

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES
JANUARY 3, 2017**

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

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 2017 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 Stahl to appoint Chairman Quigley and Supervisor Stahl as **Co-Road Superintendents**. Motion carried unanimously.

Supervisor Sabo made a motion and Supervisor Stahl seconded to appoint Supervisor Stahl and Chairman Quigley as **Co Road Equipment Maintenance Superintendents**; motion carried unanimously.

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

Upon further consideration Chairman Quigley made a motion with a second from Supervisor Sabo to rescind the motion to appoint Supervisor Sabo as the **Solid Waste Superintendent** and to instead appoint **Supervisor Stahl** as the Solid Waste Superintendent. Motion carried unanimously.

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

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2016. Chairman Quigley made a motion to adopt **Resolution 17-01**, 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 2016 and ending in December 2016. 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 2016; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township for 2017.

THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:

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

Chairman Quigley made a motion and Supervisor Stahl 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 with fees set by Resolution. 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.

Vice-Chairman Sabo made a motion to appoint Rebecca Schulze as the **Collector of Act 511 and Per Capita taxes** at **4%** of the amount collected. Chairman Quigley 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 renew the contract to continue with Keystone Collections Group as the **Collector of residential solid waste income** for the year 2017 with no change in costs or fees. Motion carried unanimously.

Vice-Chairman 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 Stahl seconded; motion carried unanimously.

Vice Chairman Sabo 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. The Board discussed the assistant position and was not sure if Pete Fitting is still interested. The Board directed the Secretary to contact Chief Mike Minich to ask if anyone on the Shermans Dale Fire Company might be interested in the position. No appointment was made at this time for the assistant emergency management position.

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

Supervisor Stahl departed the meeting briefly. A quorum of the Board was established and Chairman Quigley continued with the business at hand.

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 Tom Graupensperger and Sue Crist 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 Sabo to reappoint John Thomas Graupensperger to the **Zoning Hearing Board**. Motion carried unanimously. The Zoning Hearing Board is meeting on January 19, 2017 at 7:00 PM to reorganize.

Chairman Quigley made a motion to reappoint Tammy Matter and to appoint William (Bill) Holley to the **Park and Recreation Board** each for a five (5) year term expiring on 12/31/21. Vice-Chairman Sabo seconded. Motion carried. All voting in favor.

Supervisor Stahl returned to the meeting after a brief departure.

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.

Vice Chairman Sabo made a motion with a second from Chairman Quigley to appoint Sam Meckley of Rettew Associates as the **Zoning/Code Enforcement Officer** and Frank Chlebnikow of Rettew Associates as the **Assistant Zoning/Code Enforcement Officer**, which appointment will continue only if a satisfactory agreement or contract can be mutually reached and executed. Motion carried unanimously. They directed the Secretary to contact Mr. Meckley and arrange a meeting possibly this week to discuss terms of the appointment.

Chairman Quigley made a motion with a second from Supervisor Stahl to reappoint John Schulze as the **Driveway Permit Officer** for Rye Township. Motion carried unanimously.

Chairman Quigley made a motion to adopt the following resolutions to select the main depositories for Rye Township:

Resolution 17-02, to reappoint the **Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville, as a **depository for Township funds**; and Resolution **17-03**, to reappoint the **Bank of Landisburg, Shermans Dale Branch** as a **depository for Township funds**; and **Resolution 17-04**, 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.

Supervisor Stahl made a motion to certify Chairman Ken Quigley and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2017 PSATS Annual Convention to be held in Hershey on April 23-April 26 2017 and to certify **Ken Quigley** as the **Voting Delegate**. Supervisor Sabo seconded. Motion carried unanimously.

Chairman Quigley made a motion and Supervisor Sabo seconded to authorize Chairman Ken Quigley, Supervisor Jim Sabo, Secretary/ Treasurer Daisy Lightner and Tax collector Rebecca Schulze, if available, to attend the annual **Perry County Convention on February 25, 2017**. Motion carried unanimously.

ESTABLISHING OF 2017 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 27 - rescheduled to Monday, November 20, 2017
December 25 - rescheduled to Monday, December 18, 2017
- 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. **2018 Budget workshops** on the following Thursdays, October 5 and October 19 & November 2, 2017, **at 6:30 PM** at the Township building. (Nov. 2nd workshop is only held if deemed necessary).
- D. **Spring Bulk Clean-up date is:** Friday, May 5 and Saturday, May 6, 2017. Following a brief discussion on recycling concerns and the related expense, the consensus of the Board was to eliminate the Fall Clean up and only schedule one bulk clean up in the spring of this year. The Secretary was directed to add this announcement to the Spring Newsletter and the Township's website.

Motion carried unanimously.

ESTABLISHING PAYROLL POLICIES:

Supervisor Stahl 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 Supervisor Stahl 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.

Vice-Chairman Sabo 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 \$.535 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 2016 and one for January 2017 checks.

2016 General fund checks #s 15453 -15468 in the amount of \$86,615.72.

2017 General Fund checks #s 15469-15472 in the amount of \$8,545.55 No checks were voided during processing.

2017 Payroll checks #s 7147-7155 in the amount of \$4,313.62. No payroll checks void.

Supervisor Stahl made a motion and Chairman Quigley seconded to approve the 2016 and 2017 expense checks presented and pay the bills and to approve the first payroll of 2017, Payroll B01 with check numbers as listed above. Motion carried unanimously.

ANNOUNCEMENT: Chairman Quigley announced that the next regular business meeting of the Board is scheduled for Monday, **January 23, 2017** at 7:00 PM.

ADJOURNMENT: There being no further business before the Board, Chairman Quigley adjourned the 2017 Organizational meeting at 8:54 PM. Motion carried unanimously.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer