

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES
JANUARY 7, 2013**

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PRESENT: Chairman Robert Lightner, Vice-Chairman Ken Quigley, Supervisor, Ron Cree, Daisy Lightner, Secretary/Treasurer, and Sean Fedder.

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.

APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:

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

The Rye Township Board of Supervisors organized for the year 2013 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.

It was the consensus of the Board to table any action on the appointment of **Road Superintendent** until after a personnel meeting to be held this Friday, January 11, 2013 at 9:00 AM.

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.

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

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

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2012. Supervisor Cree made a motion to adopt **Resolution 13-01**, 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 2012 and ending in December 2012, and said Township has advertised its intent to appoint this firm. Supervisor Quigley 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.

Chairman 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 2012 and, as regulated by the Second Class Township Code, to 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 Cree made a motion to reappoint **Daisy Lightner** as **Secretary/Treasurer**; Supervisor Quigley seconded the motion. Motion carried with Chairman Lightner abstaining.

Supervisor Quigley made a motion to reappoint James Hawk as the **Zoning Officer** and **Driveway Permit Officer** for Rye Township. Supervisor Cree seconded. Motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Cree seconded to reappoint Leonard Sizer of Madden Engineering as **Sewage Enforcement Officer**; motion carried. All members voting in favor.

The Board of Supervisors is in the process of reviewing a revised SEO fee schedule for 2013 proposed by Madden Engineering. The Board directed the Secretary/Treasurer to acquire fee schedules from surrounding municipalities for comparison. Upon due consideration Chairman Lightner made a motion and Supervisor Quigley seconded to table any action on the proposed 2013 SEO fee schedule. Motion carried unanimously.

Chairman Lightner made a motion and Supervisor Quigley seconded to table an appointment of the **Alternate Sewage Enforcement Officer** at this time. Motion carried unanimously. The Board directed the Secretary to add this item for discussion at the Friday meeting.

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

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

It was the consensus of the Board to table the appointment of **Roadmaster** until after the personnel meeting.

Supervisor Quigley 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.

Supervisor Cree made a motion and Supervisor Quigley seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of Earned Income tax** at 1.50% of the amount collected which is a reduction of ½%. Motion carried unanimously.

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 2013 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 Cree made a motion with a second from Supervisor Quigley 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 Supervisor Cree 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 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 available. Motion carried unanimously.

With no plans pending for review or anticipated for review in the near future, Chairman Lightner made a motion and Supervisor Quigley seconded to table any decision on the appointment of a **Township engineer** at this time. Motion carried unanimously.

Supervisor Quigley made a motion to reappoint Tom Graupensperger and Ron Cree to the **Planning Commission**. Supervisor Cree seconded; motion carried unanimously.

Supervisor Quigley made a motion with a second from Supervisor Cree to appoint Rebecca Schulze as the **Planning Commission Recording Secretary** and 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 Cree commended both secretaries for the great job they do.

John Zimmerman's term is expiring and he declined to accept reappointment. John will temporarily chair the organization meeting until a new chairman is elected. The Zoning Hearing Board is meeting on January 17, 2013 to reorganize. Fred Roberts is the alternate. Sean Fedder recommended John Smith to fill the term if the alternate is not interested. The Board tabled any action on an appointment to the Zoning Hearing Board until after their January 17, 2013 organization meeting.

Supervisor Quigley made a motion to appoint Jeffrey Simmons to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/17. Supervisor Cree seconded. Motion carried. All voting in favor.

Supervisor Cree made a motion and Supervisor Quigley 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.

Chairman Lightner noted that the amount of the **treasurer's bond** limit was increased this year to \$265,000 from \$250,000.

Chairman Lightner announced that the **elected auditors will meet on Tuesday, January 15, 2013 at 6:30 PM** to organize, to discuss the scheduling of an audit of the local elected tax collector for the fiscal year 2012, and to set the pay rate of Supervisors working as employees of the Township in 2013. The record notes at this time there is not a supervisor working regularly as an employee of the Township.

Supervisor Cree made a motion to adopt **Resolution 13-02** and **Resolution 13-03** 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 Quigley seconded; motion carried unanimously. The Board signed the Resolutions.

Supervisor Cree made a motion with a second from Supervisor Cree to adopt **Resolution 13-04**, which authorized the Secretary/Treasurer to transfer a matured Park/Rec CD from the Marysville Bank to Members First Credit Union in Enola for a better rate of investment. Motion carried unanimously.

Proof of publication is on file for Fee Schedule Resolution 13-05. Supervisor Quigley made a motion with a second from Supervisor Cree to adopt **Resolution 13-05**, which established the **Schedule of Fees** for the Township of Rye, Perry County for the fiscal year beginning in 2013 and each year thereafter until amended by resolution. Motion carried unanimously.

Chairman Lightner made a motion to certify Supervisor Ron Cree, Supervisor Ken Quigley, and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2013 PSATS Convention to be held in Hershey on April 21- April 24, 2013. Supervisor Cree seconded. Motion carried unanimously.

Chairman Lightner made a motion to certify **Ron Cree** as the **Voting Delegate** at the 2013 PSATS Convention in Hershey. Supervisor Quigley seconded. Motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Cree 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 23, 2013**. Motion carried unanimously. The Secretary/ Treasurer noted that she does not receive the approved compensation for attendance from the Township since she is also appointed as the Secretary/Treasurer for the Perry County Association of Township Officials.

ESTABLISHING OF 2013 MEETING DATES AND TIMES:

Supervisor Quigley made a motion with a second from Supervisor Cree to establish the following regular monthly meeting dates at a new time of **7:00 PM**:

- 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 date established as follows:
May 27, Memorial Day, rescheduled to Tuesday, May 21, 2013
June 23 rescheduled to Monday, June 17, 2013
Deer Season, November 25 rescheduled to Tuesday, November 26, 2013
December 23 rescheduled to Tuesday, December 17, 2013.

Motion carried unanimously.

Chairman Lightner made a motion with a second from Supervisor Quigley to establish the following special meetings:

- 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.

Motion carried unanimously.

- C. **2014 Budget workshops** on the following Thursdays, October 3 and October 17 & November 7, 2013, at **7:00 PM** at the Township building. (Nov.7th workshop is only if deemed necessary).

Supervisor Quigley made motion with a second from Supervisor Cree to adopt the above listed 2014 Budget workshop schedule. Motion carried unanimously.

- D. **Spring and Fall Clean-up dates as:** Friday, May 3 and Saturday, May 4, 2013 and Friday, October 4th and Saturday, October 5, 2013. 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 Cree made a motion and Supervisor Quigley seconded to establish the above-listed spring and fall clean up dates for the year 2013. 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 Cree made a motion and Supervisor Quigley seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$.565 cents per mile. Motion carried with Chairman Lightner abstaining due to a possible conflict of interest with his wife Daisy as the Secretary/Treasurer.

APPROVAL AND PAYMENT OF THE BILLS: The Secretary/Treasurer provided two separate General Fund check registers: one for the final expense checks for 2012 and one for 2013 checks.

2012 General fund checks #s 13801 -13818 in the amount of \$ 29,066.02.

2013 General Fund checks #s 13819-13826 in the amount of \$2,008.74. No checks were voided during processing.

Payroll checks #s 6354-6362 in the amount of \$4,275.88. No payroll checks void.

Chairman Lightner made a motion and Supervisor Cree seconded to approve the 2012 checks and pay the bills, except for check #13806 issued to Daisy Lightner for reimbursement for purchase of a battery for the computer backup. Motion carried unanimously.

Supervisor Cree made a motion and Supervisor Quigley seconded to approve check # 13806 issued to Daisy Lightner for reimbursement of costs for a computer battery. Motion carried. Chairman Lightner abstained from the vote, since Daisy is his spouse.

Supervisor Cree made a motion and Supervisor Quigley seconded to approve expense check #13824 issued to Daisy Lightner for mileage. Motion carried. The record notes Supervisor Lightner abstained from the vote, since Daisy is his spouse.

Supervisor Quigley made a motion with a second from Supervisor Cree to approve the 2013 expense checks #s 13819-13823, and 13825-13826. Motion carried unanimously.

ANNOUNCEMENT: Chairman Lightner announced that the next regular business meeting of the Board is scheduled for Monday, January 28, 2013 at **7:00 PM**.

CITIZEN PARTICIPATION: No citizen participation was offered at this time.

There being no further business before the Board, Supervisor Quigley made a motion and Supervisor Cree seconded to adjourn the 2013 Organizational meeting at 8:10 PM. Motion carried unanimously.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer