

**SUPERVISORS' ORGANIZATION MEETING MINUTES  
JANUARY 2, 2024**

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**PRESENT:** Chairman James Sabo, Vice-Chairman Sean Fedder, Supervisor Brad Sloop, Secretary/Treasurer, Daisy Lightner and Kim Sloop.

**FORMER SUPERVISORS PRESENT:** Robert Lightner and John Schulze

Proof of publication is on file for this meeting, which was held at the municipal building and called to order by Supervisor Sabo. Supervisor Sabo convened the meeting at 7:00 PM with the pledge of allegiance to the flag. The meeting was recorded to aid with the accurate preparation of the minutes.

**MOMENT OF SILENCE:** Chairman Sabo observed a moment of silence.

Supervisor Sabo explained that a temporary chairman and secretary are needed to begin the meeting.

**APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:**

Supervisor Sloop made a motion with a second from Supervisor Fedder to appoint Supervisor Jim Sabo as the temporary Chairman and to appoint Daisy Lightner as the temporary Secretary. Motion carried unanimously.

**CITIZEN PARTICIPATION:** Temporary Chairman Sabo asked if there was any citizen participation for items on the agenda. John Schulze asked about attendance of officials at the County and State Conventions.

**ORGANIZATION OF THE BOARD:**

Supervisor Fedder made a motion to appoint **Supervisor Jim Sabo** as the **Chairman** of the Board. Supervisor Sloop seconded the motion. Motion carried unanimously.

Chairman Sabo made a motion to appoint **Supervisor Sean Fedder** as the **Vice-Chairman** of the Board. Supervisor Sloop seconded the motion. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to reappoint **Jim Sabo** as the Administrative Superintendent. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to reappoint **Jim Sabo** as the Public Safety Superintendent. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice-Chairman Fedder to reappoint **Brad Sloop** as the **Co-Road Superintendent**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to appoint **Sean Fedder** as the **Co-Road Superintendent**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice- Chairman Fedder to appoint **Brad Sloop** as the **Road Equipment Superintendent**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Sean Fedder** as the **Solid Waste Superintendent**. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to reappoint **Jim Sabo** as the **Building & Grounds Superintendent**. Motion carried unanimously.

Chairman Sabo made a motion to reappoint **Robert Lightner** as **Vacancy Board Chairman**; Supervisor Sloop 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 2023. Vice-Chairman Fedder made a motion to adopt **Resolution 24-01**, 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 1, 2023 and ending December 31, 2023. Supervisor Sloop seconded. Motion carried unanimously.

**APPOINTMENT TO ELECTED AUDITOR BOARD:** Chairman Sabo recognized the elected auditors as: Catherine Sabo, Debra Lucas and Vickie Broughton. Supervisor Sloop made a motion with a second from Vice-Chairman Fedder to authorize the elected auditors to conduct an audit of the local elected tax collector, Rebecca Schulze, for the fiscal year 2023; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township for 2024. Motion carried unanimously.

**RECOGNITION OF TIME CAPSULE CUSTODIANS:** Chairman Sabo recognized the following custodians of the time capsule, which is due to be opened at the 300<sup>th</sup> Anniversary of Rye Township in the year 2066: Levi Lingle, Ethan Lingle, Emma Wilhide, Bradley Derek Sloop, Luke Fisher, Jovi Frey, Tenley Frey, Addison Graupensperger, Colin Graupensperger, and Rowen Graupensperger. The record notes this listing is made a part of the Organization agenda and meeting minutes for continuity until the 300<sup>th</sup> Anniversary.

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

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Daisy Lightner** as **Secretary/ Treasurer to the Board**. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to retain the **bond for the Treasurer at \$265,000**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to appoint **Leonard Sizer and Sewage Enforcement Officer and Matt Eck of Frederick Seibert Associates, (FSA) as Alternate Sewage Enforcement Officer**. Motion carried unanimously.

Upon due consideration and review of the fees, Chairman Sabo made a motion with a second from Supervisor Sloop to adopt **Resolution 24-02**, the Sewage Enforcement Fee Schedule. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Max Stoner of Glace Associates** as the **Zoning/Code Enforcement Officer** for Rye Township. Motion carried

Chairman Sabo made a motion with a second from Supervisor Sloop to appoint **Daisy Lightner** as the **Zoning Administrative Secretary**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Gordon Warren** as the **Floodplain Administrator** and to reappoint **Daisy Lightner** as the **Alternate Floodplain Administrator**. Motion carried unanimously.

Supervisor Sloop made a motion with a second from Vice-Chairman Fedder to reappoint **Eric Simmons** as the **Driveway Permit/Enforcement Officer** for Rye Township. Motion carried unanimously.

Supervisor Sloop made a motion with a second from Chairman Sabo to reappoint Daisy Lightner as the **representative to the Perry County Council of Governments, (Perry Co COG)** and **Vice-Chairman Sean Fedder** as the alternate. Motion carried unanimously.

Chairman Sabo made a motion and Supervisor Sloop seconded to reappoint Rebecca Schulze as the **Collector of Act 511 and Per Capita taxes paid** at the rate of **4%** of the amount of tax collected. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Capital Tax Collection Bureau** as the **Collector of Earned Income tax** at **2.00%** of the amount collected. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to re-appoint Keystone Collections Group as the **Collector of residential solid waste income** for the first quarter of the year 2024. Motion carried unanimously. The record notes that quotes are in the process of being received from several companies to contract with a new billing company effective for April 1, 2024, the second quarter billing.

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

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **James Cassidy** as the **Emergency Management Coordinator** and to reappoint **Michael Rugh** as the **Assistant Emergency Management Coordinator** for Rye Township. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to retain **Michael Pykosh, Esquire** of the firm of Dethlefs, Pykosh and Murphy as **Legal Counsel** for the Township. Motion carried unanimously.

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to approve **Glace Associates, Inc. with Max Stoner, PE as the Township engineer** for plan reviews. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to **reappoint Dan Vodzak and Sean Fedder** to the **Planning Commission** for an additional four (4) year term through 12/31/2027. Motion carried. Vice-Chairman Fedder abstained to avoid the appearance of any potential conflict of interest.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint the following **administrative staff for the Planning Commission** as follows:

- Kimberlee Charles as the **Planning Commission Recording Secretary**.
  - Daisy Lightner as the **Assistant Planning Commission Recording Secretary**.
- Motions carried unanimously.

Vice-Chairman Fedder made a motion with a second from Chairman Sabo to reappoint **Fred Roberts** as an **alternate to the Zoning Hearing Board for a three year term** until 12/31/26. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to **appoint Brenda Little** and to **reappoint Robert Lightner** to the **Park and Recreation Board** for a five (5) year term expiring on 12/31/28. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **Daisy Lightner** as **Chief Administrative Officer of the Pension Plans**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to adopt the following Resolutions to select the following as main depositories for Rye Township:

- **Resolution 24-03- Mid Penn Bank, Marysville Branch**
- **Resolution 24-04- Bank of Landisburg, Shermans Dale Branch**
- **Resolution 24-05- Pennian Bank, New Bloomfield Branch**

Motion carried unanimously.

#### **CERTIFICATION OF DELEGATES TO CONVENTIONS:**

Chairman Sabo made a motion with a second from Vice-Chairman Fedder to certify Chairman Jim Sabo, Vice-Chairman Sean Fedder, Supervisor Brad Sloop, and Secretary/Treasurer Daisy Lightner as **delegates** to attend the **2024 PSATS Annual Convention** to be held in Hershey on April 14-17, 2024. Motion carried unanimously.

It was the consensus of the Board to table the selection and certification of the **Voting Delegate** to the PSATS Convention until the January 23, 2024 regular board meeting. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice-Chairman Fedder to approve and certify delegates James Sabo, Brad Sloop, Sean Fedder, Daisy Lightner, Rebecca Schulze, tax collector and any interested members of the Planning Commission, Zoning Hearing Board and the Emergency Management Coordinators to register and attend the annual **Perry County Association of Township Officials Convention**, which is held on a date to be determined in September of 2024. Motion carried unanimously.

**ESTABLISHING OF 2024 MEETING DATES AND TIMES:**

Supervisor Sloop made a motion with a second from Vice-Chairman Fedder to establish the following monthly meeting dates and times:

- A.** The regular **meeting dates for supervisors' monthly meeting** will be on the **fourth Tuesday 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 Tuesday, **May 21, 2024**
  - November 21 – Thanksgiving - rescheduled to Tuesday, **November 12, 2024**
  - December 25 -- Christmas - rescheduled to Tuesday, **December 17, 2024**.
- 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.** **2025 Budget workshops** on the following Thursdays, October 10 and October 24 and October 31, 2024, at **6:30 PM** at the Township building.  
(The Oct. 31<sup>st</sup> workshop is only held if deemed necessary).
- D.** **Bulk Spring Clean-up dates are:** Friday, May 3 and Saturday, May 4, 2024

Motion carried unanimously.

**ESTABLISHING PAYDAY SCHEDULING:**

Vice-Chairman Fedder made a motion with a second from Chairman Sabo to continue the same policy to authorize the Secretary/Treasurer to **prepare and disburse payroll checks** at approximately 1:45 PM on Wednesday following the end of each two-week pay period. Motion carried. Supervisor Sloop abstained from the motion to avoid any appearance of a conflict of interest since he is a full-time employee of the Township.

**APPROVE/AUTHORIZE INTERIM BILL PAYMENTS:**

Vice-Chairman Fedder made a motion with a second from Supervisor Sloop to approve/authorize the Secretary/Treasurer to prepare and pay interim invoices received up to a maximum of \$2,500.00, especially those with time sensitive pay dates or those that will receive discounts if paid early. Each check requires three signatures as is the policy on all expense checks to include two board member's signatures plus the Treasurer's signature. Motion carried unanimously.

**ESTABLISH THE RATE FOR REIMBURSEMENT OF PRIVATE VEHICLE USE  
WHEN ON TOWNSHIP BUSINESS:**

Chairman Sabo made a motion and Supervisor Sloop seconded to **reimburse an employee for private vehicle use** when on Township business in 2024 at the IRS approved rate of **\$.670** cents per mile. Motion carried unanimously.

**APPROVAL AND PAYMENT OF THE BILLS:** The Secretary/Treasurer provided a check register for the final December expense checks for 2023. There were no 2024 expense checks presented for approval.

2023 General Fund checks #s 17858 -17866 in the amount of \$ 46,317.70. No expense checks were voided during processing.

2023 Payroll checks #s 8295-8297 in the amount of \$5,587.66 and payroll check #s 8298-8303 in the amount of \$4,441.27. No payroll checks void.

Upon due consideration and discussion, Chairman Sabo made a motion and Supervisor Sloop seconded to table the approval of the expense checks # 17858-17866 until the January 23, 2024 regular business meeting, to approve the 2023 payroll checks presented, and to acknowledge that no 2024 expense checks were processed or presented for payment at this time. Motion carried unanimously.

**ANNOUNCEMENTS:** Chairman Sabo announced the following:

- Recreation Board Organization meeting, **January 8, 2024** at 7:00 PM.
- Elected Auditors Organization and meeting is scheduled for **January 3, 2024** at 8:30 AM.
- Planning Commission Organization and regular business meeting is scheduled for **January 3, 2024** at 7:30 PM.
- ZHB Organization meeting, **January 11, 2024** at 7:00 PM.
- The next regular business meeting of the Board of Supervisors is scheduled for Monday, **January 23, 2024** at 7:00 PM.

*All meetings are held at the Township building, 1775 New Valley Road, Marysville.*

**ADJOURNMENT:** There being no further discussion or business before the Board, Chairman Sabo thanked everyone for coming. The 2024 Organization meeting adjourned on a Sabo/Sloop motion at approximately 7:33 PM. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer