

WAYNE TOWNSHIP SUPERVISORS  
MAY 10, 2010  
MINUTES

*As Approved by the Board of Supervisors on May 24, 2010*

ROLL CALL

Chairman Richard A. Warner called the meeting to order at 7 p.m. at the Township Municipal Building with Supervisors John Moore and Kendrick Knight present. Also in attendance was Secretary Jill Gibson.

PLEDGE FLAG

All present pledged allegiance to the US flag.

VISITORS: NONE

No visitors were present.

ROAD & EQUIP. REPORT:

- Thompson Road  
French Drain
- Simmons Road  
Gasline
- W. Smith Street  
Drainage
- PennDOT Bridge
- Scour POA : JBB
- 2A RFQ

In the road master's absence, the secretary reported that all French drain projects have been completed and the road crew has begun annual road grading and dust control. The French drain on Thompson Road was reduced from 800' to 600' due to an underground phone line. A subsequent rain reduced the disturbed clay material to a mucky driving surface. 140 tons of 2A aggregate was transported to the site on May 6<sup>th</sup> and graded to a stable roadway.

The secretary reported that Ruth Raymond had called the office in response to the township's order to remove or properly install the private gas line located under Simmons Road. She reported that the line was installed thirty years ago by her father. Until this time, the line has remained undisturbed. It is unknown if PennDOT issued any permit at the time. Despite this history, the board agreed that the line poses a danger to road maintenance and must be either buried deeper or removed. Richard will personally contact Ms. Raymond.

The board approved the prepared driveway advisory letter for mailing to Peter & Laurie Albright, 13500 W. Smith Street.

PennDOT has submitted a permit application to PaDEP for replacement of the bridge spanning Bear Creek on Carter Hill Road in the summer of 2011.

Mike Dutko advised he will enter contact information for the Jim Brown Bridge Scour Plan of Action on the PennDOT report. No additional action is required from the township.

The township has already purchased close to the \$10,000 pre-bid limit of aggregate. The secretary will e-mail a *Request for Quotes* (RFQ) for 3000 tons 2A to PennDOT qualified suppliers within the next two weeks.

ZONING REPORT

The secretary reported on current zoning activity. An addition on Hare Creek Road may result in a variance hearing if construction plans cannot be amended. Richard advised he had made contact with an individual concerning a nuisance issue on Route 6.

MINUTES

The minutes of April 26, 2010 stood approved as read.

CORRESPONDENCE:

- HB 2431
- Homestead Applications

The Board briefly reviewed correspondence.

- HB 2431 has been introduced to eliminate all local governments, establishing the Commonwealth's 67 counties as the basic level of government overseeing all municipal operations including roads, zoning, health, and law enforcement.
- Erie County Assessment has received 456 Homestead applications and 26 Farmstead applications from Wayne Township property owners. The secretary has requested a detailed listing of these properties.

RESOLUTION #1005 –  
RECORDS DISPOSITION

Following discussion on the benefit of retaining past tax duplicates as historical records, John moved, Richard seconded, to adopt Resolution #1005, as attached, approving the disposition of specific municipal records as authorized by the Records Retention and Disposition Schedule. Motion carried all.

TIRE  
COLLECTION

The annual Wayne & Concord Township Tire Collection is scheduled for June 4<sup>th</sup> & 5<sup>th</sup>. Richard will again organize the event and contact the waste hauler for two dumpsters.

PAYMENT  
AUTHORIZATION

John moved, Richard seconded, to pay bills and payroll as follows: General #4062-4078 & transfers totaling \$9877.11, State #1173-1175 & transfer totaling \$6906.29, Sewer #1592-1593 totaling \$2772.35, Light #1096 totaling \$79.98. Motion carried all. The secretary also reported interim bill paid on 5/6/10 to Tractor Supply Company from General #4061 totaling \$51.96 and State #1172 totaling \$119.99.

ADJOURNMENT

John moved, Kendrick seconded, to adjourn the meeting at 7:430 p.m.

RESOLUTION #1005

WHEREAS, the Supervisors of Wayne Township, Erie County, Pennsylvania, have declared their intent by Resolution #0911 to follow the Records Retention and Disposition Schedule approved by the Local Government Records Committee dated December 16, 2008; and,

WHEREAS, the Municipal Records Act 428 of 1968 requires a municipality to approve each individual act of disposition by resolution of its governing body, and;

WHEREAS, the Supervisors of Wayne Township wishes to dispose of records as authorized by the Records Retention and Disposition Schedule,

NOW THEREFORE, the Supervisors of Wayne Township, Erie County, Pennsylvania, resolves:

- To retain any historically valuable public record; said records being those scheduled for permanent retention or those judged valuable merely because of their age.
- To dispose of all bills, invoices, cancelled checks and bank statements from the year 2002 and back in time,
- To dispose of all time cards, payroll sheets, and quarterly reports from the year 2005 and back in time,
- To dispose of all expired insurance policies from the year 2002 and back in time,
- To dispose of all revenue files from the year 2002 and back in time,
- To dispose of all inspection station records from the year 2007 and back in time, and
- To dispose of all routine administrative files no longer having any administrative value from the year 2008 and back in time.
- To dispose of all terminated maintenance contracts and agreements from the year 2002 and back in time.
- To dispose of all expired performance and security bonds from the year 2003 and back in time.
- To dispose of all settled health insurance claim files from the year 2004 and back in time.
- To dispose of all public hearing notices and proof of advertising files from the year 1999 and back in time.
- To dispose of all superseded disaster plans.
- To dispose of all Ethic Commission Statement of Financial Interest forms from the year 2004 and back in time.
- To dispose of all Certificates of Election and Oaths of Office for officials no longer seated from the year 2003 and back in time.
- To dispose of all Public Utility Realty Reports from the year 2002 and back in time.
- To dispose of all job announcements and applications for employment (not hired) from the year 2007 and back in time.
- To dispose of all Treasurer's Bond Certification from the year 2002 and back in time.
- To dispose of all annual reports of Flood Plain Management activity for the year 2004 and back in time.
- To dispose of all notices of ordinance violations that have settled or resolved from the year 2007 and back in time.
- To dispose of all satisfied municipal lien filings from the year 2007 and back in time.
- To dispose of all tax bills and paid receipts from the year 2007 and back in time.
- To dispose of all general and special tax ledgers and related records from the year 2002 and back in time.
- To dispose of all tax return forms and/or cards from the year 2002 and back in time.
- To dispose of all tax duplicates no longer of administrative value; while retaining the tax duplicate from each year containing information on tax payments as received from the tax collector.

ENACTED AND RESOLVED this 10th day of May 2010.

WAYNE TOWNSHIP BOARD OF SUPERVISORS

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