

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES  
JANUARY 3, 2012**

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**PRESENT:** Chairman Robert Lightner, Vice-Chairman Ken Quigley, Supervisor, Ron Cree, Daisy Lightner, Secretary/Treasurer, Sean Fedder, Elwood Brubeck, Linda Ekelman, Tom Graupensperger, and John Fitzsimmons, PE.

The meeting was held at the municipal building and called to order by Chairman, Lightner. Lightner convened the meeting with the pledge of allegiance to the flag. The meeting was tape recorded to aid with the preparation of minutes. Linda Ekelman notified the Board that she would be recording the meeting and placed her recorder on the front table.

Chairman Lightner welcomed newly elected Supervisor Ron Cree to the Board noting that Mr. Cree took his oath of office just prior to the beginning of the meeting.

**APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:**

Supervisor Quigley made a motion to appoint Supervisor Lightner as the temporary Chairman and Daisy Lightner as temporary secretary. Supervisor Cree seconded. Motion carried. Chairman Lightner abstained because Daisy is his spouse.

The Rye Township Board of Supervisors organized for the year 2012 as follows:

**CITIZEN PARTICIPATION:** Temporary Chairman Lightner asked if there was any citizen participation at this time. None was offered.

**ELECTION OF CHAIRMAN OF THE BOARD:** Supervisor Quigley made a motion to appoint Supervisor Bob Lightner as **Chairman of the Board**; Supervisor Cree seconded; motion carried unanimously.

**ELECTION OF VICE-CHAIRMAN:** Supervisor Cree made a motion and Chairman Lightner seconded to appoint Ken Quigley as **Vice-chairman of the Board**. Motion carried unanimously.

Supervisor Quigley made a motion to appoint Supervisor Cree as **Administrative Superintendent**. Motion carried. Supervisor Lightner abstained publicly stating he has a conflict of interest since the Administrative Superintendent oversees the Secretary/Treasurer, who is his wife and provided the Secretary/Treasurer with a written memorandum stating his conflict of interest.

Supervisor Quigley made a motion and Supervisor Cree seconded to appoint Robert Lightner as the **Public Safety Superintendent**; motion carried unanimously.

Supervisor Cree made a motion to appoint Supervisor Quigley as **Road Superintendent**. Chairman Lightner seconded. Motion carried unanimously.

Supervisor Quigley made a motion and Chairman Lightner seconded to appoint Supervisor Cree **Equipment Maintenance Superintendent**; motion carried unanimously.

Supervisor Quigley made a motion to appoint Ronald Cree as **Solid Waste Superintendent**; Chairman Lightner seconded; motion carried unanimously.

Chairman Quigley made a motion to appoint Chairman Lightner as **Building and Grounds Superintendent**. Supervisor Cree seconded. Motion carried unanimously.

Supervisor Lightner made a motion to reappoint Jake Auxt as chairman of the **Vacancy Board**. Supervisor Quigley seconded. Motion carried unanimously.

**APPOINTMENT INDEPENDENT AUDITORS:** Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2011. Supervisor Quigley made a motion to adopt **Resolution 12-01**, which appoints the firm of **Smith, Elliott, Kearns and Company, LLC with Craig Witmer, CPA** to perform an annual audit for the fiscal year beginning in January 2011 and ending in December 2011, and said Township has advertised its intent to appoint this firm. Supervisor Cree seconded. Motion carried. The record notes Supervisor Lightner abstained and disclosed the conflict of interest that his wife is the Secretary/Treasurer and it is mainly her work that is being audited. A written memorandum stating this conflict was filed with the Secretary/Treasurer, who records the minutes.

Lightner recognized the **elected auditors** as follows: **Donna LaChapelle, Debra Landrum and Catherine Sabo**. It was the consensus of the Board to authorize the elected auditors to conduct an audit of the local elected tax collector, Stanley Humbert for the fiscal year 2011 and set the pay rate of supervisors working as employees of the Township.

**THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:**

Chairman Lightner said he would be abstaining from the vote on the appointment of the Secretary/Treasurer because of a conflict of interest: Daisy is his spouse. Supervisor Quigley made a motion to reappoint **Daisy Lightner** as **Secretary/Treasurer**; Supervisor Cree seconded the motion. Motion carried with Chairman Lightner abstaining.

It was the consensus of the Board to not appoint a **Zoning Officer** or **Driveway Permit Officer** for Rye Township at this time. Former Zoning Officer Cree noted that 2011 was the slowest year in the last ten years for zoning permits. Typically, little to no activity is conducted in January and February. A replacement will be sought and tentatively appointed to begin in early March 2012.

Chairman Lightner made a motion and Supervisor Quigley seconded to retain Mike Higgins as **Sewage Enforcement Officer**, wages remaining the same as set by Resolution 10-07 the SEO fee schedule, motion carried. All members voting in favor.

Supervisor Quigley made a motion and Supervisor Cree seconded to reappoint Leonard Sizer as **Alternate Sewage Enforcement Officer**. Motion carried unanimously.

Chairman Lightner made a motion to appoint Supervisor Quigley as the representative and Daisy Lightner as the alternate **representative to the Capital Region Council of Governments** and Supervisor Cree seconded. Motion carried unanimously.

Supervisor Quigley made a motion to appoint Supervisor Cree as the **representative to the Perry County Council of Governments** and Supervisor Quigley as the alternate. Chairman Lightner seconded. Motion carried unanimously.

Chairman Lightner made a motion to reappoint Stanley Humbert as the **Collector of Act 511 and Per Capita taxes** at 4% of the amount collected. Supervisor Cree seconded. Motion carried unanimously.

Chairman Lightner made a motion and Supervisor Quigley seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of Earned Income tax** at 2.0% of the amount collected.

Supervisor Quigley made a motion and Supervisor Cree seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of residential solid waste income** for the year 2012 with no change in costs or fees. Motion carried unanimously.

Supervisor Quigley made a motion to reappoint Nancy Sunday as the **Representative and Daisy Lightner as the Alternate to the Capital Area Tax Collection Bureau Board, the collector of Earned Income Tax**; Supervisor Cree seconded; motion carried with Chairman Lightner abstaining because of a potential conflict of interest. Daisy is his spouse.

Supervisor Quigley made a motion with a second from Supervisor Cree to reappoint Daisy Lightner as the **Representative and Nancy Sunday as the Alternate to the Perry County Tax Collection Commission**; motion carried with Chairman Lightner abstaining because of a potential conflict of interest. Daisy is his spouse.

Supervisor Quigley made a motion with a second from Chairman Lightner to reappoint **Jim Cassidy as the Emergency Management Coordinator** for Rye Township and **Raymond (Pete) Fitting as the Assistant Emergency Management Coordinator**. Motion carried unanimously.

Supervisor Quigley made a motion with a second from Supervisor Cree to reappoint the firm of Manke, Wagner, Spreha, & McQuillan and P. Richard Wagner, Esquire as the main **Legal Counsel for the Township** with an alternate from the firm available if deemed necessary when Solicitor Wagner is not. Motion carried unanimously.

With no plans pending for review or anticipated for review in the near future, it was the consensus of the Board to not appoint a **Township engineer** at this time. Chairman Lightner requested the Planning Commission provide the office with any recommendations.

Chairman Lightner made a motion to reappoint Daniel Vodzak and Sean Fedder to the **Planning Commission**. Supervisor Quigley seconded; motion carried unanimously.

Chairman Lightner made a motion with a second from Supervisor Quigley to appoint Rebecca Schulze as the **Planning Commission Recording Secretary**. Motion carried unanimously.

Supervisor Quigley made a motion with a second from Supervisor Cree to appoint Daisy Lightner as the **Assistant Planning Commission Recording Secretary**. Motion carried with Chairman Lightner abstaining from the vote because of a conflict of interest. Daisy is his spouse. A memorandum was filed with the Recording Secretary.

Supervisor Quigley made a motion to reappoint Richard (Dick) Pierce to the **Zoning Hearing Board**. Chairman Lightner seconded; motion carried unanimously.

Supervisor Quigley made a motion to appoint or reappoint Tamara Matter, Holly Bryzcki and Glen Campbell, Jr. to the **Park and Recreation Board** for five (5) year terms expiring on 12/31/16. Supervisor Cree seconded. Motion carried. All voting in favor.

Supervisor Quigley made a motion to appoint Darlene Campbell and Susan Vozzak to fill the unexpired terms of Pete Fitting and Bill Holley. Their appointment ends 12/31/14. Chairman Lightner seconded. Motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Cree seconded to reappoint Daisy Lightner as **Chief Administrative Officer of the Pension Plans**, motion carried. The Secretary/Treasurer noted she receives no additional compensation for this appointment. However, Chairman Lightner abstained from the vote because of a potential conflict of interest. Daisy is his spouse.

Supervisor Quigley made a motion to recommend the independent auditors review the amount of the **treasurer's bond** limit of \$250,000 as part of their 2011 financial audit. Supervisor Cree seconded. Motion carried. Chairman Lightner abstained from the vote because Daisy Lightner, the Secretary/Treasurer, is his wife, which constitutes a potential conflict of interest.

Chairman Lightner announced that the **elected auditors will meet on Thursday, January 5, 2012 at 6:30 PM** to organize, to discuss the scheduling of an audit of the local elected tax collector for the fiscal year 2011, and to set the pay rate of Supervisors working as employees of the Township in 2012. The record notes at this time there is not a supervisor working regularly as an employee of the Township.

Supervisor Quigley made a motion to adopt **Resolution 12-02** and **Resolution 12-03** to reappoint the **Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville, as the **depository for Township funds along with the Bank of Landisburg, Shermans Dale Branch**. The Bank of Landisburg is utilized to gain better rates of return for certificates of deposit and money market saving accounts. Supervisor Cree seconded; motion carried unanimously. The Board signed the Resolution and signature cards.

Chairman Lightner made a motion to certify Supervisor Ron Cree and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2012 PSATS Convention to be held in Hershey on May 6-May 9, 2012. Supervisor Quigley seconded. Motion carried unanimously.

Secretary/Treasurer noted that there is a class on Sunday, May 6, 2012 at the State Convention that certifies a Class C operator as required by DEP for the underground storage tanks beginning in August 2012. The board requested she check the schedule for any training classes scheduled for during the week for the Class C certification to possibly permit the attendance of a road employee at this class.

Supervisor Quigley made a motion to certify **Ron Cree** as the **Voting Delegate** at the 2012 PSATS Convention in Hershey. Chairman Lightner seconded. Motion carried unanimously.

Chairman Lightner made a motion and Supervisor Quigley seconded to authorize Chairman Robert Lightner, Supervisor Ken Quigley, Supervisor Ron Cree, Secretary/ Treasurer Daisy Lightner and Tax collector and Deputy Tax Collector, Stanley and Barbaranne Humbert, if available, to attend the **Perry County Convention on February 25, 2012**. Motion carried unanimously. The Secretary/ Treasurer noted that she does not receive the approved compensation for attendance from the Township since she is appointed as the Secretary/Treasurer for the Perry County Association of Township Officials.

#### **ESTABLISHING OF MEETING DATES:**

Chairman Lightner read aloud the following dates for meetings of the Board:

- A. The regular **meeting dates for supervisors' monthly meeting** will be on the **fourth Monday of each month** except for the following when the meeting will be moved to the third Monday of the month:  
Memorial Day, May 28 rescheduled to May 21, 2012  
June 25 rescheduled to June 18, 2012  
Deer Season, November 26 rescheduled to November 19, 2012  
Christmas Eve, December 24 rescheduled to December 17, 2012.
- B. Additional Supervisors' **special meetings** on the second Friday morning of the month at 9:00 AM, as deemed necessary by the Board of Supervisors, except for legal holidays.
- C. **2013 Budget workshops** on the following Thursdays, October 4 and October 18 & November 1, 2012, at **7:00 PM** at the Township building. (Nov.1<sup>st</sup> workshop is only if deemed necessary).
- D. **Spring and Fall Clean-up dates as:** Friday, May 4 and Saturday, May 5, 2012 and Friday, October 5th and Saturday, October 6, 2012. The hours on Friday clean ups will be 6:00 AM to 1:45 PM. Hours for Saturday clean-ups will be from 8:00 AM to 12 noon.

Supervisor Quigley made a motion and Supervisor Cree seconded to establish the above-listed meeting dates for the Board for the year 2012. Motion carried unanimously.

#### **ESTABLISHING PAYROLL POLICIES:**

Supervisor Quigley made a motion to continue the same policy to authorize the Secretary/ Treasurer to **prepare and disburse payroll** at 2:00 PM on Wednesday following the end of each two-week pay period. Supervisor Cree seconded; motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Cree seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$ .555 cents per mile. Motion carried with Chairman Lightner abstaining due to a possible conflict of interest with his wife Daisy as the Secretary/Treasurer.

With all code inspections completed and a certificate of compliance issued by Building Inspection Underwriters, Supervisor Quigley made a motion to **release Act 93 monies** received from State Farm Insurance held in escrow by the Township in the amount of \$28,202.53 to Alex R. Szeles, Inc. This money represents a portion of the loss which occurred on November 18, 2011 during a house fire at 7 Cove Road. Supervisor Cree seconded. Motion carried unanimously.

Upon due consideration of the facts with this formerly approved Veterans' tax exempt property, Chairman Lightner made a motion to waive/forgive all penalties and interest on the Township portion of the 2011 real estate tax for the owner of the parcel addressed as **35 Pine Hill Road**. Supervisor Cree seconded. Motion carried unanimously. The Secretary/Treasurer noted that the County also waived any penalties and interest on their portion of the 2011 real estate taxes.

Chairman Lightner discussed the deteriorated condition of the residence at 265 Pine Hill Road and the extremely high taxes charged on this parcel as a result of the recent 2010 reassessment and the hardship this has placed on this resident. Upon due consideration Chairman Lightner made a motion and Supervisor Quigley seconded to send a letter to the Randy Waggoner, Chief Assessor at the Perry County Tax Assessment Office requesting an appeal of the assessment at 265 Pine Hill Road. Motion carried unanimously. The Secretary/Treasurer noted this individual has never defaulted on payment of his taxes until this year when the taxes due more than doubled.

**APPROVAL AND PAYMENT OF THE BILLS:** The Secretary/Treasurer provided two separate General Fund check registers: one for the final checks for 2011 and one for 2012 checks.

2011 General fund checks #s 13356 -13370 in the amount of \$ 72,133.67.  
Interim check # 13556 in the amount of \$33,673.34 was issued to Bank of Landisburg representing funds approved for transfer by Resolution 11-24. Interim check # 13357 was issued according to PMRS policies prior to year end for December employee pension contributions.

2012 General Fund checks #s 13371-13378 in the amount of \$3,478.84. No checks void.

Payroll checks #s 6142-6149 in the amount of \$3,810.75. No payroll checks void.

Chairman Lightner made a motion and Supervisor Cree seconded to approve the 2011 General Fund checks #13356-13370 in the amount of \$37,740.89. Motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Cree seconded to approve the 2012 General Fund checks and pay the bills, except for check # 12373 issued to Daisy Lightner for mileage. Motion carried unanimously.

Supervisor Cree made a motion and Supervisor Quigley seconded to approve check #12373 issued to Daisy Lightner for mileage. Motion carried. The record notes Supervisor Lightner abstained from the vote, since Daisy is his spouse.

**ANNOUNCEMENT:** Chairman Lightner announced that the next regular business meeting of the Board is scheduled for Monday, January 23, 2012 at 7:30 PM.

**CITIZEN PARTICIPATION:** Chairman Lightner asked if there was any citizen participation at this time. Elwood Brubeck of Valley Road offered that Aero Oil Company of Carlisle recently had a good buy on heating oil at \$3.29 per gallon and suggested perhaps the Township should check Aero's price before their next purchase. Brubeck explained that coupons for future purchases and additional savings are also provided. The Secretary/Treasurer reported that Rolling Hills Energy provided the last delivery of oil at \$3.29 per gallon. However, she appreciated the suggestion and indicated she would include Aero when comparison shopping for heating oil.

There being no further business before the Board, Supervisor Quigley made a motion and Supervisor Cree seconded to adjourn the 2012 Organizational meeting at 8:17 PM. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer