

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES  
JANUARY 4, 2016**

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**PRESENT:** Chairman Ken Quigley, Vice-Chairman James Sabo, Supervisor John Stahl, Daisy Lightner, Secretary/Treasurer, Sean Fedder, Jean Snyder and John M. Fitzsimmons.

**FORMER SUPERVISOR PRESENT:** Robert Lightner

Proof of publication is on file for this meeting, which was held at the municipal building and called to order by Supervisor Quigley. Quigley convened the meeting at 7:00 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 Stahl seconded the motion. Motion carried unanimously.

**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 Sabo made a motion to appoint Supervisor Ken Quigley as **Chairman of the Board**; Supervisor Stahl seconded; motion carried unanimously.

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

The Rye Township Board of Supervisors organized for the year 2016 as follows:

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

Supervisor Sabo made a motion and Supervisor Stahl 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 Stahl as co-road superintendents. Motion carried unanimously.

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

Chairman Quigley made a motion with a second from Supervisor Stahl to appoint James Sabo as **Solid Waste Superintendent and Building and Grounds Superintendent**; motion carried unanimously.

Chairman Quigley made a motion to reappoint Robert Lightner as **Vacancy Board Chairman**; Vice-Chairman Sabo seconded. Motion carried unanimously.

**APPOINTMENT INDEPENDENT AUDITORS:** Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2015. Chairman Quigley made a motion to adopt **Resolution 16-01**, 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 2015 and ending in December 2015. Supervisor Sabo seconded. Motion carried unanimously.

Chairman Quigley recognized the **elected auditors** as follows: **Catherine Sabo, Nedra Ansel and Deborah Lucas**. The Board authorized the elected auditors to conduct an audit of the local elected tax collector, Rebecca Schulze for the fiscal year 2015; 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**; Supervisor Sabo seconded the motion. Motion carried unanimously. Daisy thanked the Board for her reappointment.

Vice Chairman Sabo made a motion with a second from Supervisor Stahl to set the limit for the **bond for the Treasurer** for 2016 at \$265,000. Motion carried unanimously.

Chairman Quigley made a motion and Vice-Chairman Sabo 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. The 2016 Sewage Enforcement Fee Schedule will be addressed at the January 25, 2016 meeting. Motion carried. All members voting in favor.

Vice-Chairman Sabo made a motion to appoint Supervisor Stahl 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.

Chairman Quigley made a motion and Supervisor Stahl 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 Sabo seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of residential solid waste income** for the 1<sup>st</sup> quarter of the year 2016 with no change in costs or fees. Motion carried unanimously.

Chairman 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 Sabo seconded; motion carried unanimously.

Chairman Quigley made a motion with a second from Supervisor Stahl 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 Chairman Quigley to reappoint **Jim Cassidy as the Emergency Management Coordinator** for Rye Township. Motion carried unanimously. Chairman Quigley made a motion with a second from Supervisor Sabo to appoint **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.

Vice-Chairman Sabo 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 with a second from Supervisor Sabo to reappoint Sean Fedder and Daniel Vodzak to the **Planning Commission**. Motion carried unanimously.

Supervisor Sabo 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.

Chairman Quigley made a motion with a second from Supervisor Stahl to reappoint John Fitzsimmons to the **Zoning Hearing Board**. Motion carried unanimously. The Zoning Hearing Board is meeting on January 19, 2016 at 7:00 PM to reorganize.

Chairman Quigley made a motion to reappoint Glen Campbell to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/20. Vice-Chairman Sabo seconded. Motion carried. All voting in favor.

Vice-Chairman 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 16-02**, to reappoint the **Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville, as a **depository for Township funds**. Supervisor Sabo seconded; motion carried unanimously.

Supervisor Stahl made a motion to adopt **Resolution 16-03**, to reappoint the **Bank of Landisburg, Shermans Dale branch** as a **depository for Township funds**. Chairman Quigley seconded; motion carried unanimously.

Chairman Quigley made a motion to adopt **Resolution 16-04**, to reappoint the **First National Bank of Mifflintown, Shermans Dale**, as a **depository for Township funds**. Supervisor Stahl seconded; motion carried unanimously.

The Board and the Secretary/Treasurer signed the Resolutions.

Vice-Chairman Sabo made a motion to certify Chairman Ken Quigley and Secretary/ Treasurer Daisy Lightner as **delegates** to attend the 2016 PSATS Annual Convention to be held in Hershey on April 17-April 20, 2016 and to certify **Ken Quigley** as the **Voting Delegate**. Chairman Quigley seconded. Motion carried unanimously.

Chairman Quigley made a motion and Supervisor Sabo seconded to authorize Chairman Ken Quigley, Supervisor Jim Sabo, Supervisor John Stahl, Secretary/ Treasurer Daisy Lightner and Tax collector Rebecca Schulze, if available, to attend the annual **Perry County Convention on February 27, 2016**. Motion carried unanimously.

**ESTABLISHING OF 2016 MEETING DATES AND TIMES:**

Chairman Quigley made a motion with a second from Supervisor Stahl 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:  
November 28 - rescheduled to Monday, November 21, 2016  
December 26 - rescheduled to Monday, December 21, 2016
- B. Additional Supervisors' **special workshop 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.
- C. **2017 Budget workshops** on the following Thursdays, October 6 and October 20 & November 3, 2016, at **6:30 PM** at the Township building. (Nov. 3<sup>rd</sup> workshop is only held if deemed necessary).
- D. **Spring and Fall Clean-up dates as:** Friday, May 6 and Saturday, May 7, 2016 and Friday, September 30 and Saturday, October 1, 2016. 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:**

Chairman 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. Vice-Chairman Sabo seconded; motion carried unanimously.

**AUTHORIZING INTERIM BILL PAYMENTS:**

Chairman Quigley made a motion with a second from Vice-Chairman Sabo 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.

Chairman Quigley made a motion and Supervisor Stahl seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$ .540 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 2015 and one for January 2016 checks.

2015 General fund checks #s 15057 -15074 in the amount of \$270,344.71.

2016 General Fund checks #s 15075-15076 in the amount of \$781.00. No checks were voided during processing.

2015 Payroll checks #s 6953-6960 in the amount of \$4,396.96. No payroll checks void.

2016 Payroll checks #s 6961-6965 in the amount of \$3,647.23. No payroll checks void.

Vice Chairman Sabo made a motion and Chairman Quigley seconded to approve the 2015 and 2016 expense checks presented and pay the bills and to approve the two payrolls B26, checks 6953-6960 and B01, checks 6961-6965 as listed above. Motion carried unanimously.

**ANNOUNCEMENT:** Chairman Quigley announced that the next regular business meeting of the Board is scheduled for Monday, **January 25, 2016** at 7:00 PM.

**ADJOURNMENT:** There being no further business before the Board, Supervisor Stahl made a motion and Chairman Quigley seconded to adjourn the 2016 Organizational meeting at 8:05 PM. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer