The monthly year end meeting of the Cascade Township Board of Supervisors was called to order Wednesday, December 6, 2016 at 7:10 pm. followed by the pledge allegiance.

Supervisors present: Jeff Harris, Chad Hall, and Al Evans JR.

Secretary: Gloria Lewis, Treasurer: Becci Evans

Others in attendance: Larry Yaw, Cheryl Yaw, and Garrett Smith

Approval or Correction of November 9, 2016 meeting minutes as printed: Motion to approve the minutes made by Chad, Second by Al, all in favor.

Guests:

**REPORTS:**

**Treasurer’s Report**

Cleared Debit Nov. Cleared Credits Nov.

Township Fund 8201 $108,670.05 $54,572.74 $375,207.48

State Fund 0401 $73,394.95 $35,110.38 $ 12,520.38

Sewer Checking 0101 $395.00 $ 595.00 $ 413.77

Act 13 Checking 5201 $5,266.00

2012 DCNR CD 0460 $12,928.46 renewal date: 12/72016

General Fund CC 8260 $103,501.20 renewal date: 12/7/2016

Act 13 CD 2012 6361 $8,684.41 renewal date: 7/9/2017

Act 13 CD 2013 4460 $217.608.80 renewal date: 7/3/2017

Act 13 CD 2014 6362 $187,655.06 renewal date: 7/7/2017

**Note**: Per Chad Hall, talked with Muncy Bank & Trust - no penalty for early withdrawal of CD’s.

**EMS** – no report

**Planning Commission** – No report

**COG –** no report

**Road master** **report –**

Installed tarp on cinder shed  
Installed bridge delineators on Chapman  
Cleaned up leftover stone on north end of Frymire   
Perform ditch work at south end of Chapman  
Cleaned building for election  
Put blower on tractor  
Cleaned up dirt pile at end of Chapman  
Cold patched pot holes on McNamee, Logue, Chapman and Frymire   
Picked up 450 from Logue industry from having dump box hinges repaired  
Finished ditch work on Chapman  
Put salt spreader and plow on 450  
Put 2 A on Matthews   
Ditch work on Logue hill Rd  
Blowout leaves on all roads  
Installed arrow signs on Logue and McNamee measured roads for tar and chip 2017  
Checked roads for snow and ice

**Webmaster report** – no report – need minutes updated

**Registration of Property** – none

**Permits –**

* Welteroth James R ET Al Permit #062016-038 LC-Seasonal (replace structure with Vacation-Seasonal Home)
* Notice update of intent to apply for coverage under the Erosion & Sediment Control General Permit (ESCGP-2) for Earth Disturbance Associated with Oil & Gas Exploration, Production, Processing, or Treatment Operations or Transmission Facilities from PA DEP for **Plants Evergreen Farms Pad A. Update from ESCGP-1 to ESCGP-2**

**Certificates of Occupancy/Approval:** no report

**Drilling Notices**: none

**Correspondence**:

* Lycoming County Planning Commission sponsored **PA Municipal Planning Education Institute’s**

**(PMPEI) Municipal Training Series for 2017.** Cost is $95 per course or all three for $285. Location: Chapel Room of the Lycoming County Lysock View complex. The three courses are:

**Community Planning** - Wednesday, February 8, 15, & 22

**Zoning** – Wednesday, March 8, 15, & 22

**Subdivision & Land Development** – April 5, 12, & 19

* NBI **Human Resource Law** – One-day seminar, December 7, 2016 in Scranton, PA. Cost $349 for registration
* PSATS 28th Annual President’s Leadership Award 2017, deadline January 31, 2017
* Personnel Concepts – **Labor Law Poster**
* Fred Pryor Seminars – **How Managers become Great Leaders** – Cost $199. On January 25, 2017 at Genetti Hotel & Suites.
* National Fire Codes Subscription Service ALL Access – cost $1,305 for NFPA member rate or $1,450 for non-member rate for one year subscription.
* PSATS News Bulletin – Sept/Oct. 2016
* NBI Seminar on Workers’ Compensation: Critical Essentials from Both Sides of the Aisle in Harrisburg, PA. on Dec. 13, 2016 cost of $349.
* Fred Pryor Seminar – Making the Transition from Staff to Supervisor in Williamsport, PA. on February 7, 2017 cost of $199.
* **LTAP** participation incentive program for municipalities for 2017. Incentive for attending training courses, County of Lycoming will provide municipalities with an extra $50 for each municipal official or staff member that attends a class in 2017. These funds will be made available to your municipality as part of your 2018 county liquid fuels allocation.
* **Bassett Engineering** letter regarding recommendation of moving roads completely out of the floodplain, or at least out of floodway into the flood fringe. Also, raising roads that cannot be moved.
* PCI – **Customer Compliance for PA & Federal Labor Law Notices**. Cost of $4.95 plus lamination $10 fee.
* IRS Dept. of Treasury Notice of Overpayment for tax period September 30, 2016 of $1.02. Note: Credit of $1.02 is from date received July 31, 2016. Update: check received for $1.02 to clear credit on account.

**Old Business**:

* IRS continuation of review Form 940 for Dec. 31, 2012
* Conservation and Natural Resources - $12,039.93 to be transferred to 2012 CD #0460 and change name of CD to DCNR CD #0460. Due to flood of October 21, 2016 money will not be transferred to the CD. Decision was made to cash the CD in due to accumulating expenses related to the flood. **Al made a motion to cash in DCNR CD#0460 and put into the General Funds Checking Account, Chad second the motion, all in favor**.

**New Business**:

* **Future ambulance** **service** coverage for Cascade Township residents. Trout Run will not be supplying ambulance service at this time, per Jeff. Received from Lewis Township Workers’ Compensation notice for ambulance service (30% of population of Cascade). Per Jeff, do not pay ambulance portion, only pay the fire dept. portion of $128 (30% of population of Cascade).
* **Fire Tax – Supervisors agreed to pay full amount of fire tax to Trout Run Fire Department.** If other fire companies wish to recover their fire tax portion, they will need to contact Trout Run Fire Department. **Note**: Supervisors agreed to not raise the fire tax.
* **Kelly Rd. Bridge** – Final Inspection report and penalties calculated for Construction Payment 4F and 5 needed. McTish sent final Invoice #16CT017-04Final in the amount of $164,815.09 from Mid-State Paving, received via email 12/6/2016. Supervisors agreed to submit to Anadarko for reimbursement. Also, received two (2) invoices from McTish for work from Oct. 16 to Nov. 12, 2016, supervisors agreed to submit to Anadarko for reimbursement.
* **Logue Hill Bridge** - McTish continues to review Logue Hill bridge needs. Report to be given at December 2016 meeting by Scott. Tentative time line for bidding set for February 2017. Due to flood damage of October 21, 2016, PennDot to make damage assessment. **Update**: Supervisors agreed to move forward with Logue Hill bridge project as a two (2) step process.
  + **Step 1 – Emergency repair due to flood October 21, 2016. Jeff made a motion to have McTish, Kunkel & Associates do an Emergency Design & Contract Prep for flood emergency repair, Al second the motion, all in favor**.
  + **Step 2 – In 2017, this step will be full blown repair of Logue Hill bridge.**
* **Logue Hill Bridge Rehabilitation Agreement** by McTish, Kunkel, and Associates for approval – **On Hold** pending results of flood damage assessment by PennDot. **Update** – no report.
* **Auditor General Office** Liquid Fuels Audit was done on December 6, 2016 by Vicki Baker, with Gloria Lewis assisting as needed. **Update**: Audit performed and completed by Vicki Baker and signed by Chad Hall December 6, 2016. Documents submitted to Auditor General’s Office for final approval.
* **Budget 2017 –** no response for review of budget received
* **Notice of Public Hearing to discuss proposed Zoning Map and Text Amendments:** Porter Township. December 8, 2016 – 10 am 1st floor Commissioner’s meeting room, Executive Plaza, 330 Pine St., Williamsport, PA.
* **Found document to verify 2012 in Lieu of CD is Liquid Fuels monies purchased in 2012.** This CD was purchased in error with Liquid Fuels monies, should have been DCNR money received in 2012 in Lieu of Tax Dollars. As previously stated in November 9, 2016 meeting minutes CD would be renamed DCNR CD#0460. CD is up for renewal in early December 2016. Decision was made by the Board of Supervisors to money from General Fund to State Fund in the amount of $12,491.12. **Update:** transfer was done on November 19, 2016.
* **Flood October 2016 – FEMA has been approved to reimburse municipalities up to 75% of expenses incurred related to the flood.** Make copies of all expenses related to the flood.
* **Pleasant Stream Bridge** – Suggested to have Joe go to a meeting with McIntyre Township to find out status of Pleasant Stream Bridges. (Two bridges – upper one is gone)
* **Slacks Run turn around –** has been cleaned up. Montoursville School District called to find out when Slacks Run bus route could be back up and running.Bus route is running again on Slacks Run.
* **Kelly Rd Bridge Flood Damage –** Garrett B. Smith Excavating and General Contracting LLC. presented a quote for repairing flood damage run off from October 21, 2016 of $7,663.13**. Al made the motion to accept the bid for the flood repair of Kelly Rd Bridge run off, Chad second the motion, all in favor.**
* **Chapman Rd. bridge (Kings Bridge) – received two quotes for guide rails.** 
  + **1) Wm. Orr & Sons, Inc. for $9,200.00.**
  + **2) Green Acres Contracting for $5,812.50**

**Al made a motion to accept bid from Green Acres Contracting of $5,812.50, Chad second the motion, all in favor.**

**Dates to Remember**:

Supervisors Meeting December 20, 2016

Supervisors work session December 27, 2016

Organizational meeting: January 3, 2017

Checks Reviewed and Signed: Al made a motion to pay the bills, Chad second the motion, all in favor.

Meeting Adjourned at 8:50 PM. AL made the motion to adjourn, Chad second it, all in favor.

Respectfully Submitted,

Gloria Lewis, Secretary

Jeff Harris \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Al Evans \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chad Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_