

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES
JANUARY 6, 2014**

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PRESENT: Chairman Ken Quigley, Vice-Chairman Ron Cree, Supervisor James Sabo, Daisy Lightner, Secretary/Treasurer, Rebecca Schulze, Elected Tax Collector, John M. Fitzsimmons, PE, Linda Ekelman, Elwood Brubeck, Jr., Sean Fedder and James Hawk.

FORMER SUPERVISOR PRESENT: Robert Lightner

The meeting was held at the municipal building and called to order by Supervisor Quigley. Quigley convened the meeting with the pledge of allegiance to the flag. Linda Ekelman notified the Board that she would be recording the meeting.

APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:

Supervisor Cree made a motion to appoint Chairman Quigley as the temporary Chairman; Supervisor Sabo seconded the motion. Motion carried unanimously. Supervisor Cree made a motion to appoint Daisy Lightner as the temporary secretary. Chairman Quigley seconded. Motion carried unanimously.

The Rye Township Board of Supervisors organized for the year 2014 as follows:

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

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

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

Chairman Quigley made a motion with a second from Supervisor Sabo to appoint Supervisor Cree as **Administrative Superintendent**. Motion carried unanimously.

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

Chairman Quigley made a motion with a second from Supervisor Sabo to appoint Chairman Quigley and Supervisor Cree as co-road superintendents. Motion carried unanimously.

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

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

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

Chairman Quigley made a motion to appoint Robert Lightner as chairman of the **Vacancy Board**. Supervisor Sabo seconded. Motion carried unanimously.

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2013. Chairman Quigley made a motion to adopt **Resolution 14-01**, 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 2013 and ending in December 2013. Supervisor Sabo seconded. Motion carried unanimously.

Chairman Quigley 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 2013 and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township.

Supervisor Sabo offered that he desires to waive his compensation as an elected supervisor. The Secretary/Treasurer suggested talking with the Solicitor on the procedure to waive the compensation since there is a Township Ordinance which directs each supervisor to receive meeting pay of \$70.00 per meeting.

THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:

Supervisor Cree made a motion to reappoint **Daisy Lightner** as **Secretary/Treasurer**; Supervisor Sabo seconded the motion. Motion carried unanimously. Daisy thanked the Board for her reappointment.

Chairman Quigley made a motion and Supervisor Cree seconded to reappoint Leonard Sizer of Madden Engineering as **Sewage Enforcement Officer**; and to appoint John Madden as the **Alternate Sewage Enforcement Officer** when SEO Sizer is not available. Motion carried. All members voting in favor.

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

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

Chairman Quigley made a motion to appoint Rebecca Schulze as the **Collector of Act 511 and Per Capita taxes** at 4% of the amount collected. Supervisor Sabo seconded. Motion carried unanimously.

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

Chairman 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 2014 with no change in costs or fees. Motion carried unanimously.

Supervisor Sabo 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 unanimously.

Chairman 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 unanimously.

Chairman 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.

Chairman Quigley made a motion with a second from Supervisor Cree to reappoint the firm of 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.

Supervisor Cree made a motion and Chairman Quigley seconded to appoint **Rettew Associates as the Township engineer** for plan reviews and consultations. Motion carried unanimously.

Chairman Quigley made a motion to reappoint James Sabo and Camille Otto to the **Planning Commission**. Supervisor Cree seconded; motion carried unanimously.

Supervisor Cree made a motion with a second from Supervisor Sabo to reappoint Rebecca Schulze as the **Planning Commission Recording Secretary** and Daisy Lightner as the **Assistant Planning Commission Recording Secretary**. Motion carried unanimously. Supervisor Sabo commended Rebecca Schulze for the great job she does recording the planning commission minutes.

With regrets, Supervisor Cree made a motion to accept the resignation of Richard (Dick) Pierce from the Zoning Hearing Board due to health reasons; Chairman Quigley seconded. Motion carried unanimously. Supervisor Cree expressed appreciation on behalf of the Board for the years Dick served in various Township positions over the years.

Supervisor Cree made a motion with a second from Chairman Quigley to reappoint Barbara Holley for another term and to appoint John Thomas Graupensperger to the Zoning Hearing Board to fill the term left vacant with the resignation of Richard Pierce. Motion carried unanimously. The Zoning Hearing Board is meeting on January 14, 2014 at 7:00 PM to reorganize.

Chairman Quigley made a motion to reappoint Gene Rebert to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/17 and to appoint Nancy Sunday to a partial unexpired term that has been vacant for several years. Supervisor Cree seconded. Motion carried. All voting in favor.

Chairman Quigley made a motion and Supervisor Sabo seconded to reappoint Daisy Lightner as **Chief Administrative Officer of the Pension Plans**, motion carried unanimously.

Supervisor Cree made a motion with a second from Supervisor Sabo to retain the amount of the **treasurer's bond** limit at \$265,000. Motion carried unanimously. Chairman Quigley directed the Secretary to make a note to discuss the amount of the bond limit in October during budget workshops.

Chairman Quigley announced that the **elected auditors will meet on Wednesday, January 8, 2014 at 6:00 PM** to organize, to discuss the scheduling of an audit of the local elected tax collector for the fiscal year 2013, and to set the pay rate of Supervisors working as employees of the Township in 2014. The record notes at this time there is not a supervisor working on a regular basis as an employee of the Township.

Chairman Quigley made a motion to adopt **Resolution 14-02, Resolution 14-03, and Resolution 14-04** 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 and Members First Credit Union, Enola**. The Bank of Landisburg and Members First Credit Union are utilized to gain better rates of return for certificates of deposit and money market savings accounts. Supervisor Cree seconded; motion carried unanimously. The Board signed the Resolutions. The Secretary/Treasurer indicated she would obtain paperwork to change the signature cards at the various financial institutions.

Chairman Quigley made a motion to certify Supervisor Ron Cree and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2014 PSATS Convention to be held in Hershey on April 13-April 15, 2014. Supervisor Cree seconded. Motion carried unanimously.

Chairman Quigley made a motion to certify **Ron Cree** as the **Voting Delegate** at the 2014 PSATS Convention in Hershey. Supervisor Sabo seconded. Motion carried unanimously.

Chairman Quigley made a motion and Supervisor Cree seconded to authorize Chairman Ken Quigley, Supervisor Ron Cree, Supervisor James Sabo, Secretary/Treasurer Daisy Lightner and Tax collector Rebecca Schulze, if available, to attend the **Perry County Convention on February 22, 2014**. Motion carried unanimously.

ESTABLISHING OF 2014 MEETING DATES AND TIMES:

Chairman Quigley made a motion with a second from Supervisor Cree to establish the following regular monthly meeting dates at **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 26, Memorial Day, rescheduled to third Monday, May 19, 2014
December 22 rescheduled to Tuesday, December 16, 2014.

Motion carried unanimously.

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

- B. Additional Supervisors' **special meetings** on the second Tuesday morning of the month at **7:30 AM**, as deemed necessary by the Board of Supervisors, except for legal holidays.
Motion carried unanimously.

- C. **2015 Budget workshops** on the following Wednesdays, October 1 and October 15 & November 5, 2014, at **7:00 PM** at the Township building. (Nov.5th workshop is only if deemed necessary).

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

- D. **Spring and Fall Clean-up dates as:** Friday, May 2 and Saturday, May 3, 2014 and Friday, October 3th and Saturday, October 4, 2014. 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.

Chairman Quigley made a motion and Supervisor Sabo seconded to establish the above-listed spring and fall clean up dates for the year 2014. Motion carried unanimously.

ESTABLISHING PAYROLL POLICIES:

Supervisor Cree 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. Chairman Quigley seconded; motion carried unanimously.

Chairman Quigley made a motion and Supervisor Sabo seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$.560 cents per mile. Motion carried unanimously.

APPROVAL AND PAYMENT OF THE BILLS: The Secretary/Treasurer provided two separate General Fund check registers: one for the final December expense checks for 2013 and one for January 2014 checks.

2013 General fund checks #s 14239 -14252 in the amount of \$ 42,833.90.

2014 General Fund checks #s 14253-14256 in the amount of \$1,428.57. No checks were voided during processing.

Payroll checks #s 6579-6588 in the amount of \$5,036.63. No payroll checks void.

Chairman Quigley made a motion and Supervisor Cree seconded to approve the 2013 checks and pay the bills. Motion carried unanimously.

Chairman Quigley made a motion with a second from Supervisor Cree to approve the 2014 expense checks #s 14239-14252, and 14253-14256. Motion carried unanimously.

Supervisor Sabo made a motion with a second from Supervisor Cree to approve payroll checks #6579-6588 in the amount of \$5,036.63. Motion carried unanimously.

ANNOUNCEMENT: Chairman Quigley announced that the next regular business meeting of the Board is scheduled for Monday, January 27, 2014 at 7:00 PM.

ADJOURNMENT: There being no further business before the Board, Supervisor Cree made a motion and Supervisor Sabo seconded to adjourn the 2014 Organizational meeting at 7:58 PM. Motion carried unanimously.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer