**GLENBURN TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**November 16, 2022**

**Board Members in Attendance:** Jim Davis. Bill Wicks, Matt Keisling

**Board Guests in Attendance:** Grace Hillebrand, Bernadette Menendez

**Public in Attendance:** Karen Voigt, Tanya Sutton, Nikolai Sutton, Rachel Baildon & John D. Baildon

Supervisor Davis called the meeting to order at 7:05 PM with the pledge to the flag.

**Public Recognition:**

Supervisors presented a plaque to the members from the Church of Epiphany. Supervisor Wicks thanked them for the years of service to the township. Karen Voigt introduced all who attended with her.

**Public Comment Period**

None

**Minutes**

* Motion made by Supervisor Davis to waive reading of the minutes aloud and to accept the minutes of the October 19, 2022 Township Meeting. 2nd by Supervisor Wicks, All in Favor

## Financial Report/Presentation of Bills

* Secretary Treasurer Menendez reported the bills for November 2022 to the Board. Supervisor Wicks motioned to add two more items to payments. 1st item added is for N Stanley Paving for 3 pave cuts in the amount of $5000.00. 2nd item is the 1st payment to Wayco in the amount of $102,328.56 for road paving completed on Sunset and Church Hill Road in the township. Motion made by Supervisor Davis to pay the bills and accept the financial reports as presented by Secretary Treasurer Menendez. 2nd by Supervisor Wicks. All in Favor.
* Motion by Supervisor Wicks to approve the First draft of the preliminary Budget for 2023 and have advertised in newspaper. 2nd by Supervisor Keisling. All in favor.

## Committee Reports

* **Police:** Report – waiting to receive from Waverly PD
* **Roads:** Monthly report from Mark Hopkins. Supervisor Davis motioned to waive the reading of the road report seconded by Supervisor Wicks, all in favor.

**Unfinished Business**

* Act 57 of 2022 requires the Township to Adopt a Tax Resolution. Motioned by Supervisor Davis motioned to adopt the resolution. 2nd by Supervisor Wicks. All in favor.
* Township Tax Auditor position is still open and posted online.
* Waiting for response from PEMA on letter of intent sent on Wednesday Oct 19, 2022
* Supervisor Wicks requested Solicitor Grace Hildebrand to look over our ordinances about a parking ordinance for the roads in the township and no overnight parking in the township parking lot.

Supervisor Davis asked for a letter to be drafted and if we should have the dates of when the no overnight parking on the roads will be in effect for the winter season.

* Supervisor Wicks would like to have a review on the Employee Handbook and change items regarding vacation time and sick time and have them considered scheduled time off and unscheduled time off.
* Supervisor Davis motioned to approve 457B for employees to have access to a retirement plan. 2nd by Supervisor Wicks. All in Favor
* Supervisor Davis motioned to approve/ adopt a resolution for the LSA grant submitted to the

state for $140,000.00 for public works building. 2nd by Supervisor Wicks. All in Favor

S**upervisor Davis** motioned to adjourn at 7:40 PM. 2nd by Supervisor Wicks. All in Favor.

**Respectfully Submitted**

**Bernadette Menendez**

**Secretary Treasurer**