

Swatara Township Organization Meeting Minutes
January 3, 2023

The Swatara Township Board of Supervisors met on Tuesday, January 3, 2023.

CALL THE MEETING TO ORDER

Supervisor Kreitzer called the meeting to order at 8:34 a.m. Supervisors in attendance were Rick Kreitzer and Dean Patches. Bill Bering, Jr. joined via Zoom. 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 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 Patches moved to authorize the payment of bills prior to final approval. Seconded by Supervisor Bering. 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 Bering. 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 Bering. All voted in favor; motion carried.

Supervisor Patches moved to adopt a 3% equivalent of annual wage for part-time employees. 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 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 2023. Seconded by Supervisor Bering. 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 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.

Supervisor Patches moved to reappoint the following professional businesses / persons which are the same as 2022. Seconded by Supervisor Bering. All voted in favor; motion carried:

Appointment of Legal Counsel – Reilly Wolfson Attorneys at Law

Appointment of Township Engineer – Gannett Fleming

Affirm Township Fire Company – Bunker Hill Fire Company

Affirm Fire Police Activities – Bunker Hill Fire Company

Appointment of Open Records Officer – Jennifer Harding, Trish Harris, Alternate

Appointment of Sewer Enforcement Officer – JB Environmental

Appointment of Environmental Abatement Firm – Lewis Environmental

Appointment of Zoning Officer – Light-Heigel & Associates

Appointment of Floodplain Administrator - Light-Heigel & Associates

Appointment of Pension Officer – Jennifer Harding

Appointment of Code Enforcement Officer – Light-Heigel & Associates

Appointment of MS4 Administrator – Dean Patches

Appointment of CPA Firm - SEK

Appointments:

Supervisor Patches moved to reappoint the following Commissions / Boards and Persons to their respective positions. Seconded by Supervisor Bering. All voted in favor; motion carried:

Planning Commission – Steve Steiner.

Zoning Hearing Board – Tim Zimmerer; and Hudson Hughes, Alternate.

Zoning Hearing Board Solicitor – Matthew Crème, Nikolaus & Hohenadel

EMA Coordinator – Rick Kreitzer

Recreation Board – Michelle Bates

Vacancy Board – Mark Taylor

UCC Appeals Board – Mike Landis, Gene Kreitzer and Elias Adams, Jr.

UCC Appeals Board Solicitor – Matthew Crème, Nikolaus & Hohenadel

IPMC Appeals Board - Mike Landis, Gene Kreitzer and Elias Adams, Jr.

IPMC Appeals Board Solicitor – Matthew Crème, Nikolaus Hohenadel

TCC NL Representative – Tabled

Appoint Depository

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

2023 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 Supervisors, Office Staff and the Road Crew Foreman at the 2023 PSATS Convention. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to appoint Jennifer Harding as Voting Delegate at the 2023 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.

Township Representation to Notary for sale and purchase of equipment and capital expenditures

Supervisor Patches moved to appoint all members of the Board as township representatives. Seconded by Supervisor Bering. All voted in favor; motion carried.

Increase Financial Security Amounts

Supervisor Patches moved to increase the bond amount to the maximum rate allowed by the Municipalities Planning Code. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to waive the Snyder Creek Poultry bond increase due to the timing of his bond submittal. Seconded by Supervisor Bering. All voted in favor; motion carried.

Renewal of Park Maintenance Agreement

Supervisor Patches moved to renew the Park Maintenance Agreement with TruGreen. Seconded by Supervisor Bering. All voted in favor; motion carried.

Roadside Spraying Contract – Tabled

Road Materials Acquisition

Supervisor Patches moved to authorize the purchase of road materials through the CoStars program for 2023. Seconded by Supervisor Bering. All voted in favor; motion carried.

Escalator / De-Escalator – Resolution 2023-01

Supervisor Patches moved to approve Resolution 2023-01 authorizing the Escalator / De-Escalator clause for 2023. Seconded by Supervisor Bering. All voted in favor; motion carried.

Disposition of Files 2015 – Resolution 2023-02

Supervisor Patches moved to approve Resolution 2023-02 authorizing the disposition of files from 2015. Seconded by Supervisor Bering. All voted in favor; motion carried.

Resolution 2023-03 – Fees associated with Property Maintenance Enforcement

Supervisor Patches moved to approve Resolution 2023-03 establishing a protocol for assessing fees and costs for Property Maintenance Code Violations. Seconded by Supervisor Bering. All voted in favor; motion carried.

Resolution 2023-04 – 2023 Manager's Wage

Supervisor Patches moved to approve Resolution 2023-04 establishing the Manager's 2023 wage. Seconded by Supervisor Bering. All voted in favor; motion carried.

Wilmer Weaver Bond Release Request – Tabled until further inquiries.

Personnel Paperwork – New forms will be prepared for the Supervisors review.

Right-to-Know Fee Resolution

Supervisor Patches moved to adopt the State fee schedule for Open Records Requests. Seconded by Supervisor Bering. All voted in favor; motion carried.

Cemetery Road Stormwater

Supervisor Bering moved to authorize Gannett Fleming to send a letter requesting verification of the installation of Stormwater Facilities to 187 Cemetery Road. Seconded by Supervisor Bering. All voted in favor; motion carried.

E. Chestnut Street Swale Project

Discussion was held regarding the swale project reimbursement status. The matter will be added to the January meeting agenda.

Dead End Road Financial Security

Supervisor Patches moved to accept the Irrevocable Letter of Credit from Mid Penn Bank less .22 cents than the original security and release the cash bond held by Reilly Wolfson. Seconded by Supervisor Bering. All voted in favor; motion carried.

Public Comments – None

With no further comments, the meeting was adjourned at 9:35.

Respectfully Submitted,

Trish Harris
Assistant Secretary