

**SUPERVISORS' ORGANIZATIONAL MEETING MINUTES  
JANUARY 5, 2009**

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**PRESENT:** Chairman Ron Evans, Supervisor Robert Lightner, Supervisor, Sharon Cole Engdahl, Daisy Lightner, Secretary/Treasurer, Ron Cree, Zoning Officer and Sean Fedder.

The meeting was held at the municipal building and called to order by Chairman, Ron Evans. Evans convened the meeting with the pledge of allegiance to the flag. The meeting was tape recorded to aid with the preparation of minutes.

**APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:**

Lightner made a motion to appoint Ron Evans as the temporary Chairman. Sharon Cole Engdahl made a motion to appoint Ron Evans as temporary Chairman and Daisy Lightner as temporary secretary. Evans seconded. Motion carried. Lightner said he abstained because of a conflict of interest with the Secretary being his spouse and filed a memorandum with the recording secretary stating the same.

**CITIZEN PARTICIPATION:** Participation from the two citizens present was postponed until the end of the meeting.

The Rye Township Board of Supervisors organized for the year 2009 as follows:

**ELECTION OF CHAIRMAN OF THE BOARD:** Lightner made a motion to appoint Bob Lightner as **Chairman of the Board**; Evans seconded; motion carried unanimously.

**ELECTION OF VICE-CHAIRMAN:** Lightner made a motion and Evans seconded to appoint Ron Evans as **Vice-chairman of the Board**. Motion carried unanimously.

Evans made a motion to appoint himself as **Administrative Superintendent**. Supervisor Lightner abstained publicly stating he has a conflict of interest since the Administrative Superintendent oversees the Secretary/Treasurer, who is his wife. Cole Engdahl opposed the motion. Since the governing body was unable to take any action on the appointment of the **Administrative Superintendent**, Supervisor Lightner once again publicly announced his conflict of interest and provided the Secretary/Treasurer with a written memorandum stating his conflict of interest. After the disclosure Supervisor Lightner voted to appoint Supervisor Evans as the **Administrative Superintendent**. Motion carried. Cole Engdahl opposed.

Supervisor Evans made a motion and Supervisor Lightner seconded to appoint Robert Lightner as the **Public Safety Superintendent**; motion carried. Cole Engdahl opposed.

Evans made a motion to appoint Ron Evans and Bob Lightner as **Co-Road Superintendents**. Cole Engdahl seconded. Motion carried unanimously.

Lightner made a motion and Cole Engdahl seconded to appoint Evans **Equipment Maintenance Superintendent**; motion carried unanimously.

Lightner made a motion to appoint Robert Lightner as **Solid Waste Superintendent**; Cole Engdahl seconded; motion carried unanimously.

Evans made a motion to appoint Evans as **Building and Grounds Superintendent**. Cole Engdahl seconded. Motion carried unanimously.

Evans made a motion to reappoint Jake Auxt as chairman of the **Vacancy Board**. Lightner seconded. Motion carried. Cole Engdahl opposed.

**APPOINTMENT INDEPENDENT AUDITORS:** Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2008. Cole Engdahl made a motion to adopt **Resolution 09-01**, which appoints the firm of **Smith, Elliott, Kearns and Company, LLC with Greg Hall, CPA** to perform an annual audit for the fiscal year beginning in January 2008 and ending in December 2008, and said Township has advertised its intent to appoint this firm. Evans seconded. Motion carried. The record notes Supervisor Lightner abstained and disclosed the conflict as his wife is the Secretary/Treasurer and it is mainly her work that is being audited. A memorandum stating this conflict was filed with the Secretary/Treasurer, who records the minutes.

Lightner recognized the **elected auditors** as follows: **Donna LaChapelle and Debra Landrum and Catherine Sabo**. Cole Engdahl made a motion and Evans seconded to authorize the elected auditors to conduct an audit of the local elected tax collector, Stanley Humbert for the fiscal year 2008. Motion carried unanimously.

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

Supervisor Lightner said he would be abstaining from the vote on the appointment of the Secretary/Treasurer because of a conflict of interest. Evans made a motion to reappoint Daisy Lightner as **Secretary/Treasurer**; Cole Engdahl opposed. With the Board unable to take action on this appointment, Supervisor Lightner again publicly disclosed his conflict as the Secretary/Treasurer is his wife, referred to the written memorandum on file with the Recorder of the minutes, and then seconded the motion to reappoint Daisy Lightner as **Secretary/Treasurer**. Motion carried with Cole Engdahl opposing.

Supervisor Cole Engdahl made a motion to reappoint **Ron Cree as Zoning Officer** for Rye Township; Evans seconded. Motion carried unanimously.

Supervisor Cole Engdahl made a motion to reappoint Ron Cree as **Driveway Permit Officer**. Evans seconded. Motion carried unanimously.

Evans made a motion and Cole Engdahl seconded to reappoint Mike Higgins as **Sewage Enforcement Officer**, wages remaining the same as set by Resolution 05-03 until January 26, 2009 when a revised fee schedule will be adopted; motion carried. All members voting in favor.

Cole Engdahl made a motion and Evans seconded to reappoint Leonard Sizer as **Alternate Sewage Enforcement Officer**. Motion carried unanimously.

Cole Engdahl made a motion to reappoint Ron Evans as the **representative to the Perry County Council of Governments** and Lightner seconded. Motion carried unanimously.

Evans made a motion to reappoint Sharon Cole Engdahl as the representative and Daisy Lightner as the alternate **representative to the Capital Region Council of Governments** and Lightner seconded. Motion carried unanimously.

Cole Engdahl made a motion and Evans seconded to reappoint Stanley Humbert as the **Collector of Act 511 per capita taxes** at 4% of the amount collected. Motion carried unanimously. Evans made a motion and Cole Engdahl seconded to reappoint Capital Area Tax Collection Bureau as the **Collector of Earned Income tax** at 2.0% of the amount collected; motion carried unanimously.

Cole Engdahl made a motion to reappoint Capital Area Tax Collection Bureau as the **Collector of residential solid waste income** for the year 2009, Evans seconded; motion carried unanimously.

Cole Engdahl made a motion to reappoint Nancy Sunday as the **Representative to Capital Area Tax Collection Bureau, the collector of Earned Income Tax**; Evans seconded; motion carried unanimously.

Cole Engdahl made a motion to keep **Jim Cassidy as the Emergency Management Coordinator** for Rye Township and Scott Weaver as the Assistant Emergency Management Coordinator; Evans seconded. Motion carried unanimously.

Evans made a motion and Lightner seconded to reappoint the firm of Manke, Wagner, Spreha, & McQuillan and P. Richard Wagner, Esquire as the main **Legal Counsel for the Township** with an alternate from the firm available when Solicitor Wagner is not available. Motion carried. All voting in favor.

Cole Engdahl made a motion to retain Rettew Associates, Inc., Max Schradely & Frank Chlebnikow as the **Township's engineer**. However, the Board decided not to enter into a formal contract in 2009. Evans seconded. Motion carried unanimously.

Lightner made a motion to reappoint Ron Cree, Tom Graupensperger, and James Sabo to the **Planning Commission**. Evans seconded; motion carried unanimously. The record notes that James Sabo is filling the position left vacant with the demise of Kathy Miller. The unfilled term expires on December 31, 2009.

Cole Engdahl made a motion to reappoint Peggy Fedder to the **Zoning Hearing Board**. Evans seconded; motion carried unanimously.

Cole Engdahl made a motion to reappoint Gene Rebert to the **Park and Recreation Board**. Evans seconded. Motion carried. All voting in favor.

Cole Engdahl made a motion and Evans seconded to reappoint Daisy Lightner as **Chief Administrative Officer of the Pension Plans**, motion carried unanimously. Supervisor Lightner noted that Daisy Lightner receives no additional compensation for this appointment.

Evans made a motion to recommend the **treasurer's bond** limit remain at the currently set amount of \$250,000. Cole Engdahl seconded. Motion carried unanimously.

Lightner announced that the **elected auditors will meet on Monday, January 12, 2009 at 7:00 PM** to organize, to discuss the scheduling of an audit of the local elected tax collector for the fiscal year 2008, and to set the pay rate of Supervisors working as employees of the Township. The record notes at this time there is not a supervisor working regularly as an employee of the Township.

Cole Engdahl made a motion to reappoint the **First National Bank of Marysville** as the main **depository for Township funds and PLGIT**, (PA Local Government Investment Trust). PLGIT is used to gain better interest rates and still keep the funds fluid. Lightner seconded; motion carried. Supervisor Evans abstained since he is a part time employee of the First National Bank of Marysville.

Cole Engdahl made a motion to certify Ron Evans, Robert Lightner and Daisy Lightner as **convention delegates** for attendance at the State Association of Township's Convention in April at Hershey. Evans seconded. Motion carried unanimously.

Cole Engdahl made a motion to appoint Robert Lightner as the **voting delegate** for the State Convention in April. Evans seconded. Motion carried unanimously.

Ronald Evans, Robert Lightner, Sharon Cole Engdahl, and Daisy Lightner indicated they would attend the Perry County Convention on February 28, 2009. The Secretary/ Treasurer noted that she does not receive the approved compensation for attendance from the Township since she works for the Perry County Association of Township Officials. Evans made a motion and Cole Engdahl seconded to authorize Ronald Evans, Robert Lightner, Sharon Cole Engdahl, and Daisy Lightner to attend the **Perry County Convention on February 28, 2009**. Motion carried unanimously.

**REVISED OPEN RECORDS POLICY:** Discussion ensued on the revised Open Records Policy prepared from a sample from PSATS. Supervisor Cole Engdahl discussed including within the policy regulations for taped recordings.

Lightner made a motion to table the **Revised Open Records Policy** until the Solicitor is present for legal guidance. Cole Engdahl seconded. Motion carried unanimously.

#### **ESTABLISHING OF MEETING DATES:**

Chairman Lightner read aloud and the Board discussed the following dates:

A. The **meeting dates for supervisors' meetings.**

Cole Engdahl made a motion and Evans seconded to establish the regular monthly meeting of the Board of Supervisors on the **fourth Monday of each month** except for May, when the date will be Tuesday, May 26<sup>th</sup> due to the Memorial Day Holiday and December, when the date will be

Monday, December 14, 2008 due to the Christmas Holiday. Motion carried unanimously.

- B. Supervisors' **special meetings** on Monday evenings at 7:30 PM, as deemed necessary by the Board of Supervisors, except for legal holidays. Cole Engdahl made a motion and Evans seconded to hold special meetings on Monday evenings at 7:30 PM as much as possible, except for legal holidays. Motion carried unanimously.
  
- C. **2010 Budget workshops** for the following Thursdays, October 1 and October 22<sup>nd</sup> & November 5, 2009, if deemed necessary at **7:00 PM** at the Township building. Cole Engdahl made a motion & Evans seconded to set the dates for **2010 Budget workshops for the following Thursdays: October 1 and October 22<sup>nd</sup> & November 5, 2009**, (if deemed necessary) at **7:00 PM** at the Township building. Motion carried unanimously.
  
- D. **Spring and Fall Clean-up dates** as Friday, May 1<sup>st</sup> and Saturday, May 2, 2009 and Friday, October 2<sup>nd</sup> and Saturday, October 3, 2009. Cole Engdahl made a motion with a second from Evans to set the above dates in **May for the Spring Clean up and the above dates in October for the Fall Clean up.** Motion carried unanimously.

**TEAMSTERS 776-ROAD CONTRACT FOR THE YEARS 2009, 2010, 2011 & 2012.**

Discussion ensued on the status of the road crew contract. After a brief discussion, Cole Engdahl **made a motion to authorize Robert Lightner to complete a final review and sign the Teamsters 776 Road Contract for the years 2009, 2010, 2011, and 2012 on behalf of the Board when it is received from Robert Snyder.** The remainder of the Board will publicly ratify the contract at the January 26, 2009 meeting. However, as long as Lightner reviews and signs the contract, the wage increases can be implemented for January 1, 2009. Evans seconded the motion. Motion carried unanimously. Supervisor Cole Engdahl and Evans requested copies of the executed document for their reference.

**ESTABLISHING PAYROLL POLICIES:**

Evans 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. Cole Engdahl seconded; motion carried unanimously.

Cole Engdahl made a motion and Lightner seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$.55 cents per mile. Motion carried unanimously.

**APPROVAL AND PAYMENT OF THE BILLS:** The Secretary/Treasurer provided two separate check registers: one for the final checks for 2008 and one for 2009 checks. 2008 General fund checks #s 11804 -11822 in the amount of \$ 10,180.81. 2009 General Fund checks #s 11823-11834 in the amount of \$5,346.46. No checks void.

Payroll checks #s 5328-5338 in the amount of \$8,788.86. No payroll checks void.

Evans made a motion and Cole Engdahl seconded to approve the checks and pay the bills, except for check # 11809 issued to Daisy Lightner for mileage. Motion carried unanimously.

Cole Engdahl made a motion and Evans seconded to approve check #11809 issued to Daisy Lightner for mileage. Motion carried. The record notes Supervisor Lightner abstained, since Daisy is his spouse.

**CITIZEN PARTICIPATION:** Zoning Officer, Ron Cree commended the Board and expressed appreciation that Board members are working together better.

There being no further business before the Board, Cole Engdahl made a motion and Evans seconded to adjourn the 2009 organizational meeting at 8:04 PM. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer