

**MINUTES FOR THE  
TYRONE TOWNSHIP ORGANIZATION MEETING  
MONDAY JANUARY 6, 2020**

**Members Present:** Chairman Russ Raub, Vice Chairman Mary Ellen Settle, Supervisor Dean Wonders, Assistant Secretary Nancy Black

**Chairman Pro Tem Selection:**

Settle made a motion to appoint Raub as Chairman Pro Tem. Wonders seconded the motion. A vote was taken and carried.

**Others in Attendance:** Ian Wintermyer, Greg Kepner, Tammy Green, Kyle Cox and Erik Vranich

**Call to Order:** Raub called the meeting to order at 4:00 PM

**Pledge of Allegiance:** Raub led the Pledge of Allegiance.

**Appointment of Chairman:** Settle made a motion to appoint Raub as Chairman of the Board of Supervisors. Wonders seconded the motion. Raub expressed his desire not to be elected but conceded in their decision. A vote was taken and carried.

**Appointment of Vice-Chairman:** Raub made a motion to appoint Settle as Vice Chairman of the Board of Supervisors. Wonders seconded the motion. A vote was taken and carried unanimously.

**Assistant Secretary:** Settle made a motion to appoint Black as Assistant Secretary at a rate of \$15.00 per hour. Wonders seconded the motion. A vote was taken and carried. Settle made a motion to continue the bond for the Assistant Secretary for \$100,000.00. Wonders seconded the motion. A vote was taken and carried unanimously.

**Treasurer:** Raub made a motion to appoint Patricia Forsythe as the Township's Treasurer at a rate of \$50.00 per hour. Settle seconded the motion. A vote was taken and passed unanimously. Settle made a motion to continue the bond for the Treasurer for \$500,000.00. Wonders seconded the motion. A vote was taken and carried unanimously.

- **Adopt 2020 Township Paid Holiday Schedule:** Raub made a motion to adopt the following 2020 Holiday Schedule of:  
New Year's Day; Memorial Day; July 4<sup>th</sup>; Labor Day; Thanksgiving and Christmas. Settle seconded the motion. A vote was taken and carried.
- **Meetings Schedule:** Raub made a motion to accept the following dates for the 2020 Board of Supervisors meetings all of which will start at 6:00 PM on their designated dates. Settle seconded the motion. A vote was taken and carried unanimously.

<b>Jan. 6<sup>th</sup> &amp; 22<sup>nd</sup></b>	<b>May 6<sup>th</sup> &amp; 20<sup>th</sup></b>	<b>Sept. 9<sup>th</sup> &amp; 23<sup>rd</sup></b>
<b>Feb. 5<sup>th</sup> &amp; 19<sup>th</sup></b>	<b>Jun. 3<sup>rd</sup> &amp; 24<sup>th</sup></b>	<b>Oct. 7<sup>th</sup> &amp; 21<sup>st</sup></b>
<b>Mar. 4<sup>th</sup> &amp; 18<sup>th</sup></b>	<b>Jul. 8<sup>th</sup> &amp; 22<sup>nd</sup></b>	<b>Nov. 4<sup>th</sup> &amp; 18<sup>th</sup></b>
<b>Apr. 1<sup>st</sup> &amp; 15<sup>th</sup></b>	<b>Aug. 5<sup>th</sup> &amp; 19<sup>th</sup></b>	<b>Dec. 2<sup>nd</sup> &amp; 16<sup>th</sup></b>

- **Delegates to PSATS Convention:** Raub made a motion to appoint Russ Raub, Mary Ellen Settle and Dean Wonders delegates to the PSATS Convention. Settle seconded the motion. A vote was taken and carried unanimously.
- **Appointment of Delegates to NAREMA:** Open
- **Voting Delegates:** Open
- **Representative for York Adams Tax Board of Directors:** Settle made a motion to appoint Raub as the Delegate to York Adams Tax Board of Directors. Wonders seconded the motion. A vote was taken and carried unanimously.
- **Representative for Adams County Tax Bureau Board of Directors (ACTCC):** Raub made a motion to appoint Settle as the Delegate to Adams County Tax Bureau Board of Directors. Settle seconded the motion. A vote was taken and carried unanimously.
- **Representative for Adams County Council of Governments (ACCOG):** Open
- **Adams County Association Township Officials (ACATO) Convention 2020:** Open
- **Representative to the Adams County Association Township Officials (ACATO):** Open

**Establishment of Office Hours:**

Settle made a motion to approve the following office hours for 2020:

**Monday 8 AM – 4 PM**  
**Wednesday 9 AM – 8 PM**  
**Thursday 8 AM – 4 PM**  
**Closed Tuesdays and Fridays**

Wonders seconded the motion. A vote was taken and carried unanimously.

**External Auditors:** Raub made a motion to appoint Hamilton and Musser P.C. as the auditors for Tyrone Township. Settle seconded the motion. A vote was taken and carried unanimously.

**Board of Auditors:** Raub made a motion to appoint Mark Fulton and Katrina Becker to the Board of Auditors for Tyrone Township.

**Appointment of Depositories for the Township:** Raub made a motion to appoint **PNC Bank** as the Depository for the Township. Wonders seconded the motion. A vote was taken and carried unanimously.

**Solicitor:** Raub made a motion appointing Steven A. Stine as the Township’s Solicitor at \$190 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

**Engineer:** Raub made a motion to appoint William F Hill & Associates as the Engineers for Tyrone Township. William Hill at \$101.00 per hour and Erik Vranich at \$89.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

**Sewage Enforcement Officer:** Raub made a motion to appoint William F Hill & Associates Bryan Leese at \$61.50 per hour as Sewage Enforcement Officer. Wonders seconded the motion. A vote was taken and carried unanimously. Raub also made a motion to appoint KPI Technology Gil Pacarelli at \$65.00 per hour for Primary work and \$56.00 per hour for alternate work. Settle seconded the motion. A vote was taken and carried unanimously.

**Tax Collector Rate of Pay:** Wonders made a motion to keep the Tax Collector's Rate of Pay at 3% of total collected. Settle seconded the motion. A vote was taken and carried unanimously.

**Emergency Management Coordinator:** Settle made a motion to appoint Kevin Biesecker as the Emergency Management Coordinator. Wonders seconded the motion. A vote was taken and carried unanimously.

### **Tax Collectors:**

**Real Estate Tax:** Raub made a motion that Joanne Reed collect the Real Estate Taxes for the Township. Settle seconded the motion. A vote was taken and carried unanimously.

**EIT & LST:** Raub made a motion to appoint York Adams Tax Bureau to collect the Earned Income Tax (EIT) and the Local Service Tax (LST) for 2020. Settle seconded the motion. A vote was taken and carried unanimously.

**Realty Transfer Tax:** Raub made a motion to appoint Karen Helfin as the Realty Transfer Tax Collector. Settle seconded the motion. A vote was taken and carried unanimously.

**Building Code Officer:** Settle made a motion to appoint PA Municipal Code Alliance Inc., Darrin Catts, as the Building Code Officer for Tyrone Township. Wonders seconded the motion. A vote was taken and carried.

**Building Inspector:** Settle made a motion to appoint PA Municipal Code Alliance Inc., Darrin Catts, as the Building Inspector for Tyrone Township. Wonders seconded the motion. A vote was taken and carried unanimously. Raub made a motion to also appoint Wilbur Slothour as Building Inspector for projects currently underway. Settle seconded the motion. A vote was taken and carried unanimously.

**Zoning Officer:** Settle made a motion to appoint PA Municipal Code Alliance Inc., Darrin Catts, as the Zoning Officer for Tyrone Township. Wonders seconded the motion. A vote was taken and carried unanimously.

**Zoning Hearing Board:** Raub made a motion to appoint Mr. Charles Saltzman to a 1 year term. Ken Slaybaugh to a 1 year term; Jason Uppercue to a 2 year term and James Staub Alternate to a 3 year term. Wonders seconded the motion. A vote was taken and carried unanimously.

**Planning Commission:** Raub made a motion to appoint Dave Richwine to a 4 year term; Jack Kump to a 2 year term; Mike Boring to a 1 year term; John Wenk to a 3 year term; Robert Staub to a 3 year term and Ben Kishbaugh as Alternate to a 2 year term. Settle seconded the motion. A vote was taken and carried unanimously.

**Vacancy Board:** Raub made a motion to appoint Rosalie Dashoff to the Vacancy Board. Settle seconded the motion. A vote was taken and carried.

**Agricultural Security Board:** Raub made a motion to appoint James Lady, Robert Junkins, Dave Wenk and Vincent Lobaugh. Wonders seconded the motion. A vote was taken and carried unanimously.

**Citizens Committee:** Raub made a motion to appoint Josh Fitting and Barry Ortmyer to the Citizens Committee. Settle seconded the motion. A vote was taken and carried unanimously.

**Newspaper of Record:** Raub made a motion to appoint Gettysburg Times as the Township's Newspaper of Record. Wonders seconded the motion. A vote was taken and carried unanimously.

**Mileage Rate:** Raub made a motion to pay \$0.575 per mile as mileage reimbursement for 2020 which mirrors the IRS approved rate. Wonders seconded the motion. A vote was taken and the motion carried unanimously.

**Insurance Approval:** Raub made a motion to appoint Hockley and O'Donnell as the Townships insurance broker providing Selective Insurance and AmTrust Insurance. Wonders seconded the motion. A vote was taken and carried unanimously.

**Approval of Tax Collection Dates:** Raub made a motion to accept the list below for the County and Tax Collection Dates. Collections to be taken at the Township Municipal Building. Settle seconded the motion. A vote was taken and carried unanimously.

April 21<sup>st</sup>, 23<sup>rd</sup>, 28<sup>th</sup> and 30<sup>th</sup> from 5:00 PM to 8:00 PM

April 18<sup>th</sup> and 25<sup>th</sup> from 9:00 AM to Noon

June 30<sup>th</sup> from 5:00 PM to 8:00 PM

**Executive Session:**

The Board recessed at 5:30 PM to go into Executive Session to discuss a personnel matter. The Board of Supervisors meeting reconvened at 6:07 PM.

**Road and Facility & Maintenance Manager:** Raub made a motion appointing Greg Kepner Road and Facility & Maintenance Manager with an hourly rate of \$16.50 effective immediately, with a monthly cell phone stipend of \$40.00. Settle seconded the motion. A vote was taken and carried unanimously.

**Township Road Master:** Raub made a motion to appoint Wonders as the township Road Master. Settle seconded the motion. A vote was taken and carried unanimously.

**Credit Account Authorizations:** Raub made a motion to continue with the Credit Card Authorization and card limits listed below for 2020. Wonders seconded the motion. A vote was taken and carried unanimously.

Greg Kepner, Road and Facility Maintenance Manager – card limit: \$5,000.00

Mary Ellen Settle, Supervisor – card limit: \$10,000.00

Nancy Black, Asst. Secretary – card limit: \$500.00

**Phone Service:** Settle made a motion to continue the telephone service for 2020 through Century Link at an average of \$195.00 per month. Wonders seconded the motion. A vote was taken and carried unanimously.

**Office Water Service:** Wonders made a motion to continue the office water service for 2020 through Crystal Springs at a monthly dispensary charge of \$5.99. Settle seconded the motion. A vote was taken and carried unanimously.

**Other Business:**

**Approval of Board of Supervisor Minutes:** Settle made a motion to approve the December 30, 2019 meeting. Wonders seconded the motion. A vote was taken and carried unanimously.

**Resolution 2020-02:** Settle made a motion to adopt Resolution 2020-02, a Resolution amending the Fee Schedules of Tyrone Township, Adams County, Pennsylvania. Wonders seconded the motion. A vote was taken and carried unanimously.

**Disbursement of Pension Funds to Commonwealth of Pennsylvania:** Settle made a motion to authorize the State portion of the Pension Funds be returned to the Commonwealth once the Township is notified by PSATS of the proper amount. Wonders seconded the motion. A vote was taken and carried unanimously.

**EMS Donations:** Raub made a motion to make a donation to York Springs, Biglerville and Adams Regional combined totaling \$5,000.00. These will be paid through Bill Pay by the Treasurer. Wonders seconded the motion. A vote was taken and carried unanimously. Black will contact Tom Eyler for correct addresses.

**Annual Training and Appreciation Dinner:**

Settle reported that the Township will be holding their Annual Training and Appreciation Dinner at C&D Bar and Grill Restaurant in New Oxford on January 30, 2020. Black was asked to send invitations to all volunteers and employees requesting that they respond by January 16, 2020.

**Public Comments:**

**Meetings:**

Tyrone Township Planning Commission Meeting, January 9, 2020 at 7:00 PM at Township Bldg  
Tyrone Township Board of Supervisors Meeting, January 22, 2020 at 6:00 PM at Township Bldg  
Appreciation Dinner at C&D Bar and Grill Restaurant in New Oxford, PA. at 6:00 PM  
Tyrone Township Board of Supervisors Meeting, February 5, 2020 at 6:00 PM at Township Bldg

**Adjournment:** Settle made a motion to adjourn at 7:15 PM. Wonders seconded the motion. A vote was taken and carried unanimously.