

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES
JANUARY 2, 2018**

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PRESENT: Chairman Ken Quigley, Vice-Chairman James Sabo, Supervisor John Stahl, Daisy Lightner, Sec/Treasurer, John Fitzsimmons, Sean Fedder, and Corinna Van Hine.

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 with a second from Supervisor Stahl to appoint Supervisor Ken Quigley as the temporary Chairman. Supervisor Quigley made a motion with a second from Supervisor Sabo to appoint Daisy Lightner as the temporary Secretary; both motions carried unanimously.

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

ORGANIZATION OF THE BOARD: Supervisor Stahl made a motion with a second from Supervisor Sabo to keep the same appointments for the Board as 2017 as follows:

Election of Chairman of the Board:	<u>Ken Quigley</u>
Election of Vice-Chairman:	<u>Jim Sabo</u>
Administrative Superintendent:	<u>Jim Sabo</u>
Public Safety Superintendent:	<u>Ken Quigley</u>
Co-Road Superintendents:	<u>John Stahl</u>
Co-Road Superintendents:	<u>Ken Quigley</u>
Co-Equipment Maintenance Superintendent:	<u>Ken Quigley</u>
Co-Equipment Maintenance Superintendent:	<u>John Stahl</u>
Solid Waste Superintendent:	<u>John Stahl</u>
Building & Grounds Superintendent:	<u>Jim Sabo</u>

Motion carried unanimously.

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

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2017. Chairman Quigley made a motion to adopt **Resolution 18-01**, 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 2017 and ending in December 2017. Supervisor Stahl seconded. Motion carried unanimously.

Chairman Quigley recognized the **elected auditors** as follows: **Catherine Sabo, Deborah Lucas, and Victoria Broughton**. The Board authorized the elected auditors to conduct an audit of the local elected tax collector, Rebecca Schulze for the fiscal year 2017; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township for 2018.

THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:

Supervisor Sabo made a motion to reappoint **Daisy Lightner** as **Secretary/ Treasurer** and to retain the **bond for the Treasurer's position** at \$265,000; Supervisor Stahl seconded the motion. Motion carried unanimously. Daisy appreciated her reappointment to continue to serve the Board in 2018.

Chairman Quigley made a motion and Supervisor Sabo seconded to reappoint Leonard Sizer of Frederick Seibert Associates 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 voted in favor.

Chairman Quigley made a motion with a second from Supervisor Stahl to appoint **Leonard Sizer** of FSA as the **Zoning Officer** for Rye Township. Motion carried unanimously. No alternate Zoning Officer was appointed at this time. The Secretary was directed to schedule a 7:30 AM meeting with Mr. Sizer in the near future.

Vice-Chairman Sabo 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 appoint Daisy Lightner as the **representative to the Perry County Council of Governments, (Perry Co COG)** and John Stahl as the alternate. Vice-Chairman Sabo 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. Vice-Chairman 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.

Supervisor Stahl made a motion and Chairman Quigley seconded to renew the contract to continue with Keystone Collections Group as the **Collector of residential solid waste income** for the year 2018 with no change in fees for the contract this year. 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.

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.

Chairman Quigley made a motion with a second from Vice-Chairman Sabo to reappoint **Jim Cassidy** as the **Emergency Management Coordinator** for Rye Township. Motion carried unanimously. The Board discussed the assistant position. Chairman Quigley offered a suggestion for a resident who might be interested in filling the position. He indicated he would speak with him. No appointment was made at this time for the assistant position.

Chairman Quigley made a motion with a second from Vice-Chairman Sabo to reappoint P. Daniel Altland, Esquire as main **Legal Counsel**. Motion carried unanimously.

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

Chairman Quigley made a motion with a second from Supervisor Stahl to reappoint James Sabo and Camille Otto to the **Planning Commission**. Motion carried unanimously.

Supervisor Sabo made a motion with a second from Supervisor Stahl 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 appoint Eric Snyder to the **Zoning Hearing Board for a five year term**. Motion carried unanimously. The Zoning Hearing Board is meeting on January 16, 2018 at 7:00 PM to reorganize.

Chairman Quigley made a motion to reappoint Nancy Sunday to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/22. Supervisor Stahl seconded. Motion carried. All members voted 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 with a second from Supervisor Stahl to adopt the following resolutions to select the main depositories for Rye Township:

- **Resolution 18-02**, to reappoint the **Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville
- **Resolution 18-03**, to reappoint the **Bank of Landisburg, Shermans Dale Branch**
- **Resolution 18-04**, to reappoint **Pennian Bank** (formerly the First National Bank of Mifflintown), **Shermans Dale**

Motion carried unanimously.

The Board and the Secretary/Treasurer signed the Resolutions.

Vice-Chairman Sabo made a motion to certify Chairman Ken Quigley, Supervisor Stahl, and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2018 PSATS Annual Convention to be held in Hershey on April 22-April 25, 2018 and to certify **Ken Quigley** as the **Voting Delegate**. Supervisor Stahl seconded. Motion carried unanimously.

Chairman Quigley made a motion and Vice-Chairman Sabo seconded to authorize Chairman Ken Quigley, Vice-Chairman Sabo, Supervisor Stahl, Secretary/ Treasurer Daisy Lightner and Tax collector Rebecca Schulze, if available, to attend the annual **Perry County Convention on Saturday, February 24, 2018**. Motion carried unanimously.

ESTABLISHING OF 2018 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:
 - May 28 – Memorial Day - rescheduled to Monday, May 21, 2018
 - November 26 – Deer Season - rescheduled to Monday, November 19, 2018
 - December 25 - Christmas Eve - rescheduled to Monday, December 18, 2018
- 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. **2019 Budget workshops** on the following Thursdays, October 4 and October 18 and November 1, 2018, at **6:30 PM** at the Township building.

(Nov 1st workshop is only held if deemed necessary).

- D. **Spring Bulk Clean-up date is:** Friday, May 4 and Saturday, May 5, 2018.
Motion carried unanimously.

ESTABLISHING PAYROLL POLICIES:

Vice-Chairman Sabo 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 Stahl seconded; motion carried unanimously.

AUTHORIZING INTERIM BILL PAYMENTS:

Supervisor Stahl made a motion with a second from Chairman Quigley 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 \$.545 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 2017 and one for January 2018 checks as follows:

2017 General fund checks #s 15841 -15846 in the amount of \$ 645.02.

2018 General Fund checks #s 15847-15849 in the amount of \$7,651.00 No checks were voided during processing.

2018 Payroll checks #s 7330-7336 in the amount of \$3,805.34. No payroll checks void.

Chairman Quigley made a motion and Supervisor Stahl seconded to approve the 2017 and 2018 expense checks presented and pay the bills and to approve the first payroll of 2018, 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 22, 2018** at 7:00 PM.

ADJOURNMENT: There being no further business before the Board, Chairman Quigley adjourned the 2018 Organizational meeting at 7:58 PM.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer