

Swatara Township Reorganization Meeting Minutes
January 2, 2018

The Swatara Township Board of Supervisors met on Tuesday, January 3, 2018 at 9:00 am.

CALL THE MEETING TO ORDER

Dean Patches called the meeting to order. Supervisors in attendance were Reginald Daubert, Richard Kreitzer and Dean Patches. Also present was attorney, Colleen Gallo, and four (4) residents.

Appointment of Temporary Chairman:

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

Appointment of Chairman

Attorney Gallo asked for nominations for chairman.

Supervisor Daubert moved to nominate Dean Patches as chairman. Seconded by Supervisor Kreitzer.

Colleen Gallo asked for a motion to close nominations or make other nominations. Discussion ensued, Mr. Patches declined the nomination.

Supervisor Daubert moved to nominate Rick Kreitzer as chairman. Colleen Gallo asked if there were any other nominations.

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

Supervisor Patches congratulated Supervisor Kreitzer

The Meeting was turned back to Chairman Kreitzer.

Appointment of Vice-Chairman

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

Appointment of Secretary/Treasurer

Supervisor Patches moved to appoint Jennifer Harding, Secretary/Treasurer. 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.

Appointment of Tax Collector

Supervisor Kreitzer moved to table this appointment until the regular meeting on January 11, 2018. Seconded by Supervisor Patches. All voted in favor; motion carried.

Setting Employee Wages

Supervisor Patches moved to adopt a 2% increase for full time employees Antrim, Fahnestock and Harding. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Supervisor Patches moved to ratify the hiring of Terry Lutz at a part-time employee at \$14.71 and full-time road foreman, Kirk Artz at \$22.50. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Meeting Pay

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.

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 Daubert moved to appoint Rick Kreitzer as Road Master. Seconded by Supervisor Patches. All voted in favor; motion carried.

Supervisor Patches moved that all three Supervisors are authorized to work for the Township throughout 2018. Seconded by Supervisor Daubert. 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 Daubert. 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 Daubert. All voted in favor; motion carried.

Appointment of Township Engineer

Supervisor Patches moved to appoint Gannett Fleming with Jeff Golding lead, 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 Daubert. All voted in favor; motion carried.

Appointment of Open Records Officer

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

Appointment of Sewer Enforcement Officer

Supervisor Kreitzer moved to appoint JB Environmental Services as the Sewer Enforcement Officer. Seconded by Supervisor Patches. All voted in favor; motion carried.

Appointment of Zoning Officer

Supervisor Patches moved to appoint Light-Heigel as Zoning Officer. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of Pension Officer

Supervisor Patches moved to appoint Jennifer Harding as the Pension Officer, with Reilly Wolfson as alternate. 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 Daubert. All voted in favor; motion carried.

UCC Enforcement

Supervisor Patches moved to appoint Light Heigel and Associates as UCC Enforcement. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of MS4 Administrator

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

Appointment of CPA Firm

The Board took action at the last meeting to appoint Bill Oyster with SEK as CPA for 2017.

Land Development Bonding

Supervisor Patches moved to institute a ten percent (10%) increase and to notify all parties with open plans. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appointments:

Planning Commission

Supervisor Daubert moved to appoint Dean Patches to the Planning Commission. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Ward Sigler suggested the planning commission member number be increased. Attorney Gallo explained that this would need to be done by Ordinance.

Supervisor Kreitzer moved to appoint Steve Steiner to the Planning Commission. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Zoning Hearing Board Solicitor

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

Supervisor Daubert moved to authorize Supervisor Patches to represent the Township at the zoning hearing in January. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Affirm of EMA Coordinator

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

Recreation Board Appointment

Supervisor Kreitzer moved to appoint Dawn Wunderlich to the Recreation Board. Seconded by Supervisor Patches. All voted in favor, motion carried.

Tax Collection Committee (TCC) Representative and Alternate

Supervisor Patches moved to appoint Jeff Werner as the representative and Ken Shirk as the alternate to the TCC Board. Seconded by Supervisor Daubert. All voted in favor; motion carried.

Appoint Depository

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

2018 Holidays

Supervisor Daubert moved to approve 10 ½ paid holidays for Township Employees as set forth in the manual. Seconded by Supervisor Patches. All voted in favor; motion carried.

Ward Sigler commended the road crew on the recent snow removal.

State Convention

Supervisor Daubert moved to authorize the attendance of the Supervisors and Township Secretary at the 2018 PSATS Convention and appoint Jennifer Harding as voting delegate. Seconded by Supervisor Patches. All voted in favor; motion carried.

Mileage

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

Tree Removal

Supervisor Daubert moved to authorize the issuing of letters throughout 2018 for the removal of any trees over 6" which are deemed a hazard. Seconded by Supervisor Patches. All voted in favor; motion carried.

NEW BUSINESS

Purchase of Equipment

Supervisor Kreitzer moved to authorize the purchase of shop equipment with a price up to \$350. Seconded by Supervisor Patches. All voted in favor; motion carried.

Supervisor Kreitzer moved to authorize a once a year stipend to the road crew of \$100 for the purchase of safety toed shoes. Seconded by Supervisor Daubert. All voted in favor; motion carried.

OLD BUSINESS

376 Mountville Drive – Wood Tenant

Supervisor Patches moved to grant an extension until March 8, 2018 for the removal of the four totes of wood. Seconded by Supervisor Daubert. All voted in favor; motion carried.

PUBLIC COMMENTS - None

With no further comments or action needed, the meeting adjourned into Executive Session to discuss a Personnel Matter at 10:28 a.m.

Respectfully Submitted,

Jennifer Harding