -August 24, 2020 - Open and read the bids out loud at the meeting

September – Time for the Board to review the bids received

Meeting -September 28, 2020 – Award the bid

Supervisor Schulze indicated he would send the Secretary an electronic copy of the proposed bid package presented this evening for preparation of a draft proposal for final review by the Board.

Supervisor Schulze discussed the right of way for the pipe replacement project along Mountain Road. Currently, the right of way is 33 feet, which is 16.5 feet from the center line. The existing pipe currently extends slightly out of the right of way. The proposed replacement pipe is larger and extends even further out of the legal right of way. He asked the Solicitor's advice on how to proceed to work outside the existing right of way during the pipe replacement.

Sean Fedder mentioned that the western side of Mountain Road is located within Carroll Township. He was unsure how this would affect Rye Township acquiring right of way or easements that are located within another Township's legal right of way.

It was noted that previously the Township completed maintenance work outside of the right of way under the Ditch and Drainage Act. The Solicitor indicated he would check into this matter and advise the Board accordingly.

Chairman Sabo announced the following:

- ◆ 4<sup>th</sup> of July Holiday Observed, Office Closed, Friday, July 3, No change in trash collection

- ◆ July 12 – Sundaes in the Park, 6:30-7:30 PM, eat outside or bring your own containers for take-out. Wear a mask to enter the Park and to go through the food service line. Obviously, masks may be removed when you sit down to eat.
- ◆ Help Wanted -Planning Commission Recording Secretary; one meeting per month  
The Board directed the Secretary to post the help wanted ad to fill this part-time position on the website on the Public Notice page.
- ◆ A draft of the meeting agenda is posted on the website at [www.ryetwp.com](http://www.ryetwp.com) on the supervisors' meeting minute page the Friday before the meeting.

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

June General Fund Check's #s 16663-16689 in the amount of \$26,991.75. No checks void.  
Payroll checks #s 7736-7741 in the amount of \$4,007.31. No payroll checks void.  
Payroll checks #s 7742-7746 in the amount of \$4,078.43. 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.

**CITIZEN PARTICIPATION:** Chairman Sabo asked if there was any other participation.

Kimberly Woodrow-DeWitt of Austel Drive discussed a recent courtesy Notice of Violation letter she received relating to a complaint the Township received regarding her dogs barking for hours disturbing the peace and quiet in the neighborhood. Ms. Woodrow-DeWitt denied that her dogs bark for hours and wanted the Board to hear her side of the story. She discussed her frustration with the situation and felt she was being harassed over the years by a particular neighbor's constant complaints and calls to the Township office.

The Solicitor advised this is a private matter between neighbors. However, he would review the recent complaints and provide any guidance or recommendations to the Board. The Secretary indicated she would email the Request for Action received for this complaint to the Solicitor.

Chairman Sabo thanked Ms. Woodrow-DeWitt for coming to discuss her concern.

**ADJOURNMENT:** Chairman Sabo thanked everyone for coming to attend the first public meeting held since February because of the COVID 19 pandemic. With no further discussion or business before the Board, Chairman Sabo adjourned the meeting at approximately 8:53 PM.

Respectfully submitted,

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Daisy Lightner, Secretary/Treasurer