

**MINUTES**  
**RICHLAND TOWNSHIP BOARD OF SUPERVISORS**  
**January 18, 2021**

The Richland Township Board of Supervisors met for their regular meeting on Monday, January 18, 2021 at 6:00 p.m. The meeting was held at the Richland Township municipal building, 322 Schoolhouse Road, Johnstown PA 15904.

**All COVID 19 restrictions for social distancing and masks were followed.**

**PRESENT**

Robert Heffelfinger , Chairman  
Keith W Saylor  
Gary Paul  
Brian H Lehman  
Jeffrey D Wingard

Gary L Costlow, Solicitor present via Phone Conference  
Kimberly Stayrook, Secretary

**CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Heffelfinger called the meeting to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.

**MINUTES 1/4/2021**

- Mr. Wingard moved to approve the minutes of January 4, 2021 as distributed, seconded by Mr. Saylor. All in favor. Motion Carried

**APPROVE AGENDA - ANY CHANGES TO WRITTEN AGENDA -**

- Chairman Heffelfinger asked that the Board add to the agenda: A Memo from Chief Burgan re; hiring full time Police Officer and Promoting Officer Richard Pollino to Detective.

**PUBLIC COMMENT PERIOD ON AGENDA ITEMS** - The Public has the right and the opportunity to comment on any agenda item - None

**CORRESPONDENCE**

**Letter from Gavin Gray, PennDOT – Collection of Traffic Data on Municipal Owned Roads**

A letter was received from Gavin Gray, PennDOT Highway Safety Section, Bureau of Maintenance and Operations notifying the township that PennDOT has contracted with Drive Engineering, inc., French Engineering, LLC and Tri-State Traffic Data, Inc., to collect traffic data on municipally owned roads within Cambria County and the township. The project is to be January through April 2021. The data collected will be used by the Department for completing a statewide network screening and prioritizing locations for potential safety improvements.

**Notice from US Census Bureau – Thank You**

As the 2020 Census has ended, a Certificate of Thanks was received from the US Census Bureau. Mr. Heffelfinger noted that he and Ms. Stayrook had met with the head of the Census, Mr. Buck, to assist with a successful census within the township.

## Minutes – Board of Supervisors

1/18/2021

Page 2 of 3

### OLD BUSINESS

None.

### NEW BUSINESS

#### Payment of the Bills

- Mr. Saylor moved to approve the general fund bills totaling \$176,25.681, seconded by Mr. Lehman. Motion carried. There were not out of meeting checks.

#### **Kathy Tercek, Elected Tax Collector Submission of Delinquent 2020 Per Capita List – Exoneration From Further Collection and Authorization to Forward to Berkheimer Assoc for Collection**

Kathy Tercek submitted the 2020 Per Capita List, indicating the residents that did not remit their tax. Her books for 2020 are closed and she will begin collection of 2021 per capita in early March.

- Mr. Wingard moved to exonerate Ms. Tercek from further collection of 2020 township per capita tax and authorized the delinquent list to be forwarded to Berkheimer Associates for further collection, seconded by Mr. Lehman. Motion carried.

#### **Memo – Chief Michael Burgan Re; Hiring Jared Shank**

Chief Burgan stated that he has completed the testing for hiring of new officers. Due to the resignation of Brandon Stump in 2019, a position exists. He is recommending that Jared Shank be hired as a Full Time Patrolman, effective immediately with a Probationary Period, at the rate of \$20.10 per hour, in addition to all requirements of the Conditional Offer of Employment. Chief Burgan also asked that Mr. Shank be given a six-month extension to move within air mile radius of the Township, as per the union contract. He currently lives in Carrolltown and does not meet the stipulation, but he has indicated that if hired, he will move to comply with this stipulation.

- Mr. Wingard moved to hire Jared Shank as a Full Time Police as per Chief Burgan's recommendation, and to grant him a six-month period to move within 5 air miles of the township, seconded by Mr. Lehman. All in favor.

#### **Memo – Chief Michael Burgan Re; Promotion R Pollino to Detective**

Chief Burgan stated that since the retirement of Thomas Keirn as Detective the position has been open. He is recommending that the board promote Richard Pollino from Sgt. Ii to Detective III within the police bargaining unit. He asked that the promotion be retroactive to December 1, 2020.

- Mr. Lehman moved to accept the Chief's recommendation to promote Sgt. Richard Pollino to Detective III, and to authorize it to be effective December 1, 2020, seconded by Mr. Saylor. Motion Carried.

MINUTES – Board of Supervisors

1/18/2021

Page 3 of 3

**Public Comment**

Mr. Barker noted that he will see that a Congratulations letter is sent to Detective Pollino.

Chairman Heffelfinger called for a Moment of Silence for former Supervisor James Eyler, Jr. as he passed away recently, as well as for Melvyn Wingard who passed as well.

There being no further business, the meeting adjourned at 6:20 p.m.

Respectfully submitted,

Kimberly D Stayrook, Secretary  
Richland Township