

**RYE TOWNSHIP
SUPERVISORS' ORGANIZATIONAL MEETING MINUTES
JANUARY 3, 2011**

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PRESENT: Chairman Robert Lightner, Vice-Chairman Ron Evans, Supervisor, Ken Quigley, Daisy Lightner, Secretary/Treasurer, Ron Cree, Zoning Officer, Sean and Peggy Fedder, Jean Snyder, Pat and Elwood Brubeck, Linda Ekelman, and John Fitzsimmons.

FORMER SUPERVISORS PRESENT: Charlie Kunkle and Phyllis Page

The meeting was held at the municipal building and called to order by Chairman, Lightner. Chairman Lightner convened the meeting with the pledge of allegiance to the flag. Pat Brubeck and Linda Ekelman announced that they would be audio and tape recording the meeting.

APPOINTMENT OF TEMPORARY CHAIRMAN AND SECRETARY:

Supervisor Evans made a motion to and Supervisor Quigley seconded to appoint Supervisor Lightner as the temporary Chairman. Motion carried unanimously. Supervisor Evans made a motion and Supervisor Quigley seconded to appoint Daisy Lightner as temporary secretary. Motion carried unanimously.

CITIZEN PARTICIPATION: Chairman Lightner welcomed everyone to the meeting and asked if there was any citizen participation at this time. No citizen participation was offered at this time.

The Rye Township Board of Supervisors organized for the year 2011 as follows:

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

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

Supervisor Quigley made a motion to appoint Supervisor Evans as **Administrative Superintendent**. Motion carried. Supervisor Lightner abstained publicly stating he has a conflict of interest since the Administrative Superintendent oversees the Secretary/Treasurer, who is his wife and provided the Secretary/Treasurer with a written memorandum stating his conflict of interest.

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

Chairman Lightner made a motion to appoint Supervisor Quigley as **Road Superintendent**. Supervisor Evans seconded. Motion carried. Supervisor Quigley abstained.

Chairman Lightner made a motion and Supervisor Evans seconded to appoint Supervisor Quigley as **Equipment Maintenance Superintendent**; motion carried. Supervisor Quigley abstained from the vote.

Supervisor Evans made a motion to appoint Robert Lightner as **Solid Waste Superintendent**; Supervisor Quigley seconded; motion carried unanimously.

Supervisor Quigley made a motion to appoint Supervisor Evans as **Building and Grounds Superintendent**. Chairman Lightner seconded. Motion carried unanimously.

Chairman Lightner made a motion to reappoint Jake Auxt as chairman of the **Vacancy Board**. Supervisor Evans seconded. Motion carried unanimously.

APPOINTMENT INDEPENDENT AUDITORS: Proof of publication is on file to appoint an independent auditing firm for the fiscal year 2010. Supervisor Quigley made a motion to adopt **Resolution 11-01**, 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 2010 and ending in December 2010, and said Township has advertised its intent to appoint this firm. Supervisor 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.

Chairman Lightner recognized the **elected auditors** as follows: **Donna LaChapelle and Debra Landrum and Catherine Sabo**. Supervisor Evans made a motion and Supervisor Quigley seconded to authorize the elected auditors to conduct an audit of the local elected tax collector, Stanley Humbert for the fiscal year 2010 and to set the salaries for any supervisor that may work as an employee of the Township. Motion carried unanimously.

Phyllis Page of 165 Mountain Road requested a copy of the Salary Schedule Resolution establishing salaries for 2011.

THE FOLLOWING APPOINTMENTS OR REAPPOINTMENTS WERE MADE:

Chairman Lightner stated that he would be abstaining from the vote on the appointment of the Secretary/Treasurer because of a conflict of interest. Supervisor Evans made a motion to reappoint Daisy Lightner as **Secretary/Treasurer**; Supervisor Quigley seconded the motion. Motion carried. Chairman Lightner abstained.

Supervisor Quigley made a motion to reappoint **Ron Cree as Zoning Officer** for Rye Township; Chairman Lightner seconded. Motion carried unanimously.

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

Supervisor Quigley made a motion and Supervisor Evans seconded to reappoint Mike Higgins as **Sewage Enforcement Officer**, wages remaining the same as set by Resolution 10-07; motion carried. All members voting in favor.

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

Chairman Lightner made a motion and Supervisor Evans seconded to appoint Supervisor Quigley as the **representative to the Capital Region Council of Governments**. Motion carried unanimously. Supervisor Quigley made a motion with a second from Supervisor Evans to appoint Daisy Lightner as the **alternate representative to the Capital Region Council of Governments**. Motion carried unanimously.

Supervisor Quigley made a motion to appoint Supervisor Evans as the **representative to the Perry County Council of Governments** and Supervisor Quigley as the alternate. Supervisor Evans seconded. Motion carried unanimously.

Chairman Lightner made a motion with a second from Supervisor Quigley to reappoint Stanley Humbert as the **Collector of Act 511 per capita taxes** at 4% of the amount collected. Motion carried unanimously.

Chairman Lightner made a motion with a second from Supervisor Quigley to reappoint Capital Area Tax Collection Bureau as the **Collector of Earned Income tax** at 2.0% of the amount collected; motion carried unanimously. The record notes the costs for collection remain the same as last year.

Chairman Lightner made a motion with a second from Supervisor Evans to reappoint Capital Area Tax Collection Bureau as the **Collector of residential solid waste income** for the year 2011; motion carried unanimously with no change in the current charge.

Supervisor Quigley made a motion and Chairman Lightner seconded to reappoint Nancy Sunday as the **Representative Capital Area Tax Collection Bureau, the collector of Earned Income Tax**; motion carried unanimously.

Supervisor Quigley made a motion to reappoint Daisy Lightner as the **Alternate representative to the Capital Area Tax Collection Bureau, the collector of Earned Income Tax**; motion carried unanimously.

Supervisor Quigley made a motion with a second from Supervisor Evans to reappoint Daisy Lightner as the **Representative to the Tax Collection Commission**; motion carried with Chairman Lightner abstaining from the vote because Daisy is his spouse.

Supervisor Quigley made a motion and Supervisor Evans seconded to reappoint **Jim Cassidy as the Emergency Management Coordinator** for Rye Township and **Scott Weaver as the Assistant Emergency Management Coordinator**; motions carried unanimously.

Supervisor Evans made a motion with a second from Chairman Lightner to reappoint the firm of Manke, Wagner, Spreha; 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 unanimously.

Supervisor Quigley made a motion to retain Rettew Associates, Inc., Max Schradely & Frank Chlebnikow as the **Township's engineer** on a case by case basis. However, the Board decided once again not to enter into a formal contract in 2011. Chairman Lightner seconded. Motion carried unanimously.

Supervisor Quigley made a motion to reappoint Gordon Warren to the **Planning Commission**. Supervisor Evans seconded; motion carried unanimously.

Supervisor Evans made a motion to appoint John Fitzsimmons, Jr. to the **Zoning Hearing Board**. Supervisor Quigley seconded; motion carried unanimously.

Chairman Lightner made a motion to appoint Eva Brown to the **Park and Recreation Board**. Supervisor Quigley seconded. Motion carried. All voting in favor.

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

The Board directed the Secretary/Treasurer to check with the CPA from Smith, Elliott, Kearns & Co. regarding the Treasurer's bond limit currently set at \$250,000.

Chairman Lightner announced that the **elected auditors will meet on Wednesday, January 5, 2011 at 6:30 PM** to organize, to discuss the scheduling of an audit of the local elected tax collector for the fiscal year 2010, 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.

Chairman Lightner made a motion to reappoint the **First National Bank of Marysville** as the main **depository for Township funds along with PLGIT**, (PA Local Government Investment Trust) and the **Bank of Landisburg, Shermans Dale Branch**. The Bank of Landisburg and PLGIT are used mainly to gain better rates of return for certificates of deposit. Supervisor Quigley seconded; motion carried unanimously. The Secretary/Treasurer noted there are no monies invested with PLIGIT at this time because of extremely low interest rates.

YEAR END TRANSFER RESOLUTIONS: Supervisor Evans made a motion and Supervisor Quigley seconded to adopt **Resolution 11-02**, which authorized the following transfers at the First National Bank of Marysville: 1) \$500.00 of monies donated and received in 2010 for the Elaine Pierson Memorial Fund from the General Checking to a line item 01.106.50 in the General Savings account; 2) \$10,000 of 2010 monies budgeted to increase the Capital Reserve Bridge Fund to a line item 01.106.03 in the General Savings account. Motion carried unanimously.

Chairman Lightner made a motion and Supervisor Quigley seconded to approve **Resolution 11-03**, which authorized the Secretary/Treasurer to transfer a matured Solid Waste Trash Truck CD in the amount of \$85,120.84 from the First National Bank of Marysville to the Bank of Landisburg, Shermans Dale branch and to approve the re-designation of these funds to a Solid Waste Trash CD since Rye Township is no longer in the trash business beginning in 2011. Motion carried unanimously.

UPDATE RIGHT TO KNOW POLICY: Supervisor Quigley made a motion with a second from Chairman Lightner to amend the **Township's Right to Know Policy** for consistency with the current fee schedule, which established the fees for paper copies for \$.25 per page. Motion carried unanimously.

CERTIFICATION OF DELEGATES TO HERSHEY CONVENTION: Chairman Lightner made a motion to certify Ken Quigley and Daisy Lightner as delegates to the **PSATS 2011 Convention** to be held in Hershey from April 17-April 20, 2011. Supervisor Evans seconded. Motion carried. Supervisor Quigley abstained.

Chairman Lightner made a motion to certify Ken Quigley as the **voting delegate** to the PSATS 2011 Convention to be held in Hershey from April 17-April 20. Supervisor Evans seconded. Motion carried. Supervisor Quigley abstained.

Supervisor Evans made a motion and Supervisor Quigley seconded to authorize Chairman Robert Lightner, Supervisor Evans, Supervisor Quigley, Secretary/Treasurer Daisy Lightner and tax collector and deputy tax collector, Stanley and Barbaranne Humbert, if available, to attend the **Perry County Convention on February 26, 2011**. Motion carried unanimously. The Secretary/ Treasurer noted that she does not receive the approved compensation for attendance from the Township since she is the Secretary/Treasurer for the Executive Board of the Perry County Association of Township Officials.

ESTABLISHING OF MEETING DATES:

Supervisor Quigley made a motion to establish the following meeting dates for the Board:

- A. The regular **meeting dates for supervisors' monthly meeting** will be on the **fourth Monday of each month** except December, when the date will be Monday, December 19, 2011 due to the Christmas Holiday.
- B. Additional Supervisors' **special meetings** on the second Friday at 9:00 AM, as deemed necessary by the Board of Supervisors, except for legal holidays.
- C. **2012 Budget workshops** for the following Thursdays: October 6 and October 20th & the third meeting for November 3, 2011, if deemed necessary at **7:00 PM** to be held at the Township building.
- D. **Spring and Fall Clean-up dates** as Friday, May 6 and Saturday, May 7, 2011 and Friday, September 30, 2011 and Saturday, October 1, 2011. The hours on Friday clean ups will be 6:00 AM to 2:00 PM. Hours for Saturday clean-ups will be from 8:00 AM to 12 noon.

Supervisor Evans seconded. Motion carried unanimously.

ESTABLISHING PAYROLL POLICIES:

Supervisor 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, (bi-weekly) pay period. Supervisor Quigley seconded; motion carried unanimously.

Supervisor Quigley made a motion and Chairman Lightner seconded to **reimburse an employee for private vehicle use** when on Township business at the IRS approved rate of \$0.51 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 2010 and one for 2011 checks. 2010 General fund checks #s 12863 -12874 in the amount of \$ 9,498.42. 2011 General Fund checks #s 12875-12882 in the amount of \$2,014.01. No checks void.

Payroll checks #s 5899-5909 in the amount of \$6,190.88. No payroll checks void.

Supervisor Evans made a motion and Supervisor Quigley seconded to approve the checks and pay the bills, except for check # 12877 in the amount of \$35.75 issued to Daisy Lightner for mileage. Motion carried unanimously.

Supervisor Quigley made a motion and Supervisor Evans seconded to approve check #12877 issued to Daisy Lightner for mileage. Motion carried. The record notes Supervisor Lightner abstained from the vote, since Daisy is his spouse.

CITIZEN PARTICIPATION: Chairman Lightner reported that after several months of unsuccessful attempts to bargain with the Teamsters in regards to the permanent furlough of former sole police department employee, Clinton Shoop, the Teamsters finally agreed and scheduled an impact bargaining session on December 22. Unfortunately, the Union requested an extravagant severance payment for 41 months, which would cost the Township in the ballpark of \$220,000. In addition, the amount requested did not include additional expense for legal services. The Township disbanded the department due to economic reasons and costs involved to operate a one man department and could not consider this offer. Therefore, the Teamsters said they intend to request arbitration, which involves additional costs for a neutral arbitrator, who will meet with the parties and determine and award any severance package or settlement. To date, the Board has voluntarily provided and paid 100% for the former employee to receive an additional five (5) months of family health insurance coverage, including medical, dental, vision and dependent life, paid all unused vacation with no pro-rating, and paid a full two week final salary payment when only one week was physically worked. The former employee is currently receiving unemployment benefits.

Supervisors Evans and Quigley expressed appreciation to Chairman Lightner for representing the Board of Supervisors at the impact bargaining session. Supervisor Evans commented that he has been involved with bargaining previously and can appreciate the time and effort spent.

ADJOURNMENT: There being no further business before the Board, Supervisor Quigley made a motion and Supervisor Evans seconded to adjourn the 2011 organizational meeting at 8:10 pm. Motion carried unanimously.

Respectfully submitted,

Daisy Lightner
Secretary/Treasurer