

**SUPERVISORS' ORGANIZATION MEETING MINUTES
JANUARY 7, 2019**

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PRESENT: Chairman James Sabo, Vice-Chairman John Stahl, Daisy Lightner, Sec/Treasurer, and Eric Simmons, Driveway Permit/Enforcement Officer.

EXCUSED: Supervisor Ken Quigley

FORMER SUPERVISOR PRESENT: Charlie Kunkle

Proof of publication is on file for this meeting, which was held at the municipal building and called to order by Supervisor Sabo. A quorum of the Board was established. Supervisor Sabo 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 Stahl made a motion with a second from Supervisor Sabo to appoint Supervisor Jim Sabo as the temporary Chairman and to appoint Daisy Lightner as the temporary Secretary; motion carried.

ACCEPT RESIGNATION: Temporary Chairman Sabo read the resignation letter from Supervisor Ken Quigley. Supervisor Stahl made a motion with a second from Temporary Chairman Sabo to accept the resignation of Supervisor Ken Quigley, with regrets, effective today January 7, 2019. Motion carried.

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

ORGANIZATION OF THE BOARD:

Supervisor Stahl made a motion to appoint **Supervisor Jim Sabo** as the **Chairman** of the Board. Temporary Chairman Sabo seconded the motion. Motion carried.

Chairman Sabo made a motion to appoint **Supervisor John Stahl** as the **Vice-Chairman** of the Board. Supervisor Stahl seconded the motion. Motion carried.

Vice-Chairman Stahl made a motion with a second from Chairman Sabo to appoint the following:

Administrative Superintendent:

Jim Sabo

Public Safety Superintendent:

Jim Sabo

Motion carried.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to reappoint the following:

Road Superintendent:

John Stahl

Equipment Maintenance Superintendent:

John Stahl

Solid Waste Superintendent:

John Stahl

Motion carried.

Vice-Chairman Stahl made a motion with a second from Chairman Sabo to reappoint the following:

Building & Grounds Superintendent:
Motion carried.

Jim Sabo

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

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2019. Vice-Chairman Stahl made a motion to adopt **Resolution 19-01**, 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 2018 and ending in December 2018. Chairman Sabo seconded. Motion carried.

Chairman Sabo recognized the **elected auditors** as follows: **Catherine Sabo, Deborah Lucas, and Vickie Lee Broughton**. The Board authorized the elected auditors to conduct an audit of the local elected tax collector, Rebecca Schulze for the fiscal year 2018; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township for 2019.

Chairman Sabo made a motion to reappoint **Daisy Lightner** as **Secretary/ Treasurer to the Board** and to retain the **bond for the Treasurer** at \$265,000; Vice-Chairman Stahl seconded the motion. Motion carried. Daisy appreciated her reappointment to continue to serve the Board and the Community in 2019.

THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:

Vice Chairman Stahl made a motion and Chairman Sabo seconded to appoint or reappoint the following:

Leonard Sizer of Frederick Seibert Associates, (FSA) as **Sewage Enforcement Officer**; **John Madden** as the **Alternate Sewage Enforcement Officer** when SEO Sizer is not available with fees set by Resolution;

Leonard Sizer of FSA as the **Zoning Officer and Code Enforcement Officer** for Rye Township;

Eric Simmons as the **Driveway Permit/Enforcement Officer** for Rye Township;

Daisy Lightner as the **representative to the Perry County Council of Governments, (Perry Co COG)** and Chairman Jim Sabo as the alternate.

Motion carried.

Vice Chairman Stahl made a motion and Chairman Sabo seconded to reappoint the following:

Rebecca Schulze as the **Collector of Act 511 and Per Capita taxes** at **4%** of the amount collected;

Capital Tax Collection Bureau as the **Collector of Earned Income tax** at **2.00%** of the amount collected.

Keystone Collections Group as the **Collector of residential solid waste income** for the year 2019.

Motion carried.

Chairman Sabo made a motion to appoint Daisy Lightner as the **Representative and Nancy Sunday as the Alternate to the Capital Area Tax Collection Bureau Board, the collector of Earned Income Tax**; Vice-Chairman Stahl seconded; motion carried.

Vice-Chairman Stahl made a motion with a second from Chairman Sabo to reappoint Daisy Lightner as the **Representative** and Nancy Sunday as the **Alternate to the Perry County Tax Collection Commission**; motion carried.

Vice-Chairman Stahl made a motion with a second from Chairman Sabo to reappoint **Jim Cassidy as the Emergency Management Coordinator** for Rye Township. Motion carried. The Board discussed the assistant position. Eric Simmons indicated he knew of someone in the Township who might be interested and would speak with him. No appointment was made at this time for the assistant position.

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

The Board did not appoint a **Township engineer** at this time. Requests for Proposal were sent and are expected by January 17, 2019 for review and appointment of a firm tentatively at the January 28, 2019 Board meeting.

Chairman Stahl made a motion with a second from Vice-Chairman Stahl to reappoint Gordon Warren to the **Planning Commission**. Motion carried.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to reappoint Rebecca Schulze as the **Planning Commission Recording Secretary** and Daisy Lightner as the **Assistant Planning Commission Recording Secretary**. Motion carried.

Chairman Quigley made a motion with a second from Vice-Chairman Stahl to appoint Barbara Holley to the **Zoning Hearing Board for a five year term**. Motion carried. The Zoning Hearing Board is meeting on January 10, 2019 at 7:00 PM to reorganize.

Vice-Chairman Stahl made a motion with a second from Chairman Sabo to appoint or reappoint the following to the **Park and Recreation Board**:

Debra Miller to fill the partial term expiring on 12/31/21 left vacant with the resignation of Tammy Matter;

Robert Lightner for a five (5) year term expiring on 12/31/23

Gene Rebert for a five (5) year term expiring on 12/31/23

Motion carried.

Chairman Sabo made a motion and Vice-Chairman Stahl seconded to reappoint Daisy Lightner as **Chief Administrative Officer of the Pension Plans**. Motion carried.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to select the following as main depositories for Rye Township:

- **Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville
- **Bank of Landisburg, Shermans Dale Branch**
- **Pennian Bank** (formerly the First National Bank of Mifflintown), **Shermans Dale**

Motion carried.

Resolutions will be updated and signed when a new supervisor is appointed.

Vice-Chairman Stahl made a motion to certify Chairman Jim Sabo, and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2019 PSATS Annual Convention to be held in Hershey on April 14-April 17, 2019 and to certify **James Sabo** as the **Voting Delegate**. Chairman Sabo seconded. Motion carried.

Vice-Chairman Stahl made a motion and Chairman Sabo seconded to authorize Chairman Sabo, Secretary/ Treasurer, Daisy Lightner and Tax collector Rebecca Schulze to attend the annual **Perry County Association of Township Officials Convention on Saturday, February 23, 2019**. Motion carried.

ESTABLISHING OF 2019 MEETING DATES AND TIMES:

Chairman Sabo made a motion with a second from Vice-Chairman 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 27 – Memorial Day - rescheduled to Monday, May 20, 2019
 - November 25 – Deer Season - rescheduled to Monday, November 18, 2019
 - December 25 - Christmas - rescheduled to Monday, December 16, 2019
- 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.** **2020 Budget workshops** on the following Thursdays, October 3 and October 17 and November 7, 2019, at **6:30 PM** at the Township building.
(Nov 7th workshop is only held if deemed necessary).
- D. Bulk Clean-up dates are:** Friday, May 3 and Saturday, May 4, 2019.
Friday, October 4 and Saturday, October 5, 2019

Motion carried.

ESTABLISHING PAYROLL POLICIES:

Vice-Chairman 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. Chairman Sabo seconded; motion carried.

AUTHORIZING INTERIM BILL PAYMENTS:

Vice-Chairman Stahl made a motion with a second from 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.

Vice-Chairman Stahl made a motion and Chairman Sabo seconded to **reimburse an employee for private vehicle use** when on Township business in 2019 at the IRS approved rate of \$.580 cents per mile. Motion carried.

APPROVAL AND PAYMENT OF THE BILLS: The Secretary/Treasurer provided two separate General Fund check registers: one for the final December expense checks for 2018 and one for January 2019 checks as follows:

2018 General fund checks #s 16179 -16188 in the amount of \$ 2,382.36

2019 General Fund checks #s 16189-16192 in the amount of \$1,739.47. No checks were voided during processing.

2019 Payroll checks #s 7500-7505 in the amount of \$4,074.53. No payroll checks void.

Vice-Chairman Stahl made a motion and Chairman Sabo seconded to approve the 2018 and 2019 expense checks presented and pay the bills and to approve the first payroll of 2019, Payroll B01 with check numbers as listed above. Motion carried.

ANNOUNCEMENT: Chairman Sabo announced that the next regular business meeting of the Board is scheduled for Monday, **January 28, 2019** at 7:00 PM.

ADJOURNMENT: There being no further business before the Board, Chairman Sabo adjourned the 2019 Organizational meeting at 7:55 PM.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer