

Swatara Township Reorganization Meeting Minutes
January 4, 2016

The Swatara Township Board of Supervisors met on Tuesday, January 3, 2017 at 10:00 am.

CALL THE MEETING TO ORDER

Joe Gregory called the meeting to order. Supervisors in attendance were Reginald Daubert, Joseph Gregory and Dean Patches. Also present was attorney, Colleen Gallo, Jennifer Harding and Mickey Gartlan.

NEW BUSINESS

Appointment of Temporary Chairman:

Supervisor Gregory moved to appoint Colleen Gallo as Temporary Chairman. Seconded by Supervisor Patches. All voted in favor; motion carried.

Appointment of Chairman

Attorney Gallo asked for nominations for chairman.

Supervisor Daubert moved to nominate Joe Gregory as chairman. Seconded by Supervisor Patches. All voted in favor; motion carried.

Supervisor Patches moved to close nominations for chairman. Seconded by Supervisor Daubert. All voted in favor; motion carried.

The Meeting was turned back to Chairman Gregory.

Appointment of Vice-Chairman

Supervisor Daubert moved to nominate Dean Patches as Vice-Chairman. Seconded by Supervisor Patches. All voted in favor; motion carried.

Appointment of Secretary/Treasurer

Supervisor Gregory moved to appoint Jennifer Harding, Secretary/Treasurer. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Supervisor Patches moved to set the meeting pay at the greater of \$40.00 or time and half. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Supervisor Patches moved to authorize the payment of bills prior to final approval. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Supervisor Patches moved to appoint Mickey Gartlan, Assistant Secretary/Treasurer. Seconded by Supervisor Gregory. All voted in favor, motion carried.

Appointment of Tax Collector

Supervisor Patches moved to appoint Lebanon County as real estate tax collector in 2017. Seconded by Supervisor Gregory. All voted in favor, motion carried.

Setting Employee Wages

Supervisor Patches moved to adopt a 3% increase for full time employees set forth in the budget. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Supervisor Patches moved to adopt the part time road mowing and snow plowing wage of \$14.41 as set forth in the budget. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Board of Supervisors went into Executive Session at 9:11am to discuss a personnel matter. The meeting was back in session at 9:16am.

Part time Assistant Secretary/Treasurer wage will remain at \$15.00 per hour due to the large increase in 2016.

Insurance Stipend

Supervisor Patches moved to set the insurance stipend at \$50 per week for employees whose spouses are not participating in the townships' insurance plan. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Affirm Supervisors Employed by the Township

Supervisor Gregory moved to name Dean Patches as Road Master. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Supervisor Patches moved that all three Supervisors are authorized to work for the Township throughout 2017. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Supervisor Patches moved to recommend the hourly rate of \$17.00 for working Supervisors performing Winter Maintenance and a rate of \$14 for all other work to the Township Auditors. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Establishment of Treasurers Bond

Supervisor Patches moved to establish the Treasurers Bond at \$2,000,000. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appointment of Legal Council

Supervisor Patches moved to appoint Reilly Wolfson as Legal Council. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointment of Township Engineer

Supervisor Patches moved to appoint Gannett Fleming as the Township Engineer. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Affirm Township Fire Company

Supervisor Patches moved to affirm the Bunker Hill Fire Company as the Townships' Fire Company. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointment of Open Records Officer

Supervisor Patches moved to appoint Jennifer Harding as the Open Records Officer and Mickey Gartlan as the Alternate Open Records Officer. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointment of Sewer Enforcement Officer

Supervisor Patches moved to appoint Larson Design Group as the Sewer Enforcement Officer. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appointment of Zoning Officer

Supervisor Patches moved to appoint Light-Heigel and BCI Code Compliance as Zoning Officers. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointment of Pension Officer

Supervisor Gregory moved to appoint Jennifer Harding as the Pension Officer. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appointment of Code Enforcement Officer

Supervisor Patches moved to appoint Light Heigel and Associates and BCI Code Compliance as Code Enforcement Officers. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointment of MS4 Administrator

Supervisor Gregory moved to appoint Dean Patches as MS4 Administrator. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appointment of Environmental Issues Agent

Supervisor Patches moved to appoint Lewis Environmental (EWES). Seconded by Supervisor Gregory. All voted in favor, motion carried.

Appointment of CPA Firm

Supervisor Patches moved to appoint Garcia, Garman, & Shea as Township Auditor for 2017. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Appointments:

Planning Commission

Supervisor Gregory moved to appoint Scott McFeaters to the planning commission for the four year term, expiring 12/2020. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Zoning Hearing Board Solicitor

Supervisor Gregory moved to appoint Keith Kilgore of the firm of Spitler, Kilgore and Enck as Zoning-Hearing Board Solicitor. Seconded by Supervisor Patches. All voted in favor; motion carried.

Township Auditors

Supervisor Patches moved to appoint Ruth Renik as a Township Auditor. Seconded by Supervisor Gregory. All voted in favor; motion carried.

Ag Security Hearing Board

Tabled until January meeting.

Recreation Board Appointment

Supervisor Gregory moved to appoint Bryle Zickler for a 5 year term and Missy Adams for a 2 year term. Seconded by Supervisor Patches. All voted in favor, motion carried.

Northern Lebanon County Sewer Authority

Supervisor Gregory moved to appoint Gail Senseman for a 5 year term. Seconded by Supervisor Patches. All voted in favor, motion carried.

Affirm of EMA Coordinator

Supervisor Patches moved to appoint Rick Kreitzer as the EMA Coordinator. Seconded by Gregory. All voted in favor, motion carried.

Appoint Depository

Supervisor Patches moved to designate First Citizens, PLGIT and JBT as the township depositories. Seconded by Supervisor Gregory. All voted in favor; motion carried.

2017 Holidays

Chairman Gregory read the 2017 holiday dates.

Supervisor Gregory moved to approve 10 ½ paid holidays for Township Employees. Seconded by Supervisor Patches. All voted in favor; motion carried.

State Convention

Supervisor Gregory moved to authorize the attendance of the Supervisors, Township Secretary, Asst. Township Secretary and Road Foreman for the 2017 PSATS Convention. Seconded by Supervisor Patches. All voted in favor; motion carried.

Supervisor Gregory moved to appoint Jennifer Harding as the Township's Voting delegate for the PSATS convention. Seconded by Patches. All voted in favor; motion carried.

Mileage

Supervisor Patches moved to set mileage at the IRS Floating Rate. Seconded by Supervisor Daubert. All voted in favor; motion carried.

NEW BUSINESS

Purchase of Equipment for Road Crew

Supervisor Patches moved to purchase three ANSI Class 2/3 winter jackets not to exceed \$120 per jacket and reimburse the Road Foreman for the purchase of his jacket. Seconded by Supervisor Daubert. All voted in favor, motion carried.

Berks Homes-Alley Maintenance, Retaining wall maintenance, Quarry Road Basin Redesign

Tabled until January meeting.

OLD BUSINESS

None

PUBLIC COMMENTS

Ron Mace, 215 Swatara Circle expressed his concern that he is not being reappointed to the Northern Lebanon County Sewer Authority Board but he is hopeful the new appointment will keep things moving forward.

With no further comments the meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Jennifer Harding/Mickey Gartlan