

REORGANIZATION MEETING
Monday, January 6, 2014, at 9 AM
And Continued
Wednesday, January 8, 2014 at 1 PM

The Tyrone Township Board of Supervisors convened at 9 AM on Monday, January 6, 2014, at the Municipal Building located at 5280 Old Harrisburg Road, York Springs, Pennsylvania 17372, for its annual reorganization meeting.

Present were: Supervisors Russell Raub, David Shupe and James Lady; Donna Dixon, Secretary-Treasurer; Erik Vranich, Wm. F. Hill & Assoc., Inc.; Rosalie Dashoff, Galen Smith and Emma Seibert, Township Residents; and Flo Ford, Kerry Moyer and Teran Moyer, Civic Research Alliance.

Lady opened the meeting and announced that the Board of Supervisors was waiting to hear from The Gettysburg Times as to whether the Reorganization Meeting was advertised; and if it was not, the Board must seek the Township Solicitor's advice as to whether they could proceed. Lady then introduced the Civic Research Alliance representatives who gave a presentation on the Alliance's background and how their organization could assist the Township regarding strategic planning.

Confirmation was received from The Gettysburg Times that the reorganization advertisement was inadvertently not published and the Township Solicitor informed the Board that they may not hold a Reorganization Meeting until such time that the meeting is advertised.

After proper notification, the Reorganization Meeting reconvened on Wednesday, January 8, 2014 at 1 PM at the Township Municipal Building.

Those present were: Supervisors Russell Raub, David Shupe and James Lady; Donna Dixon, Secretary-Treasurer; Erik Vranich, Wm. F. Hill & Assoc., Inc.; and Rosalie Dashoff, Galen Smith and Emma Seibert, Township Residents.

Appointment of Chairman - Shupe made a motion nominating Russell Raub as Chairman for 2014; the motion was seconded by Lady. Motion carried unanimously.

Raub commented that after reviewing the 2014 General Fund Budget, there may be an \$11,000 budget deficit this time next year. He will not be collecting any type of compensation while in office nor does he plan to attend the PSATS Annual Education and Training Convention this spring. Also, Raub will not request a personal copy of all PSATS informational material and will review the Township's copy. Raub understands that Supervisors may be compensated for a maximum of \$1,875 annually. He encouraged the Board to offer workshops periodically throughout the year in order to discuss ideas, not consuming valuable time during Board of Supervisors' meetings. If that is something that appeals to the Board, Raub suggested scheduling the dates for the workshops and include them in the legal advertisement for 2014 meetings.

Raub asked that the Supervisors be polite and extend to others that courtesy and consume less of the Secretary's time.

Appointment of Vice-Chairman - Lady made a motion nominating David Shupe as Vice-Chairman for 2014; the motion was seconded by Raub. Motion carried unanimously.

Shupe commented that if he was asked to assist on the Road Crew, he would expect to receive the same rate of pay as the Part-Time Road and Maintenance Facilities Workers.

Meeting Dates - Shupe suggested the Township schedule at least one or two annual public meetings and perhaps hold one public meeting in the Heidlersburg vicinity and another in the northern part of the Township. Regarding workshops, Raub explained the purpose for them would be to air out issues, learn, share but not make decisions at that time. Lady made a motion to continue the Board of Supervisors' meetings the second

and fourth Wednesday of the month with the exception of November and December when one monthly meeting will be held: November 13 and December 17. A Community Meeting will be held May 7, 2014 and on February 5, 2014, a Board of Supervisors' Workshop will be held. All meetings will be held at 7 PM. Shupe seconded the motion. The motion carried unanimously.

Convention Delegates for State PSATS Convention - All members of the Board of Supervisors, the Secretary-Treasurer and the Roadmaster may attend the annual PSATS Convention with one voting delegate. The dates are April 13, 14 and 15. Presently, the registration is \$150 and after January 24, the price increases the closer it is to the Convention. Lady made a motion that David Shupe attend the PSATS Convention and serve as the Township's voting delegate. Raub seconded the motion. The motion carried unanimously.

Representative for York Adams County Tax Board of Directors - Shupe made a motion that Raub be the Township's representative for the YATB and Shupe volunteered to be the Alternate. Lady seconded the motion. The motion carried unanimously.

Representative for Adams Tax Bureau Board of Directors (ACTCC) - Lady made a motion that Shupe serve as the Adams County Tax Collection Committee (ACTCC) Representative and Raub serve as the Alternate. Shupe seconded the motion. The motion carried unanimously.

Representative to the Adams County Council of Governments (ACCOG) - Lady made a motion that Raub serve as the representative to the ACCOG and Shupe serve as the Township's Alternate. The motion carried unanimously.

Motion to Pay to Attend the Adams County Association of Township Officials (ACATO) County Convention - Lady made a motion that the Township pay the fee registration to attend the ACATO County Convention. Shupe seconded the motion. The motion carried unanimously.

Roadmaster - Lady made a motion to serve as Roadmaster for 2014 at the same rate of pay as last year which was \$19.50 an hour. Shupe made a motion to appoint Lady as the Township's Roadmaster for 2014. Raub seconded the motion. The motion carried unanimously.

Part-Time Road and Facilities Maintenance Workers - Lady made a motion to retain Jack Kump, Donald Sillik, Michael Boring, Randy Marion and Galen Smith as Part-Time Road and Facilities Maintenance Workers. Shupe seconded the motion. The motion carried unanimously.

Rate of Pay - Presently the rate of pay for this position is \$13.60 an hour. Lady suggested giving these employees an added bonus if they are requested to work additional and/or on-call hours in the form of a shift differential rate of \$15.10/hr. For example, any time they are called upon to work from 6 AM to 6 PM. After some discussion, Lady suggested tabling this subject regarding wages until the second meeting in January.

Appointment of Secretary-Treasurer - After an unsuccessful motion by Lady and one rescinded motion by Shupe, Lady made a motion to appoint Donna Dixon as Secretary-Treasurer at a 3% increase rate of pay from \$18.50 to \$19.00 an hour; Five (5) paid Personal Leave days to include the Primary and Election Day if she chooses; Increase Vacation days from one week to two weeks; Paid holidays will remain at ten (10). They include: New Year's Day, January 1; President's Day, February 17; Good Friday, April 18; Memorial Day, May 26; Independence Day, July 4; Labor Day, September 1; Columbus Day, October 13 and Veteran's Day, November 11; Thanksgiving, November 27 and Christmas, December 25. A timeline was set in order to review the Township's pension plan options for the end of February to decide on whether to make the Secretary-Treasurer full-time status. Shupe seconded the motion, Raub declined the motion and the motion passed.

Bond for Secretary-Treasurer - Shupe made a motion to decrease the bond for the Secretary-Treasurer from \$800,000 to \$500,000. Lady seconded the motion. The motion carried unanimously.

Bond for Secretary-Treasurer's Assistant - Raub asked that the Board consider someone other than himself for this position. Shupe made a motion that Lady serve in the position of supporting the Secretary-Treasurer and set the bond at \$500,000. Raub seconded the motion. The motion carried unanimously.

Adams County Association of Township Officials (ACATO) Treasurer's Position - The Secretary-Treasurer presently serves as ACATO's Treasurer. Due to the present heavy work load, Dixon will resign from this position.

Auditors - An outside auditing firm, Hamilton & Musser, P.C., has been appointed to audit the Secretary-Treasurer's books for 2013. Prior to this audit, Raub suggested offering the services of SEK & Co. to the Secretary-Treasurer to review the setup of the new Heidlersburg Waste Water Treatment Facility Account recently established in QuickBooks. Lady made a motion that the Secretary-Treasurer is provided with resources necessary by SEK & Co. and that the services may be provided through remote access. Shupe seconded the motion. The motion carried unanimously.

Appointment of Solicitor - Shupe made a motion to retain Tim Shultis of Shultis Law, LLC as Township Solicitor at the rate of pay of \$150/hour according to Shultis' 2014 fee schedule. The motion was seconded by Lady. The motion carried unanimously.

Appointment of Engineer - According to the fee schedule for 2014 from Wm. F. Hill Assoc., Inc., the majority of the professional engineering services have not changed. Lady made a motion to retain Wm. F. Hill Assoc., Inc. as Township Engineer for the Year 2014 and accept the 2014 engineering fees. The motion was seconded by Shupe. The motion carried unanimously.

Appointment of Sewage Enforcement Officer (SEO) - Both SEOs fee schedules have not increased from 2013 to 2014. Lady made a motion to retain the SEO services of Robert Whitmore, The Earth Doctor, and Wm. F. Hill & Assoc., Inc. and accept their fee schedules for 2014. Shupe seconded the motion. The motion carried unanimously.

Tax Collector Rate of Pay - Joanne Reed has been elected as Tax Collector. A commitment has been made by the previous Board of Supervisors that Reed may collect taxes at the Municipal Building. Shupe made a motion that the Tax Collector's rate of pay remain at 3% for 2014. Lady seconded the motion. The motion carried unanimously.

Appointment of Emergency Management Coordinator - Lady mentioned that Eyler has requested training. Lady made a motion that Thomas Eyler remain as Emergency Management Coordinator and Shupe seconded the motion. The motion carried unanimously.

Medical Benefits - Currently there is no health insurance, medical or dental, provided to Township employees. Lady made a motion that for 2014, the Board will not provide health benefits. Shupe seconded the motion. The motion carried unanimously.

Appointment of Real Estate and Transfer Tax Collector & EIT and LST Tax Collection - Lady made a motion to retain Linda K. Myers to this position of Tax Collector for Real Estate and Transfer Tax and the York Adams Tax Bureau (YATB) to collect Earned Income and Local Services Taxes for the Year 2014. Shupe seconded the motion. The motion carried unanimously.

Appointment of Building Code Officer (BCO)/Building Inspector & Zoning Officer - Lady made a motion to retain Wilbur Slothour, Land and Sea Services, as the BCO and as the Township's Zoning Officer and accept his proposed fee schedules for 2014. The motion was seconded by Shupe. The motion carried unanimously.

Appointment of Zoning Solicitor - Lady made a motion to retain Timothy Shultis, Shultis Law, LLC, as the Township's Zoning Solicitor at \$150 an hour. Shupe seconded the motion. The motion carried unanimously.

Appointment of Zoning Hearing Board - In the past, no terms for the Zoning Hearing Board members were specified. The Zoning Hearing Board members' terms are for three years. The Township Solicitor suggested the Board define the terms of office and make it clear to the members as to their terms and how much time they have remaining. The Zoning Hearing Board may have an Alternate and one is suggested.

Lady made a motion that the Zoning Hearing Board consist of the following:

- Michael Baltzley – 3-Year Term
- Jason Uppercue – 2-Year Term
- Charles Saltzman – 1-Year Term
- James Staub (Alternate) – 3-Year Term
- Donna Dixon, Secretary-Treasurer

Shupe seconded the motion. The motion carried unanimously.

Appointment of Planning Commission - The Township Solicitor suggested the Board define the terms of office and make it clear to the members as to their terms and how much time they have remaining. Shupe stated that the Municipal Planning Code, Section 203, does not provide any provisions for anyone to serve as an alternate and suggested the alternate position be eliminated since it is not permitted. Shupe made a motion for the following individuals to serve on the Planning Commission:

- Luther Dick – 1-Year Term
- Dean Lobaugh – 2-Year Term
- John Wenk – 3-Year Term
- David Richwine – 4-Year Term
- Robert Staub – 4-Year Term (Replacing Stanley Kuykendall – recently deceased)

Lady seconded the motion. The motion carried unanimously.

Appointment of Vacancy Board - Lady made a motion to reappoint Lynn Kime as the Vacancy Board member and Shupe seconded the motion. The motion carried unanimously.

Appointment of Agricultural Security Board - Shupe made a motion to reappoint Robert Junkins, David Wenk, Vincent Lobaugh and to appoint James Lady to the Agricultural Security Board. The motion was seconded by Lady. The motion carried unanimously.

Appointment of Citizens Committee - Raub recommended that none of the previous members be reappointed to the Citizens Committee and nominated the following:

- Katrina Becker
- Margaret Benson
- Rosalie Dashoff
- Melissa "Missy" Wyatt Shupe

Shupe seconded the motion. The motion carried unanimously. Dashoff stated there are two additional individuals interested in serving on the Citizens Committee and she will inform the Board at the January 22, 2014 Board meeting.

Lady made a motion to adjourn the 2014 Reorganization Meeting at 3:35 PM. Shupe seconded the motion. The motion carried unanimously.