

**TYRONE TOWNSHIP  
BOARD OF SUPERVISORS ORGANIZATION MEETING MINUTES  
MONDAY, JANUARY 3, 2022**

**Members Present:** Supervisor Russ Raub, Supervisor Michael Mosley, Secretary Sydney McFadden, Treasurer Pat Forsythe, Road and Facilities Maintenance Manager Greg Kepner, Township Engineer Erik Vranich

**Others in Attendance:** Kyle Cox – PNC Bank, Rosalie Dashoff

**Call to Order:** Raub called the meeting to order at 10:00 AM.

**Election of Chairman:** Mosley made a motion to elect Raub as Chairman of the Board of Supervisors. Raub seconded the motion. A vote was taken and the motion carried unanimously.

**Election of Vice-Chairman:** Raub made a motion to elect Mosley as Vice Chairman of the Board of Supervisors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Secretary:** Raub made a motion to appoint Sydney McFadden as Secretary at a rate of \$18.25 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously. Raub made a motion to continue the bond for the Secretary for \$100,000.00. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Treasurer:** Raub made a motion to appoint Patricia Forsythe as Treasurer at a rate of \$75.00 per hour. Mosley seconded the motion. A vote was taken and passed unanimously. Raub made a motion to continue the bond for the Treasurer for \$500,000. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Adopt 2022 Township Paid Holiday Schedule:** Mosley made a motion to adopt the following 2022 Holiday Schedule of:  
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas  
Raub seconded the motion. A vote was taken and the motion carried unanimously.

**Employee Paid Time Off:** Raub made a motion for 10 paid time off days, 6 hours of pay per day, each to be provided to McFadden and Kepner and 5 paid time off days, 6 hours of pay per day, each to be provided to the remaining complement of Township employees. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Board of Supervisors Meetings Schedule:** Raub made a motion to accept the following dates for the 2022 Board of Supervisors Meetings, all of which will start at 6:00 PM on their designated dates and will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- January 12 & 26
- February 9 & 23
- March 2 & 16
- April 6 & 20
- May 4 & 25
- June 8 & 22
- July 13 & 27
- August 10 & 24
- September 14 & 28
- October 12 & 26
- November 2 & 16
- December 7 & 21

**Budget Meetings Schedule:** Raub made a motion to accept the following dates for the 2022 Budget Meetings, all of which will start at 5:00 PM on their designated dates and will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- September 21 and October 19

**Voting Delegate to PSATS Annual Educational Conference:** Raub made a motion to elect Mosley as the Voting Delegate to the PSATS Annual Educational Conference. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Appointment of Delegates to NAREMA:** Raub made a motion to appoint Supervisor Joshua Fitting as the Delegate to NAREMA. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Representative to York Adams Tax Bureau Board of Directors:** Mosley made a motion to appoint Raub as the Representative to York Adams Tax Bureau Board of Directors. Raub seconded the motion. A vote was taken and the motion carried unanimously.

**Representative to Adams County Tax Collection Committee Board of Directors (ACTCC):** Raub made a motion to appoint Mosley as the Representative to Adams County Tax Collection Committee Board of Directors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Representative for Adams County Council of Governments (ACCOG):** Open

**Adams County Association of Township Officials (ACATO) Convention 2022:** Raub made a motion to appoint Mosley as the Voting Delegate to the Adams County Association of Township Officials Convention. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Representative to the Adams County Association Township Officials (ACATO):** Open

**Establishment of Office Hours:**

Raub made a motion to approve the following office hours for 2022 with the proviso that the Board may take up this matter in the future to reevaluate the workload of the Township:

|                  |                     |
|------------------|---------------------|
| <b>Monday</b>    | <b>9 AM – 5 PM</b>  |
| <b>Tuesday</b>   | <b>9 AM – 5 PM</b>  |
| <b>Wednesday</b> | <b>9 AM – 5 PM</b>  |
| <b>Thursday</b>  | <b>9 AM – 5 PM</b>  |
| <b>Friday</b>    | <b>9 AM – 11 AM</b> |

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

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

**Board of Auditors:** Raub made a motion to appoint Rosalie Dashoff and Michael Baltzley as the Board of Auditors for Tyrone Township. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

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

**Solicitor:** Raub made a motion appointing Steven A. Stine as the Township's Solicitor at \$190.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Special Counsel:** Raub made a motion appointing Samuel A. Gates as the Township's Special Counsel at \$190.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Engineer:** Raub made a motion to appoint William F. Hill & Associates, William F. Hill, at \$110.00 per hour and Erik Vranich at \$110.00 per hour as the Engineers for Tyrone Township. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Sewage Enforcement Officer:** Raub made a motion to appoint William F. Hill & Associates, Bryan Leese, at \$72.00 per hour as Sewage Enforcement Officer. Mosley seconded the motion. A vote was taken and the motion carried unanimously. Raub also made a motion to appoint C.S. Davidson, Inc., Christopher Metz, at \$126.02 per hour for alternate work as Sewage Enforcement Officer. A vote was taken and the motion carried unanimously.

**Emergency Management Coordinator:** Raub made a motion to appoint Jed Smith as the Emergency Management Coordinator. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Right to Know Officer:** Raub made a motion to appoint McFadden as the Right to Know Officer. Mosley seconded the motion. A vote was taken and the motion 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 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

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

**Building Code Officer:** Raub made a motion to appoint PA Municipal Code Alliance Inc., Clem Malot, as the Building Code Officer for Tyrone Township at \$95.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Assistant Building Code Officer:** Raub made a motion to appoint PA Municipal Code Alliance Inc., Andrew Miller, as the Assistant Building Code Officer for Tyrone Township at \$50.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Building Inspector:** Raub made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Building Inspector for Tyrone Township at \$95.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Assistant Building Inspector:** Raub made a motion to appoint PA Municipal Code Alliance, Inc., Andrew Miller, as the Assistant Building Inspector for Tyrone Township at \$50.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Zoning Officer:** Raub made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Zoning Officer for Tyrone Township at \$95.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Planning Commission:** Raub made a motion to appoint Dave Richwine to a 2 year term, Mike Mosley to a 4 year term, John Wenk to a 1 year term, and Ben Kishbaugh to a 3 year term. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

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

**Agricultural Security Board:** Raub made a motion to appoint James Lady, Robert Junkins, Dave Wenk, and Vincent Lobaugh each to a 1 year term. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Citizens Committee:** There was no one appointed to serve on the Citizens Committee at this time.

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

**Mileage Rate:** Raub made a motion to pay \$0.58.5 per mile as mileage reimbursement for 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Insurance Approval:** Raub made a motion to continue with Selective Insurance Company of the Southeast coverage through Hockley and O'Donnell for 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Approval of Tax Collection Dates:** Raub made a motion to accept the list below for the Tax Collection Dates for 2022, all of which will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- April 19, 21, 26, 28                      5:00 PM – 8:00 PM
- April 23, 30                                9:00 AM – 12:00 PM
- June 30                                        5:00 PM – 8:00 PM

**Road and Facilities Maintenance Manager:** Raub made a motion appointing Greg Kepner as Road and Facilities Maintenance Manager with an hourly rate of \$18.50 effective immediately, with a monthly cell phone stipend of \$40.00. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Road and Facilities Maintenance Crew Members:** Raub made a motion to provide a pay increase of 3% to all members of the Road and Facilities Maintenance Crew, not including the Road and Facilities Maintenance Manager. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Credit Account Authorizations:** Raub made a motion to make the Credit Card Authorization and card limits listed below for 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Michael Mosley, Supervisor – card limit: \$10,000.00

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

Sydney McFadden, Secretary – card limit: \$1,000.00

**Phone Service:** Raub made a motion to continue the telephone service for 2022 through Century Link at \$190.00 per month until such time that Verizon Business Group is ready. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Pitney Bowes:** Raub made a motion to use Pitney Bowes for postage services for 2022 for a monthly rate of \$4.99. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Safety Committee:** Officers for the Safety Committee for 2022 will be elected at the January 2022 Safety Committee Meeting.

**Facilities Cleaning Expenses:** Raub made a motion to continue the \$75.00 rate for Township Facilities Cleaning Expenses for 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Resolution 2022-01:** Raub made a motion to adopt 2022-01, a Resolution appointing Hamilton & Musser CPAs to audit the funds and accounts for Tyrone Township for the 2021 fiscal year. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Resolution 2022-02:** Raub made a motion to adopt 2022-02, a Resolution amending the Township's Fee Schedule for 2022. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Public Comments:** None

**Approval of Board of Supervisors Minutes:** Raub made a motion to approve the minutes of the December 15, 2021 Board meeting. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Public Comments on Board of Supervisors Meeting Agenda:** None

**Organizational Announcements:** None

## **Old Business**

**Heidlersburg Area Civic Association Fire Company Donation:** The Board considered a reduction to the 2021 donation to Heidlersburg Area Civic Association Fire Company due to the substantial increase in active firefighters registered under the Township's workers compensation insurance policy. The Board decided not to reduce the donation amount allocated to Heidlersburg Area Civic Association for the 2021 fiscal year. The donation amount for 2022 will be considered in this regard at a later time. The 2021 donation check will be reissued and resigned by the Board before being mailed to Heidlersburg Area Civic Association Fire Company, as the previous check was signed by a former Township Supervisor whose signature is no longer authorized.

**Donations:** The Board reconsidered requests for donations received in 2021 for organizations that were not already issued a donation. The Township offered to provide assistance to Temple Court Community (TCC) in other ways besides through a donation. The Board has contacted the pastor of TCC to offer assistance, but has yet to hear back from her. The Board may reconsider Bendersville Community Fire Company's request for a donation toward their new fire apparatus at a later time.

**Waste Contract Discussion:** Mosley made a motion to support Option 1 of the Waste Management Bid received for the 2022-2025 waste contract. Raub seconded the motion. A vote was taken and the motion carried unanimously.

**Pest Control for Township Facilities:** Raub made a motion to enter into an annual contract with Focus Pest Control for \$1,225.00 per year for quarterly treatments of pests at the Township Facilities. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Letters and Reminders:** The Township has an email reminder service for landowners with septic systems to remind them of system inspection deadlines. Landowners were notified of this service in the October 2021 issue of the Township Newsletter. The Township continues to provide this service to its septic system owners as well as to those who wish to receive upcoming issues of the Newsletter via email. The Township has been receiving requests from the Sewage Enforcement Officer (SEO) and from septic system owners to receive reminder letters regarding system inspections in the mail again. The Board held a discussion with Vranich, who works with the Sewage Enforcement Officer. Vranich offered that SEO Leese could send reminder letters to septic system owners in District 3 in the next few months once a master list of properties without septic systems in the Township is generated and received by the SEO. The Board agreed for the SEO to issue reminder letters to septic system owners moving forward.

## **New Business**

**Township Furniture and Business Cards:** Raub made a motion to purchase new desk chairs for Kepner and McFadden. Mosley seconded the motion. A vote was taken and the motion carried unanimously. Raub made a motion to purchase business cards from Vistaprint for Kepner and McFadden. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**PNC Bank:** Kyle Cox of PNC Bank presented the Board with necessary forms for changes to the Township's bank account. The Board, Forsythe, and McFadden executed the necessary forms. Fitting's signatures will be obtained at a later time.

**Senator Mastriano Breakfast:** Raub and Mosley will attend Senator Mastriano's breakfast for local officials in Adams and York Counties on Friday, January 21, 2022 from 7:00 AM – 9:00 AM at Heidlersburg Area Civic Association Fire Company.

**2022 Road Projects:** The Board, Kepner, and Vranich discussed ideas for potential road projects in 2022.

### **Meetings:**

Tyrone Township Board of Auditors Organization Meeting January 4, 2022 at 9:00 AM at the Township Building, 5280 Old Harrisburg Road, York Springs

Tyrone Township Board of Supervisors Meeting January 12, 2022 at 6:00 PM at the Township Building, 5280 Old Harrisburg Road, York Springs

Tyrone Township Planning Commission Meeting January 13, 2022 at 7:00 PM at the Township Building, 5280 Old Harrisburg Road, York Springs

**Public Participation:** McFadden inquired of which Board member would sign off on the calculations of hours for payroll on Monday mornings for 2022. Raub answered that he would sign off on these calculations until further notice.

**Approval and Payment of Accounts Payable Invoices:** Raub made a motion to approve and pay the accounts payable invoices. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Adjournment:** Mosley made a motion to adjourn at 12:53 PM. Raub seconded the motion. A vote was taken and carried unanimously.