

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES  
JANUARY 5, 2015**

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**PRESENT:** Chairman Ken Quigley, Vice-Chairman James Sabo, Supervisor Tom Speck, Daisy Lightner, Secretary/Treasurer, and John M. Fitzsimmons, PE.

**FORMER SUPERVISOR PRESENT:** Robert Lightner

The meeting was held at the municipal building and called to order by Supervisor Quigley. Quigley convened the meeting at 7:10 PM and explained that a temporary chairman and secretary are needed to begin the meeting.

**APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:**

Supervisor Sabo made a motion to appoint Supervisor Ken Quigley as the temporary Chairman and Daisy Lightner as the temporary Secretary; Supervisor Speck seconded the motion. Motion carried unanimously.

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

The Rye Township Board of Supervisors organized for the year 2015 as follows:

Since the Board recently re-organized in August with the resignation of former Supervisor Ronald Cree, Supervisor Sabo made a motion with a second from Supervisor Quigley to keep the same positions on the Board as follows:

<b>Chairman of the Board:</b>	<u><b>Ken Quigley</b></u>
<b>Vice-Chairman:</b>	<u><b>Jim Sabo</b></u>
<b>Administrative Superintendent:</b>	<u><b>Jim Sabo</b></u>
<b>Public Safety Superintendent:</b>	<u><b>Ken Quigley</b></u>
<b>Co-Road Superintendents:</b>	<u><b>Ken Quigley</b></u>
<b>Co-Road Superintendents:</b>	<u><b>Tom Speck</b></u>
<b>Co-Equipment Maintenance Superintendent:</b>	<u><b>Jim Sabo</b></u>
<b>Co-Equipment Maintenance Superintendent:</b>	<u><b>Tom Speck</b></u>
<b>Solid Waste Superintendent:</b>	<u><b>Jim Sabo</b></u>
<b>Building &amp; Grounds Superintendent:</b>	<u><b>Jim Sabo</b></u>

Motion carried unanimously.

Chairman Quigley made a motion to reappoint Robert Lightner as **Vacancy Board Chairman**; Supervisor Speck seconded. Motion carried unanimously.

**APPOINTMENT INDEPENDENT AUDITORS:** Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2014. Vice-Chairman Sabo made a motion to adopt **Resolution 15-01**, 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 2014 and ending in December 2014. Supervisor Speck 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, Rebecca Schulze for the fiscal year 2014; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township.

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

Chairman Quigley made a motion to reappoint **Daisy Lightner** as **Secretary/Treasurer with the bond set at \$265,000**; Supervisor Sabo seconded the motion. Motion carried unanimously. Daisy thanked the Board for her reappointment.

Supervisor Speck made a motion and Chairman Quigley seconded to reappoint Leonard Sizer of Madden Engineering as **Sewage Enforcement Officer**; Motion carried unanimously. Chairman Quigley made a motion with a second from Supervisor Speck to appoint John Madden as the **Alternate Sewage Enforcement Officer** when SEO Sizer is not available and to adopt **Resolution 15-02**, the 2015 Sewage Enforcement Fee Schedule. Motion carried. All members voting in favor.

Chairman Quigley 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. Supervisor Speck seconded. Motion carried unanimously.

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

Chairman Quigley made a motion and Supervisor Speck 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 Speck seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of residential solid waste income** for the year 2015 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**; Chairman Quigley seconded; motion carried unanimously.

Supervisor Speck made a motion with a second from Chairman Quigley to reappoint Daisy Lightner as the **Representative** and Nancy Sunday as the **Alternate to the Perry County Tax Collection Commission**; motion carried unanimously.

Supervisor Sabo made a motion with a second from Supervisor Speck 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 Sabo made a motion with a second from Chairman Quigley to reappoint the P. Daniel Altland, Esquire as the main **Legal Counsel for the Township**. Motion carried unanimously.

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

Supervisor Speck made a motion to reappoint Gordon Warren to the **Planning Commission**. Chairman Quigley seconded; motion carried unanimously.

Supervisor Speck made a motion with a second from Chairman Quigley 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 made a motion with a second from Supervisor Speck to appoint Steve Smith to the **Zoning Hearing Board**. Motion carried unanimously. The Zoning Hearing Board is meeting on January 15, 2015 at 7:30 PM to reorganize.

Supervisor Sabo made a motion to reappoint Darlene Campbell and Susan Vodzak to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/19. Chairman Quigley seconded. Motion carried. All voting in favor.

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

Chairman Quigley made a motion to adopt **Resolution 15-03, Resolution 15-04, Resolution 15-05 and Resolution 15-06** 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 and the First National Bank of Mifflintown, Shermans Dale Branch**. The addition of the First National Bank of Mifflintown is to utilize the better rates of return for certificates of deposit offered to local municipalities. Supervisor Speck seconded; motion carried unanimously. The Board signed the Resolutions.

Chairman Quigley made a motion to certify Chairman Ken Quigley and Secretary/ Treasurer Daisy Lightner as **delegates** to attend the 2015 PSATS Annual Convention to be held in Hershey on April 19-April 22, 2015 and to certify **Ken Quigley** as the **Voting Delegate**. Supervisor Speck seconded. Motion carried unanimously.

Chairman Quigley made a motion and Supervisor Speck seconded to authorize Chairman Ken Quigley, Supervisor Jim Sabo, Supervisor Tom Speck, Secretary/ Treasurer Daisy Lightner and Tax collector Rebecca Schulze, if available, to attend the annual **Perry County Convention on February 28, 2015**. Motion carried unanimously.

**ESTABLISHING OF 2015 MEETING DATES AND TIMES:**

Chairman Quigley made a motion with a second from Supervisor Sabo to establish the following monthly meeting dates and times:

- A. The regular **meeting dates for supervisors' monthly meeting** will be on the **fourth Monday of each month at 7:00 PM**, except for the following when the meeting will be moved to the date established as follows:  
May 25, Memorial Day, rescheduled to third Monday, May 18, 2015  
December 28 rescheduled to Tuesday, December 15, 2015
- B. Additional Supervisors' **special workshop meetings** on the second Tuesday morning of the month at **7:00 AM**, as deemed necessary by the Board of Supervisors, except for legal holidays.
- C. **2016 Budget workshops** on the following Wednesdays, October 8 and October 20 & November 5, 2015, at **7:00 PM** at the Township building. (Nov.5<sup>th</sup> workshop is only held if deemed necessary).
- D. **Spring and Fall Clean-up dates as:** Friday, May 1 and Saturday, May 2, 2015 and Friday, October 3<sup>rd</sup> and Saturday, October 4, 2015. 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.

Motion carried unanimously.

**ESTABLISHING PAYROLL POLICIES:**

Supervisor Speck 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.

**AUTHORIZING INTERIM BILL PAYMENTS:**

Chairman Quigley made a motion with a second from Supervisor Speck to approve/authorize the Secretary/Treasurer to prepare and pay interim invoices received, the beginning of the month, especially those with time sensitive pay dates or those that will receive discounts if paid early with three signatures required as is the policy on all checks to include two board member's signatures plus the Treasurer's signature. Motion carried unanimously.

Supervisor Sabo made a motion and Chairman Quigley seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$ .575 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 2014 and one for January 2015 checks.

2014 General fund checks #s 14673 -14686 in the amount of \$ 26,421.69.

2015 General Fund checks #s 14687-14691 in the amount of \$6,406.97. No checks were voided during processing.

2014 Payroll checks #s 6781-6788 in the amount of \$3,870.89. No payroll checks void.

2015 Payroll checks #s 6789-6792 in the amount of \$3,510.25. No payroll checks void.

Supervisor Speck made a motion and Supervisor Sabo seconded to approve the 2014 and 2015 expense checks presented and pay the bills and to approve the two payrolls B26, checks 6781-6788 and B01, checks 6789-6792 as listed above. Motion carried unanimously.

**ANNOUNCEMENT:** Chairman Quigley announced that the next regular business meeting of the Board is scheduled for Monday, **January 26, 2015** at 7:00 PM.

**ADJOURNMENT:** There being no further business before the Board, Supervisor Sabo made a motion and Chairman Quigley seconded to adjourn the 2015 Organizational meeting at 8:10 PM. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer