

## ANTHONY TOWNSHIP SUPERVISORS

Work Session Meeting

Tuesday January 29, 2019

The meeting was called to order by Richard Hess, Chair, at 6:00 P.M. In attendance were Supervisors Richard Hess, Dennis Sheatler, William Hartman, Roadmaster Frank Rishel and Randall Webster.

Reviewed the Stamm Road Grant Project to be put out for bid again this year. Discussed many changes to the contract that was put out for bid last year. After much discussion the board decided to make several changes to the previous contract so that contractors may be more interested in bidding the project. Richard Hess made a motion to make the changes to the contract, advertise the bid two times in a local paper to be opened at the March 6, 2019 monthly meeting. Second Dennis Sheatler.

Penny completed the Road Summary Sheet for 2018 and reviewed it with the board.

Discussed the equipment quote for 2019. Dennis Sheatler made a motion to quote the equipment the same as last year and open and award at the March 6, 2019 meeting. Second Richard Hess.

Reviewed policy concerning use of the Community Center. After review it was decided that the policy is sufficient as written. No changes will need to be made.

The board discussed attendance of the newly appointed Solicitor, Laurinda Voelcker. Penny will contact her to make sure that she is willing to attend every other month during the year.

Reviewed request for payment for February.

Richard Hess made a motion to destroy the following documents:

- Delinquent tax notices 2017—must retain for 1 year
- Insurance Policies 2012—must retain for 6 years after expiration date.
- Employee timesheets 2015—must retain for 3 years
- Application for employment (not hired) 2016—must retain for 2 years.
- Records of past employees—2013—must retain for 5 years.
- Invoices, bank statements, and deposits for all township and community center accounts for 2011—must retain for 7 years.
- Payroll check stubs for 2011—must retain for 7 years.
- Financial Statements for 2013—must retain for 5 years.
- DCED reports: Survey of Financial Condition, Elected and Appointed Officials & Tax Information reports 2013—must retain for 5 years.
- Payroll tax reports such as: W-4; W-2; W-3 Transmittal; 1099 & 1096; 941 reports; state tax reports; local income tax reports; unemployment compensation tax report for 2014—retain for 4 years.
- Tax duplicates—Real Estate & Per Capita 2011—retain for 7 years

Second William Hartman.

Frank Rishel asked the board if the township would be willing to allow the road crew to install “No Winter Maintenance” signs on Foster Road between Hickory Road and Yeagle Road since the mail carriers no longer use that road and there are not residents living on that section. After some discussion Richard Hess directed Frank to purchase and install the signs on the road. Second Dennis Sheatler.

Frank Rishel asked the board if he could solicit bids to construct a “pit” in the fourth bay of the garage to work on equipment. A large majority of the work can be done in house. The insurance company was contacted and they do not have any problem with the installation. The board will review the quotes after they are received.

No public comment.

There being no further official business. Dennis Sheatler made a motion to adjourn at 7:40 PM. Second Richard Hess.

Respectfully Submitted by,  
Penny Jo Rishel--Secretary/Treasurer