

PINE CREEK TOWNSHIP  
MEETING MINUTES OF MAY 3, 2023

The Pine Creek Township Board of Supervisors held their regular monthly meeting on May 3, 2023, at 7:00 p.m., with Supervisors John M. Reese, Dean L. Edwards, Jr., and Kenneth J. Packard present.

Also present: Bonnie Nichols, Kellen Krape, Dustin Council and Matt Stover of the Avis Fire Company, Brandon Coleman and Jim Hess of the Woolrich Fire Company, Kevin Ferrara, Rick Macklem, Deb Reese, Police Chief Dave Winkleman and Paul Ryan, Esquire

**Bid Opening:**

**2023 Road Paving Project**

The Pine Creek Township Supervisors received the following bids for the 2023 Road Paving Project:

Glenn O. Hawbaker, Inc.	-	\$39,924.00
Charles Construction Co.	-	\$41,282.50

Supervisor Packard made a motion to accept the low bid from Glenn O. Hawbaker, Inc. in the amount of \$39,924.00; seconded by Supervisor Reese, MCU.

**2023 Road Tar & Chip Project**

The Pine Creek Township Supervisors received the following bids for the 2023 Road Tar & Chip Project:

Suit-Kote Corporation	-	\$56,336.09
Midland Asphalt Materials	-	\$83,553.56
Russell Standard	-	\$54,584.68

Supervisor Packard made a motion to accept the low bid from Russell Standard in the amount of \$54,584.68; seconded by Supervisor Reese, MCU.

**Meeting Minutes**

Chairman Edwards asked if there were any changes or additions to the minutes from the April 5, 2023, monthly meeting, there being none, Supervisor Packard made a motion to approve the minutes as presented; seconded by Supervisor Reese, MCU.

**Financial Report & Invoices**

Supervisor Packard asked the following questions regarding invoices:

1. Payment to GovConnections in the amount of \$909.28 - Secretary/Treasurer Macklem and Chief Winkleman explained that the invoice included CSP Microsoft licenses; and two replacement computer monitors for the police office
2. Check 8195 was not listed in the report – Secretary/Treasurer Macklem agreed to provide information on the unlisted check to the Board.

3. Payment to Lomison Farm – asked what was purchased for \$350.00 from Lomison Farm and asked if Lomison Farm was owned by Supervisor Reese’s father-in-law. Supervisor Reese explained that the payment was for the rental fee for a Kubota tractor used at Woolrich Park.

Attorney Ryan recommended that Supervisor Reese abstain from voting on the approval on the Lomison Farm invoice due to a potential conflict of interest.

4. Payment in the amount of \$23,370.00 to Motorola – Chief Winkleman explained that the radio equipment purchased was covered by the grant program and the township will be reimbursed through the grant after submission of the paid invoice and cancelled check.
5. ACH Payment made to PSATS UC for third quarter of 2022 – Secretary/Treasurer Macklem explained it was a typo and the payment was for the first quarter of 2023.

Supervisor Packard made a motion to approve the financial reports and invoices as presented; seconded by Chairman Edwards, the motion passed 2-1, with Supervisors Packard and Edwards voting in favor of the motion and Supervisor Reese abstaining from voting due to a potential conflict of interest.

### **Public Participation**

There were no residents in attendance that wished to speak during public participation.

### **Old Business:**

#### **Horses of Hope Donation Request Jersey Shore Area EMS Donation Request**

The Supervisors discussed the donation requests received from Horses of Hope and the Jersey Shore Area EMS. The Board agreed that the procedure the Board will follow regarding future donation requests, starting with the 2024 Budget process, the Supervisors will set the amount for donations for the entire year and will require that all requests be submitted by the February meeting and will be acted on at the March meeting.

Chairman Edwards made a motion that the Board of Supervisors will not make any additional donations for the remainder of 2023; seconded by Supervisor Packard, MCU.

### **New Business:**

#### **Heimer Subdivision**

The Supervisors reviewed the Heimer Subdivision for property located in Valley View Estates which was reviewed by both the Clinton County and Township Planning Commissions. The parcel consisting of 15.028 acres with a house and barn is being subdivided to create a 6.005-acre parcel and a residual parcel of 9.023 acres with a house and barn.

Supervisor Reese explained that the Pine Creek Township Planning Commission approved the subdivision contingent on providing a sewer capacity letter from the Pine Creek Township Municipal Authority and obtaining a driveway permit which will require changing the pipe at the driveway to improve drainage and clearing the site pattern on the turn to improve visibility.

Secretary Macklem indicated that the Township received the capacity letter from the Sewer Authority and Supervisor Reese indicated the requirements for the driveway permit will be taken care of prior to the issuance of the driveway permit.

Supervisor Reese made a motion to approve the Heimer Subdivision as presented; seconded by Supervisor Packard, MCU.

### **2023 EMS Week Proclamation**

Chairman Edwards made a motion to sign the 2023 EMS Week Proclamation designating the week of May 21-27, 2023 as EMS Week; seconded by Supervisor Packard, MCU.

### **Donation Request – Volunteer Emergency Services of Clinton County**

The donation request from the Volunteer Emergency Services of Clinton County was tabled to 2024 by the Board.

### **Resignation from Tammy Russell – Pine Creek Municipal Sewer Authority**

The Supervisors received a letter of resignation from Tammy Russell, longtime member of the Pine Creek Municipal Sewer Authority, resigning from the Sewer Authority effective April 10, 2023.

Chairman Edwards made a motion to accept the letter of resignation from Tammy Russell from the Pine Creek Municipal Sewer Authority effective April 10, 2023; seconded by Supervisor Packard, MCU.

### **Pine Creek Township Recreation Committee**

Recreation Committee Member Kellen Krape spoke on behalf of the Committee stating that members would like to make a few changes to the Committee's By-Laws.

The Supervisors requested that the Recreation Committee provide the Board of Supervisors with a list of requested changes for Solicitor Rosamilia to review.

### **Roadmaster's Report**

Roadmaster John Reese presented the Roadmaster's Report for April 2023, as follows:

1. Clean up storm damage caused by fallen trees
2. Repairs to the dugout and stairs to the announcer's stand; spread mulch and cleaned-up at Avis ballfield
3. Woolrich Park – worked two weeks at Woolrich Park trimming trees, cleaning and washing playground equipment and picnic tables
4. Pipe replacement on Sulphur Run Road
5. French drains in Briarwood Development

Intermunicipal Work – Street Sweeping:

1. Jersey Shore Borough
2. Gallagher Township
3. Castanea Township
4. Dunnstable Township
5. Mill Hall Borough
6. Wayne Township

**Executive Session**

Chairman Edwards called an Executive Session at 7:20 pm to discuss personnel matters. The regular meeting was called back to order at 8:10 pm.

Secretary Macklem said in reviewing the list of invoices again she found that Check No. 8195 was listed on the Disbursement Report and was issued to United Concordia. Supervisor Packard then said it was Check No. 8190, not 8195 that was not listed on the report and Secretary Macklem agreed to provide information on Check No. 8190 at next township meeting.

**Adjournment**

There being no further business, Chairman Edwards adjourned the meeting at 8:15 pm.

Respectfully submitted,

*Darlene S. Macklem*

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Darlene S. Macklem, Secretary