

The regular March meeting was called to order by Vice Chair Brad Bates on February 12, 2025, at 7:00pm. Vice Chair Brad Bates and Supervisor Brian Non were in attendance. Chair James Zefran was in attendance via telephone, Solicitor Jeff Treat was also in attendance.

- A. Pledge of Allegiance** – The Pledge of Allegiance was recited.
- B. Hearing Check** – The hearing check was done.
- C. Minutes of February 12, 2025 Regular Monthly Meeting-** *Supervisor Non made a motion, seconded by Chair Zefran to accept the minutes of the February 12, 2025 monthly meeting. All voted in favor, motion carried.*
- D. Public Comment** –Items on Agenda Only-No public comments on Agenda.
- E. Correspondence** – No correspondence was presented.
- F. New Business** -There was no new business discussed.
- G. Road Master Report**
 - a. Vehicle Mileage and Usage Reports- Supervisor Non reported the following vehicle reports.

Vehicle	Total mileage during the month
2015 Ford F550	323
2018 Ford F550	262
2022 International Dump Truck (CV)	526
2018 Peterbilt 580 (purchased in 2023)	335
580 Backhoe	25 hours

- b. Road Reports-Road Master Non indicated due to the frigid winter numerous potholes have formed throughout township and asked residents to be patient with the township in fixing pothole issues. Don Salak resident on Little Keen Road thanked the township for taking care of Little Keen Road for school bus passage, Supervisor Bates in turn thanked the township employees for their winter road maintenance.

Supervisor Non made a motion, seconded by Chair Zefran to advertise for Long Pond Road Dirt & Gravel project bids with a mandatory bid showing scheduled for March 28, 2025 on Long Pond Road. Detailed Bid packages will only be available at the mandatory bid showing. All voted in favor, motion carried.

b. Road Reports continued-

- i. Tar and chip Bids- A total of 5 (five) bids were received and opened for the 2025 Sealcoat Project from the following companies:

Company	Bid Amount
Vestal Asphalt	\$378,441.47
Midland Asphalt	\$321,647.07
Suit-Kote	\$283,819.71
Wayco	\$261,032.91
Pocono Spray Patching	\$252,296.34

Chair Zefran asked Solicitor Treat to table the bids for a complete, line-by-line review by all Township Supervisors. Solicitor Treat agreed to this request, assuring that the bids would be carefully examined for conformity to the bid specifications. Additionally, Solicitor Treat recommended that, after the Supervisors have reviewed the bids, a special meeting be scheduled to make the bid award. *Supervisor Bates made a motion, seconded by Supervisor Non to table all bids until reviewed. All voted in favor, motion carried. Chair Zefran made a motion, seconded by Supervisor Non to schedule a Special Meeting to be held in the beginning of April, date to be scheduled. All voted in favor, motion carried.*

Supervisor Non stated that the cinder shed is nearly empty and noted that the township has spent nearly \$19,000.00 this winter solely on cinders. *Supervisor Non made a motion, seconded by Chair Zefran, to receive bids for modified stone delivery. All voted yes, and the motion carried. Supervisor Non also made a motion, seconded by Chair Zefran, to advertise for road grading bids on specific roads within the township, ditches not included, with completion required by July 1, 2025, or a fine will be imposed. All voted yes, and the motion carried.*

Supervisor Non asked Treasurer Lisa Lopatofsky about the status of the new time clock computer in the shop. Lopatofsky confirmed that everything is up and running. She also mentioned that employees will need to be trained to use the new time tracking system, which requires them to enter their work duties into a spreadsheet.

H. Treasurer’s Report Including Bills for Payment- *Chair Zefran made a motion, seconded by Supervisor Non to accept the Treasurer’s report and pay the bills as listed. All voted in favor, motion carried.*

General Acct. Bills Total	State Acct. Bills Total	Sewer Acct. Bills Total	UCC Acct. Bills Total
\$7,330.17	\$35,530.77	\$0.00	\$0.00

- a. Request to increase credit card limit-Treasurer Lopatofsky requested an increase to the credit card purchasing limit. The current limit is \$1,500.00, which was sufficient to cover the cost of the upcoming PSATS conference registration fees but no longer meets the township’s needs. *Supervisor Non made a motion, seconded by Chair Zefran, to increase the credit card limit to \$2,000.00. All voted in favor, motion carried.*

I. Browndale Fire Department- The fire chief report was read by Chief Debevec and will be on file. Chief Debevec also announced that the Fire Company's 2003 brush truck will be up for sale. Additionally, he mentioned that the Fire Company will be holding a chicken barbeque on Sunday, April 27, 2025, and tickets are still available.

J. Old Business- Chair Zefran inquired if solar roof panels in township need building permit. Solicitor Treat replied, permits do not apply to solar panels. Browndale Fire Chief Debevec stated that the fire company would like to be informed about any township structures with solar panels so that the department can respond appropriately in case of a fire. Steven Kokai, a resident of Town Hill Road, stated that the grading work done on the road was not performed correctly and requested that it be corrected. Supervisor Non responded that the road was graded and sloped properly and noted that the township engineer had been previously contacted regarding Mr. Kokai's concerns. Solicitor Treat clarified that the township had completed the work as requested. Mr. Kokai requested a letter from the township engineer confirming that the grading was correct. Supervisor Non further explained that the road cannot be sloped to one side, as this would cause water to flow off only in that direction. Solicitor Treat recommended that a letter from the engineer be prepared and made available at the regular April meeting.

K. Public Comment- Citizen Salak mentioned that the weight limit sign on the bridge to Little Keen Road needs to be changed or the road closed due to larger trucks traveling over the bridge, Supervisor Bates stated cannot just shut down a road, the bridge is a county bridge not a township bridge. Resident Devane asked if township residents had numerous power outages. He also indicated outages were probably due to old utility equipment. Solicitor Treat advised the township on prevailing wage bids, should have confirmation of prevailing wages on payroll forms.

L. Adjournment- *Chief Zefran made a motion, seconded by Supervisor Non to adjourn the meeting. All voted in favor, motion carried. Meeting adjourned at 7:47pm.*

Respectfully submitted,

Michele Durmiaki, Secretary