

SALFORD TOWNSHIP BOARD OF SUPERVISORS

Regular Business Meeting

July 20, 2016

Chairman Barb Lynch called the meeting of the Board of Supervisors to order at 7:30 PM with a Pledge of Allegiance. Present were:

Barb Lynch, Chairman

Karen Landis, Secretary

Nate Yothers, Vice Chairman

Jim Styer, Supervisor

Wayne Mensinger, Zoning Officer

Stephen P. Imms, Jr., Esquire

PUBLIC COMMENT: NONE.

OLD BUSINESS:

- A. COUNTRY VIEW DEDICATION:** - Chris Canavan (WB Homes) and Steve Imms reported the Deeds of Dedication and revised Maintenance Bond was reviewed and confirmed acceptable by both Township Solicitor and Township Engineer. Jim Styer questioned Solicitor about maintenance bond coverage. **Motion 16-101** by Lynch, second by Styer approved **Resolution 16-1765** accepting public improvements of the Country View Land Development Phases 1 through 4. Motion carried 3 - 0.
- B. FY 2015 AUDIT:** - Auditor Greg Ede (Styer Associates) reported on Management Letter and significant deficiencies as a result of the 2015 financial audit. The BOS determined the following:
1. Bank Reconciliations to be approved by BOS at meetings
 2. Written Fraud Program - Sample format provided
 3. Time Sheet Approval - Chairman will approve/sign timesheets
 4. Permits - Debbie will review fees when processing
 5. Escrow Transactions - Karen will confirm with auditor
- C. PLANNING COMMISSION VACANCY:** - A memorandum of recommendation was provided by both Mark Freeborn and Barb McMonagle. Following discussion, it was determined that PC will at their July 27th meeting:
1. Recommend new member(s)
 2. Revise Bylaws to provide for an "alternate" position
 3. Provide codification review schedule

APPROVAL OF JULY 6TH MINUTES - Barb Lynch requested an addition to public comment. **Motion 16-102** by Styer, second by Yothers - motion carried 3 - 0.

APPROVAL OF ACCOUNTS PAYABLE INVOICES - **Motion 16-103** by Yothers, second by Styer - motion carried 3 - 0.

APPROVAL OF JUNE FINANCIAL REPORT – Jim Styer reported on the YTD expenses with regard to inter-fund transfers and that Finance Committee is reviewing paying off the QNB loan. **Motion 16-104** by Yothers, second by Lynch – motion carried 3 – 0.

APPROVAL OF COMMITTEE AND STAFF REPORTS – Barb Lynch questioned an open records request and asked for a monthly summary of permits and complaints be provided. **Motion 16-105** by Yothers, second by Lynch – motion carried 3 – 0.

NEW BUSINESS:

Jim Styer inquired about the Clemmer response letter. Zoning Officer will send a letter to correct original mistakes.

NEXT MEETING (AUGUST 3RD) AGENDA:

- a. Approve FY 2015 Audited Financial Statements
- b. Review/Discuss sample water shut off agreement
- c. Review/Discuss Written Fraud Policy
- d. Status of Cell Tower negotiations
- e. Codification Recommendations (Engineer & Road Superintendent)
- f. Appoint Vacancy – Planning Commission
- g. PA Turnpike Acquisition
- h. Planning Commission Update – Codification schedule, Bylaws revision
- i. Township Building/Post Office (September)

PUBLIC COMMENT: NONE.

ADJOURNMENT – There being no further business, **Motion 16-106** by Yothers, second by Styer adjourned the meeting at 8:45 PM. Motion carried 3 – 0.

APPROVED: AUGUST 3, 2016

MOTION: 16-107 BY: STYER SECOND BY: LYNCH VOTE: 3 - 0

(TOWNSHIP SEAL)

