

**Swatara Township Organization Meeting Minutes  
&  
Swatara Township Board of Supervisors Meeting  
January 4, 2021**

The Swatara Township Board of Supervisors met on Monday, January 4, 2021 at 9:30 a.m.

**CALL THE MEETING TO ORDER**

Supervisor Kreitzer called the meeting to order at 9:35 a.m. Supervisors in attendance were Bill Bering, Jr., Richard Kreitzer and Dean Patches. Attorney, Colleen Gallo called into the meeting, and no (0) residents were present.

Appointment of Temporary Chairman:

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

Appointment of Chairman

Attorney Gallo asked for nominations for chairman.

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

Atty. Gallo asked if there were any other nominations. There were none.

Supervisor Patches moved to close the nominations and cast a unanimous ballot for Rick Kreitzer as Chairman. 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 Bering. All voted in favor; motion carried.

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

Appointment of Tax Collector

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

Setting Employee Wages

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

Meeting Pay

Supervisor Kreitzer 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 Bering. 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 2021, if needed. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to recommend \$14 per hour for the Road Master and working supervisors and \$17 for snow plowing by a supervisor, to the Township's Auditors. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Establishment of Treasurers Bond

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

#### Affirm Township Fire Company

Supervisor Bering moved to affirm the Bunker Hill Fire Company as the Townships' Fire Company. Seconded by Supervisor Patches. Supervisor Kreitzer abstained. Votes in favor: Bering, Patches; 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. A list of activities will be provided for inclusion in the minutes. 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 Bering moved to appoint JB Environmental Services as the Sewer Enforcement Officer. Seconded by Supervisor Patches. All voted in favor; motion carried.

Appointment of Environmental Abatement Firm

Supervisor Patches moved to appoint Lewis Environmental Services as the Environmental Abatement Firm. Seconded by Supervisor Bering. 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 Patches moved to appoint Jennifer Harding as the Pension Officer, Seconded by Supervisor Bering. All voted in favor; motion carried.

Affirm Pension Plan Administrator

Supervisor Patches moved to affirm R.J. Hall as the Pension Plan Administrator. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Code Enforcement Officer

Supervisor Bering moved to appoint Light Heigel and Associates as Code Enforcement Officer. Seconded by Supervisor Patches. 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 Bering moved to appoint Bill Oyster with SEK as CPA for 2021. Seconded by Supervisor Patches. All voted in favor; motion carried.

**Appointments:**

Planning Commission

Supervisor Patches moved to appoint Terry Brandt to a four-year term on the Planning Commission. Seconded by Supervisor Bering. All voted in favor; motion carried.

Zoning Hearing Board

Supervisor Patches moved to appoint Naomi Atkins to a three-year term on the Zoning Hearing Board. Seconded by Supervisor Bering. 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 Bering. 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 Antoinette Houser to a five-year term on the Recreation Board. Seconded by Supervisor Kreitzer. 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, Ward Sigler and Gene Kreitzer to the UCC Appeals Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### UCC Appeals Board Solicitor

Supervisor Kreitzer 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 Patches moved to appoint the Board of Supervisors as the IPMC Appeals Board. Seconded by Supervisor Bering. 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

Supervisor Patches moved to appoint Jim Sholtzberger as the NL Representative on the TCC Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Appoint Depository

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

#### 2021 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 Jennifer Harding, Kirk Artz and Bill Bering at the 2021 PSATS Convention. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Kreitzer moved to appoint Jennifer Harding as Voting Delegate at the 2021 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 - Tabled

#### Public Comments - None

The Reorganizational meeting recessed at 10:10 a.m. and entered into the January Township Meeting.

#### Public Comments - None

Zoning / Code Enforcement – A summary of the 2020 zoning permits was provided to the Supervisors. The process of code violations being forwarded to the solicitor for enforcement was discussed. One notice will be sent by the code enforcement officer and if there is no improvement, then it will be forwarded to the solicitor for a second letter.

#### NLCA Representative

Supervisor Kreitzer moved to appoint Sam Bates to a five-year term on the Northern Lebanon County Authority. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### Meeting Minutes

Supervisor Bering moved to approve the minutes from the December 10, 2020 meeting. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### December 2020 Financial Report

The bank statements were not available prior to this meeting. A statement of account activity from December 1 – 30 was provided. The December and January financial statements will be presented at the February meeting.

#### Bills Payable

Supervisor Patches moved to approve the bills payable list totaling \$141,283.42 from the General Fund. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Planning Commission Report – Meeting January 7 at 7 pm

#### Recreation Board Report – Meeting January 4<sup>th</sup> at 7 pm

#### Township Report

The road crew has been trimming trees, preparing vehicles for snow plowing fixing inlets and repairing equipment. The hot water pressure washer's is being repaired.

#### Stormwater Management

Mr. Ramsey has joined the Lebanon County Clean Water Alliance to stay abreast of stormwater activities which may affect the Township.

#### Communications

Bunker Hill Fire Company will be hosting a chicken BBQ on Saturday, January 9<sup>th</sup>  
PennDot has a sent a request for a reference regarding Construction Masters work.  
NLCA Meeting Minutes from November 24, 2020

Lebanon Daily News Proof of Publication for the Materials Bid  
PA DEP returned check #13266 voided. Payment is not required from municipalities for GP-11 permits.

Lebanon County Bureau of Elections sent notification of the 2021 Election Dates.

### **OLD BUSINESS**

Mill Street Heights Basin Project

Although, the project will only be completed in the spring, discussion was held about the final grading.

Mill Street Heights Swale Project

Mr. Ramsey will be discussing design options with the NLCA.

Swatara Park Development Plan Update – Tabled

Darkes Road Pipe Replacement Project – Tabled

Zoning Ordinance Amendment

Revisions will be resent to the Planning Commission for approval.

2021 Materials Bid

Supervisor Patches moved to not accept any bids and use CoStars for material purchases. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Supervisor Patches moved to reject all bids received for materials. Seconded by Supervisor Bering. All voted in favor; motion carried.

### **NEW BUSINESS**

Dead End Road – Tabled

Resolution #2021-01 – Manager’s Salary

Supervisor Patches moved to approve Resolution #2010-01 setting the Manager’s Salary for 2021 at \$28.05. Seconded by Supervisor Bering. All voted in favor; motion carried.

Field Usage 2021 - Tabled

2021 Roadside Brush Control Proposal

The scope of service was not received. This matter will be tabled until more information is provided by the vendor.

Christmas Tree Collection

Supervisor Patches moved to authorize the acceptance of Christmas Trees until the February 12, 2021. Seconded by Supervisor Bering. All voted in favor; motion carried.

Patches Land Development Bond

The Patches have no plans to build the third chicken house which they are currently holding bonding. A waiver was requested.

Supervisor Kreitzer moved to approve the request to waive bonding until such a time as the Patches decide to build a third chicken house. The waiver form will be forthcoming from Mrs. Patches. Seconded by Supervisor Bering. Supervisor Patches abstained. Votes in favor: Bering, Kreitzer; motion carried.

Snow Emergency Ratification – 12.16.2020

Supervisor Kreitzer moved to ratify the snow emergency declared on 12.16.2020.  
Seconded by Supervisor Patches. All voted in favor; motion carried.

Solicitor's Report – Nothing to report.

Engineer's Report – Nothing to report.

Adjournment

Supervisor Kreitzer moved to adjourn the meeting at 11:11 a.m. Seconded by  
Supervisor Bering. All voted in favor; motion carried.

Respectfully Submitted,

Jennifer Harding