

**MINUTES OF MEETING OF
TYRONE TOWNSHIP BOARD OF SUPERVISORS
ADAMS COUNTY, PENNSYLVANIA
March 7, 2018**

The Board of Supervisors Meeting for Wednesday, March 7, 2018, was held at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road York Springs, PA 17372, Adams County, Pennsylvania.

Members Present: Chairman Russ Raub, Supervisor, Mary Ellen Settle, Supervisor Barry Ortmyer, Secretary Sherri Hartman, Treasurer Patricia Forsythe

Others in Attendance: David Richwine, Christopher Donsbach

Call to Order: Raub called the meeting to order at 7:00 PM.

Pledge of Allegiance: Raub led the Pledge of Allegiance.

Announcement: An Executive Session was held on March 6, 2018. The session began at 6:30 PM and concluded at 9:00 PM. The topic was personnel.

Public comments Regarding Agenda: None

Approval of Minutes: Settle made a motion to accept and approve the Tyrone Township Board of Supervisors meeting minutes of January 2, 2018. Ortmyer seconded the motion. A vote was taken and the vote passed unanimously.

Ortmyer made a motion to accept and approve the Tyrone Township Board of Supervisors meeting minutes of February 21, 2018. Settle seconded the motion. A vote was taken and the vote passed unanimously.

PNC Bank, National Association: Settle made a motion to adopt Resolution 2018-05, a resolution naming PNC Bank, National Association as an official depository of Tyrone Township. Ortmyer seconded the motion. A vote was taken and the vote passed unanimously.

Ortmyer made a motion to adopt Resolution 2018-06, a resolution establishing and authorizing the bank account signature requirement for all checking accounts held at PNC Bank, National Association and authorized signers. Settle seconded the motion. A vote was taken and the motion passed unanimously.

Signature cards were signed for all accounts. The Assistant Treasurer was not present. A representative from PNC Bank, National Association will obtain Andrew Donahue's signature on March 8, 2018 and provide updated copies to the township.

Treasurer Report: Patricia Forsythe presented the 2018 Budget vs. Actual report and discussed a few line items. She is pleased with the results.

Old Business:

Credit Account Authorizations –Ortmyer made a motion to authorize the Roadmaster to purchase tools/items on behalf of Tyrone Township. In the event the Roadmaster is unavailable, the purchases may be made by an authorized Tyrone Township credit card holder. The spending limits are \$250.00 per replaced/repaired item/tool and \$50.00 for the purchase of a new tool/item. Settle seconded the motion. A vote was taken and the motion passed unanimously.

Formation of a Safety Committee – Raub made a motion to authorize the Tyrone Township Safety Committee be formed and consist of a minimum of two (2) Supervisors and two (2) employees. The charter of the safety committee will be to hold a minimum of one (1) meeting per month and minutes will be recorded at every meeting. Settle seconded the motion. A vote was taken and motion passed unanimously.

Judy Murdoch will be conducting the meetings at the Tyrone Township Municipal Building, 5:15 PM – 5:45 PM. The following meetings have been scheduled:

Wednesday, March 21, 2018

Wednesday, April 18, 2018

Wednesday, May 16, 2018

Establishment of Purchase Order Procedures – Tabled

Adoption of Resolution 2018-04 Municipal Plan Resolution – Ortmeyer made a motion to adopt Resolution 2018-04, a resolution adopting the Northern Adams Regional Emergency Management Agency's emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster and adopting the Northern Adams Regional Emergency Management Agency's emergency operations plan in order to reduce the potential effects of a major emergency or disaster and to protect the health, safety and welfare of the residents of Tyrone Township. Settle seconded the motion. A vote was taken and the motion passed unanimously.

New Business:

Ordinance Amendment – Service Rentals and Charges – Currently, Tyrone Township is assessing a 5% penalty on the 22nd of the month and an additional 5% penalty on the 1st of the following month for non-payment, as well as, accruing interest on the 1st of the following month. The Ordinance Amendment would change the penalty application. If adopted, Ordinance 61 would alter the penalty assessment to a one-time 10% penalty being assessed on the 22nd of the month. Raub made a motion to advertise the consideration of Ordinance 61 at the Township Building on March 21, 2018 at 6 PM during the regularly scheduled Board of Supervisors meeting. Ortmeyer seconded the motion. A vote was taken and the motion passed unanimously.

Approve Pumper/Haulers – Raub made a motion to approve the following Pumper/Hauler's in Tyrone Township:

Herrick Septic & Excavating
Rosy's Wastewater Removal, Inc.
Dillsburg Excavating & Septic, Inc.
Peck's Septic Service, LLC
Richard E. Weider Paving & Excavating, LLC

Ortmeyer seconded the motion. A vote was taken and the motion passed unanimously.

Sewer Billing – Tabled

Official Township Pay Day – Settle made motion change the Township pay day from Thursday to Friday. Notification will be sent on March 15, 2018 and the effective date will be March 30, 2018. Ortmeyer seconded the motion. A vote was taken and the motion passed unanimously.

On-lot Septic Pumping – Mr. Mike Nailer has agreed to allow Tyrone Township to place a pumping reminder sign on the corner of Rock Valley Road and Company Farm Road. William & Jennifer Miller have agreed to allow Tyrone Township to place a pumping reminder sign on the on the corner of Rupp Road and Company Farm Road. While the signs are on a resident's property, the Township will provide lawn maintenance around the posts. The Secretary will order stickers to update the signs. The signs will be installed as soon as the signs are ready.

Treasurer suggestions – The Treasurer requested that the Board of Supervisors develop a policy regarding overpayments that are received from sewer customers. No decision was made. The Treasurer also requested that the Secretary code the accounts payable invoices. No decision was made.

Meetings:

Township Planning Commission meeting March 8, 2018 at 7:00 PM at Township Building

Township Board of Supervisors meeting March 21, 2018 at 6:00 PM at Township Building

Adjournment: Ortmyer made a motion to adjourn at 8:07 PM. Settle seconded the motion. A vote was taken and the motion passed unanimously.