

**Swatara Township Organization Meeting Minutes
&
Swatara Township Board of Supervisors Meeting
January 6, 2020**

The Swatara Township Board of Supervisors met on Monday, January 6, 2020 at 4:00 p.m.

CALL THE MEETING TO ORDER

Supervisor Kreitzer called the meeting to order at 4:00 p.m. Supervisors in attendance were Bill Bering, Jr., Richard Kreitzer and Dean Patches. Also, present was attorney, Colleen Gallo, and three (3) residents.

Appointment of Temporary Chairman:

Supervisor Kreitzer 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 Patches moved to nominate Rick Kreitzer as chairman. Seconded by Supervisor Bering.

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

The Meeting was turned back to Chairman Kreitzer.

Appointment of Vice-Chairman

Supervisor Bering 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 Kreitzer. All voted in favor; motion carried.

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

Appointment of Tax Collector

Supervisor Patches moved to the appoint of the Lebanon County Treasurer as Tax Collector. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Setting Employee Wages

Supervisor Patches moved to adopt a 3% pay increase for full time and part time employees as outlined in the budget. Seconded by Supervisor Bering. 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 Bering. 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 Kreitzer. All voted in favor; motion carried.

Affirm Supervisors Employed by the Township

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

Supervisor Patches moved to affirm that all three Supervisors are authorized to work for the Township throughout 2020. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Supervisor Patches moved to recommend no changes to the wages for Road Master and working supervisors by the township's Auditors. Seconded by Supervisor Bering. All voted in favor; motion carried.

Establishment of Treasurers Bond

Supervisor Patches moved to establish the Treasurers Bond at \$2,500,000. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Legal Council

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

Appointment of Township Engineer

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

Affirm Fire Police Activities

Supervisor Patches moved to affirm the Bunker Hill Fire Police to participate in events outside the township when their presence is requested. Those events include but are not limited to the Annville Memorial Day Parade, Palmyra's Fire Prevention Activities, Lebanon Fire Parade, attendance at all County Meetings and participation in the Boot Drive. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Open Records Officer

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

Appointment of Sewer Enforcement Officer

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

Appointment of Zoning Officer

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

Appointment of Floodplain Administrator

Supervisor Patches moved to appoint Light-Heigel as Floodplain Administrator. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Pension Officer

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

Appointment of MS4 Administrator

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

Appointment of CPA Firm

Supervisor Patches moved to appoint Bill Oyster with SEK as CPA for 2020. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointments:

Planning Commission

Supervisor Patches moved to appoint Jeff Werner to a four-year term on the Planning Commission. Seconded by Supervisor Kreitzer. Votes in favor – Kreitzer and Patches. Vote opposed – Bering. Motion carried.

The opening on the Planning Commission with the term expiring in 2020 was tabled.

Zoning Hearing Board

Supervisor Patches moved to appoint Tim Zimmerer to a three-year term on the Zoning Hearing Board. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Zoning Hearing Board Solicitor

Supervisor Patches moved to appoint Matthew Creme with the firm of Nikolaus and Hohenadel as Zoning-Hearing Board Solicitor. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Affirm EMA Coordinator

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

Recreation Board Appointment

Supervisor Patches moved to appoint Michael Smith to a five-year term on the Recreation Board. Seconded by Supervisor Bering. All voted in favor, motion carried.

Vacancy Board

Supervisor Patches moved to appoint Mark Taylor to the Vacancy Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

UCC Appeals Board

Supervisor Patches moved to appoint Mike Landis and Gene Kreitzer to the UCC Appeals Board. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

One regular member of the UCC Appeals Board and one Alternate should be added to the Agenda of the next regular meeting of the Board of Supervisors.

UCC Appeals Board Solicitor

Supervisor Patches moved to appoint Matthew Crème with the firm of Nikolaus and Hohenadel as UCC Appeals Board Solicitor. Seconded by Supervisor Bering. All voted in favor; motion carried.

IPMC Appeals Board

Supervisor Kreitzer moved to appoint the Board of Supervisors as the IPMC Appeals Board. Seconded by Supervisor Patches. All voted in favor.

UCC Appeals Board Solicitor

Supervisor Patches moved to appoint Matthew Crème with the firm of Nikolaus and Hohenadel as UCC Appeals Board Solicitor. Seconded by Supervisor Bering. All voted in favor; motion carried.

TCC NL Representative - Tabled

Appoint Depository

Supervisor Kreitzer moved to designate PLGIT and JBT as the township depositories. Seconded by Supervisor Bering. All voted in favor; motion carried.

2020 Holidays

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

State Convention

Supervisor Patches moved to authorize the attendance of the Supervisors, Township Secretary and Road Foreman at the 2020 PSATS Convention. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Supervisor Patches moved to appoint Jennifer Harding as Voting Delegate at the 2019 PSATS Convention. Seconded by Supervisor Bering. All voted in favor; motion carried.

Mileage

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

Renewal of Park Maintenance Agreement

Supervisor Kreitzer moved to solicit three proposals for park maintenance. Seconded by Supervisor Bering. All voted in favor; motion carried.

Public Comments

Jeff Waltermeyer – 25 Creek Lane

Thanked the Supervisors for having the removal of the trees along N. Lancaster Street. The stumps do create a bump. He asked if concrete could be placed in the area where the pipe was replaced to eliminate the dip in the road.

The meeting recessed at 4:47 p.m. for a break between the Organizational Meeting and the January Township Meeting. The meeting reconvened at 5:05 p.m.

Public Comments

Rick Kreitzer, Chief Bunker Hill Fire Company gave his report on the activities of the Fire Company in 2019 and provided a list of expenditures. The Fire Company will be holding their winter chicken BBQ this weekend.

Zoning / Code Enforcement – A report was provided. Two issues had been resolved and three have final notices pending. The Code Enforcement Office may need to bring these issues to the Solicitor. One permit was issued in December for an Agricultural Building.

Meeting Minutes

Two changes were noted: Add Reginald Daubert as being in attendance and there is a “d” missing from the Susan Miller Land Development Plan.

Supervisor Patches moved to approve the minutes from the December 12, 2019 meeting, with the two corrections. Seconded by Supervisor Bering. All voted in favor; motion carried.

December 2019 Financial Report

Supervisor Kreitzer moved to accept the December 2019 Financial Report. Seconded by Supervisor Patches. All voted in favor; motion carried.

Bills Payable

Supervisor Patches moved to approve the bills payable list totaling \$168,840.89 from the Monroe Valley Sewer and General Funds. Seconded by Supervisor Bering. All voted in favor; motion carried.

Planning Commission Report – Meeting January 22nd at 8:30 am

Recreation Board Report – Meeting January 7th at 7 pm

Township Report

The road crew has been trimming trees, preparing vehicles for snow plowing and installing a pipe on Old State Road in preparation for PennDot to pave the road.

Stormwater Management

Discussion was held regarding future planning and the financing of projects that may be required in the near future.

Communications

NLCA Meeting Minutes from November 27, 2019 and 2020 Meeting Dates

Notification from Stream that it is time to renew the Electricity Rate.

Lebanon Daily News Proof of Publication for the 2020 Meeting Dates

PEMA notification of the Community Assistance Visit regarding the floodplain.

NLTMA notification that the property at 15 N. McKinley is in arrears.

Supervisor Kreitzer moved to authorize Atty. Gallo to proceed with a municipal lien. Seconded by Supervisor Patches. All voted in favor; motion carried.

OLD BUSINESS

Ambulance Service Proposal Contract

Attorney Gallo reported that she has heard from Mr. Buchle and he will be delivering the contracts in the next few days.

Greble Road Stormwater

The excavation continues but the silt fencing does not appear to be installed correctly. Marty Sowers is to be contacted.

Mill Street Heights Swale Project

Joe Strauss will be asked to present their proposal to the Board of Supervisors, with a cost estimate.

FIRM (Flood Insurance Rate Maps) – Tabled

Levan's Bridge

A letter is to be sent to the residents on Jessica Drive, Swatara Road, Quarry Road from Swatara Road south to Jessica Drive and the Pine Ridge HOA.

Shirksville Road Maintenance Right of Way

Kirk Artz, the Road Foreman will be directed to provide measurements to establish the agreement.

NEW BUSINESS

Dean End Road – Request to Abandon

Discussion was held. There was thought to be a DEP restriction on this property that will need to be researched. This matter was Tabled until more information can be obtained.

Jonestown Borough request for Salt Storage

Councilman Keefer from Jonestown Borough contacted Supervisor Kreitzer to see if the Township might have room to store the Borough's salt. Due to the recent fire at their facility they are seeking an alternate location. The Borough is contracted for 150 tons through the CoStars program and currently have 2 loads in their salt shed. The Borough is also willing to bring their old Bobcat to use to load their own trucks. It has been cost prohibitive for Jonestown to build a new shed.

Supervisor Kreitzer moved to honor the request of the Jonestown Borough to store 150 tons of salt for one year but it will be stored in a separate bay.

Seconded by Supervisor Bering. All voted in favor; motion carried.

Resolution #2020-01 – Manager's Salary

Supervisor Patches moved to approve Resolution #2010-01 setting the Manager's Salary for 2020 at \$27.23. Seconded by Supervisor Bering. All voted in favor; motion carried.

Field Usage 2020

Supervisor Patches moved to approve NL Soccer to use the fields at the Mill Street Park with the exception of days earmarked for special events coordinated by the Township. Seconded by Supervisor Bering. All voted in favor; motion carried.

2020 Roadside Brush Control Proposal

Supervisor Patches moved to accept the proposal for brush control pending the receipt of the scope of the services. Seconded by Supervisor Bering. All voted in favor; motion carried.

Christmas Tree Collection

Supervisor Patches moved to authorize the acceptance of Christmas Trees until the last Saturday in January. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

2020-2021 Salt Contract

Supervisor Kreitzer moved to Table this discussion for a later meeting. Seconded by Supervisor Bering. All voted in favor; motion carried.

Solicitor's Report – Colleen Gallo

The bid requirements for 2020 have been released:

Projects under \$11,300 do not need quotes.

Projects between \$11,300 and \$21,000 need phone or written quotes.

Projects over \$21,000 are subject to formal bidding

Projects over \$25,000 are also subject to prevailing wage unless it is a road project.

Road Projects are subject to prevailing wage if over \$100,000.

It was also reported that there are additional delays with the S. Lancaster Street Bridge project. There are land issues have been discovered because the bridge project is set to encroach on land acquired by Jonestown Borough through FEMA/PEMA grants.

TCC Appointment

The Municipalities in the Northern Lebanon School District share one representative on the TCC Board. Mr. Shotzberger's Resume was reviewed by the Supervisors.

Supervisor Patches moved to appoint James Shotzberger as the municipal representative from the Northern Lebanon School District, to the TCC Board.

Seconded by Supervisor Bering. All voted in favor; motion carried.

Adjournment

Supervisor Patches moved to adjourn the meeting at 6:09 p.m. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Respectfully Submitted,

Jennifer Harding