

**Swatara Township Organization Meeting Minutes
January 3, 2022**

The Swatara Township Board of Supervisors met on Monday, January 3, 2022 at 8:30 a.m.

CALL THE MEETING TO ORDER

Supervisor Kreitzer called the meeting to order at 8:30 a.m. Supervisors in attendance were Richard Kreitzer and Dean Patches. Absent was Bill Bering. Also present was Attorney, Colleen Gallo. No members of the public were in attendance.

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 Kreitzer.

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 Kreitzer. All voted in favor; motion carried.

The Meeting was turned back to Chairman Kreitzer.

Appointment of Vice-Chairman

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

Appointment of Secretary/Treasurer

Supervisor Patches moved to appoint Jennifer Harding, Secretary/Treasurer and Trish Harris, Assistant 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 employees as outlined in the budget. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Part-time wage discussion has been tabled until the January 13, 2022 meeting.

An Executive Session has been requested to discuss Personnel Matters.

Meeting Pay

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

Supervisor Patches moved to affirm that all three Supervisors are authorized to work for the Township throughout 2022. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Supervisor Patches moved to recommend \$16 per hour for the Road Master and working supervisors and \$20 for snow plowing by a supervisor, to the Township's Auditors. Seconded by Supervisor Kreitzer. 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 Kreitzer. All voted in favor; motion carried.

Appointment of Legal Council

Supervisor Patches moved to appoint Colleen Gallo as contact person for Reilly Wolfson as Legal Council. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of Township Engineer

Supervisor Patches moved to appoint Brent Ramsey as contact person for Gannett Fleming as the Township Engineer. Seconded by Supervisor Kreitzer. 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 Kreitzer. 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. A list of activities will be provided for inclusion in the minutes. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of Open Records Officer

Supervisor Patches moved to appoint Jennifer Harding as the Open Records Officer and Trish Harris as the Alternate Open Records Officer. Seconded by Supervisor Kreitzer. 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 Environmental Abatement Firm

Supervisor Patches moved to appoint Lewis Environmental Services as the Environmental Abatement Firm. 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 Kreitzer. All voted in favor; motion carried.

Appointment of Floodplain Administrator

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

Appointment of Code Enforcement Officer

Supervisor Patches moved to appoint Light Heigel and Associates as Code Enforcement Officer. 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 Patches. All voted in favor; motion carried.

Appointment of CPA Firm

Supervisor Patches moved to appoint Bill Oyster with Smith Elliot & Kearns as CPA for 2022. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointments:

Planning Commission

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

Zoning Hearing Board

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

Recreation Board Appointment

Supervisor Patches moved to appoint Bryle Zickler 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 Kreitzer. All voted in favor; motion carried.

UCC Appeals Board

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

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 Kreitzer. All voted in favor; motion carried.

IPMC Appeals Board

Supervisor Patches moved to appoint the Mike Landis, Elias Adams, Jr. and Gene Kreitzer as the IPMC Appeals Board. Seconded by Supervisor Kreitzer. 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 Kreitzer. 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 Kreitzer. All voted in favor; motion carried.

Appoint Depository

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

2022 Holidays

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

State Convention

Supervisor Patches moved to authorize the attendance of Supervisors and Office Staff at the 2022 PSATS Convention. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Supervisor Patches moved to appoint Jennifer Harding as Voting Delegate at the 2022 PSATS Convention. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Mileage

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

Renewal of Park Maintenance Agreement - Tabled

Roadside Spraying Contract

Supervisor Patches moved to authorize Tomlinson-Bomberger to perform the roadside spraying in 2022. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Road Materials Acquisition

Supervisor Patches moved to authorize the purchase of road materials through the CoStars program for 2022. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Disposition of Files 2014 – Resolution 2022-01

Supervisor Patches moved to approve Resolution 2022-10 authorizing the destruction of files from 2014. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Personnel – Hiring - Tabled

Public Comments - None

The meeting adjourned into Executive Session at 9:15 a.m. No action will be required. Executive Session adjourned at 10:34 a.m.

Respectfully Submitted,

Jennifer Harding