

West Mead Township Board of Supervisors

Public Study Session Minutes

December 12, 2023 - 6:00 p.m.

Present: Supervisors Bovard, Jordan and Shartle. Also present: Jelaine Cain, Paul Martin, Chief Brown, Alan Shaddinger and Jill Dunlap.

Executive Sessions were held on November 16, 2023 and December 5, 2023 for Litigation for Stormwater Matters.

Executive Session was held on December 4, 2023 for Police Department Personnel Matters.

Note: This is a public meeting of the Board of Supervisors for purposes of general discussion of administrative, regulatory enforcement; police and road department and personnel; building and grounds; budget and related matters and issues related thereto that may or may not require action. It is also used to review and comment on the public meeting agenda for the regular public meeting.

Note: A Fire Escrow Account in the amount of \$5,333.33 has been refunded for Joshua & Stacey Dodson property located at 10485 Liberty Street Extension as the demolition of the detached garage has been completed and in compliance with the Fire Escrow Ordinance.

Note: The Secretary has been reviewing and completing the update of the West Mead Township Personnel Policy to be adopted at the Reorganization Meeting to be effective beginning in January of 2024.

Note: The Secretary and Police Chief have been reviewing and completing the update of the West Mead Township Police Policy and Procedures Manual to be adopted at the Reorganization Meeting to be effective beginning in January of 2024.

The Chairman noted the above items.

Jelaine Cain of 21185 Star Route was present to speak about a road and police issue. She requested clarification of the posted 25mph speed limit and signage on Barton Road. She thanked the police for their service and discussed speed traps, speed lines painted on the roadway and proper training on VSpec and VASCAR systems. Much discussion was had on enforcement for public safety, speeding tickets and if 25mph or 35mph is preferred for that roadway. Shartle noted a traffic study was done years ago. Chief Brown discussed training and the basic operations of how speed timing works. Her main requests were that we look into the following: the roadway be posted at 35mph, review signage and procedures and put up a Hill Ahead sign. Shartle indicated we would look into the matters further.

Shartle moved, Jordan seconded to ratify Overhead Door of Franklin for the repair and installation for garage door springs at the Township Building Garage as directed by the Roadmaster in the amount of \$3,284.27. Bovard recommended we obtain three quotes for annual garage door service from MC Overhead Door, Plyler Entry Systems and Overhead Door of Franklin for future services. Vote – All Approved.

Shartle moved, Jordan seconded to ratify Kennedy Welding & Service for the installation of a plow deflector on the new 2022 Chevy 6500 Truck as directed by the Roadmaster in the amount of \$1,651.00. Vote- All Approved.

Shartle moved, Jordan seconded to ratify Kennedy Welding & Service for the installation of aluminum caps on the new 2022 Chevy 6500 Trucks and 2007 Mack Truck as directed by the Roadmaster in the amount of \$1,335.00. Vote – All Approved.

Jordan moved, Shartle seconded to approve payment to MuniPay for the acceptance of electronic and credit card payments for various taxes and services beginning in January 2024 as directed by the Secretary/Treasurer in the amount of \$458.00 for two card readers. The card processing fees will be passed on to the user. Vote – All Approved.

Shartle moved, Jordan seconded to approve payment to Intuit Inc. for the purchase of Quickbooks Desktop Enterprise for the purchase and installation of financial and payroll software beginning in January 2024 as directed by the Secretary/Treasurer in the amount of \$2,668.00. Dunlap noted she would have preferred another company who provides an all inclusive software package that provides financial, permitting and property maintenance modules specific to municipal governments. She reviewed some of the proposals and costs and the Board members were not in favor of the extra costs. Vote – All Approved.

The Board did not review the items on the 7:00 meeting agenda.

The Board reconvened the Study Session at 7:26 p.m. after the Supervisors Regular Meeting.

The Roadmaster discuss possible equipment purchases of a Boom Mower Tractor and a Pickup Truck. He had received quotes from Stephenson Equipment on the tractor and Hallman Chevrolet on a flat bed pickup truck for use with a brine system. Both are available under the COSTARS purchase program. Shartle indicated the salesmen have indicated the costs are going up beginning January 1, 2024. Jordan questioned the pickup truck costs and options. He wanted to further investigate all options and indicated he was going to look at trucks while in Erie tomorrow morning. No decisions were made on purchases at this meeting.

Jordan left the meeting at 8:10 p.m.

Being no further business, Shartle moved, Bovard seconded to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Jill Dunlap
Secretary