

**SUPERVISORS' ORGANIZATION MEETING MINUTES  
JANUARY 3, 2022**

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**PRESENT:** Chairman James Sabo, Vice-Chairman John Stahl, Supervisor Brad Sloop, Daisy Lightner, Sec/Treasurer, Cathy Sabo, Elected Auditor, Wanda Stahl, John Fitzsimmons, PE, and Sean Fedder,

**FORMER SUPERVISOR PRESENT:** John Schulze, PE

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:** Vice-Chairman Stahl opened the meeting in prayer.

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 Stahl to appoint Supervisor Jim Sabo as the temporary Chairman. Motion carried unanimously.

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

**CITIZEN PARTICIPATION:** Temporary Chairman Sabo asked if there was any citizen participation at this time. Elected Auditor Cathy Sabo clarified the statement on the first page of the agenda regarding the Elected Auditors establishing the pay rate for supervisors working as employees of the Township.

**ORGANIZATION OF THE BOARD:**

Supervisor Stahl 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 John Stahl** as the **Vice-Chairman** of the Board. Supervisor Sloop seconded the motion. Motion carried unanimously.

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

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

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint **John Stahl** as the Co-Road Superintendent. Motion carried unanimously.

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

Chairman Sabo made a motion with a second from Vice- Chairman Stahl 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 **John Stahl** as the **Solid Waste Superintendent**. Motion carried unanimously.

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

Supervisor Sloop made a motion to reappoint **Robert Lightner** as **Vacancy Board Chairman**; Vice-Chairman Stahl 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 2021. Chairman Sabo made a motion to adopt **Resolution 22-01**, 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 2021 and ending in December 2021. 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. Chairman Sabo made a motion with a second from Supervisor Sloop to authorize the elected auditors to conduct an audit of the local elected tax collector, Rebecca Schulze, for the fiscal year 2021; and, as regulated by the Second Class Township Code, to establish the pay rate of supervisors working as employees of the Township for 2022. Motion carried unanimously.

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

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

Chairman Sabo 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 and Supervisor Sloop seconded to re-appoint **Leonard Sizer** of Frederick Seibert Associates, (FSA) as **Sewage Enforcement Officer and John Madden, PE of FSA** as the alternate SEO. Motion carried unanimously.

Upon due consideration, Chairman Sabo made a motion with a second from Vice-Chairman Stahl to adopt **Resolution 21-02**, the Sewage Enforcement Fee Schedule. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to reappoint **Brian Gilbert** as the **Zoning/Code Enforcement Officer** for Rye Township. Motion carried unanimously.

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 **Daisy Lightner** as the **Alternate Floodplain Administrator**. Motion carried unanimously.

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

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint Daisy Lightner as the **representative to the Perry County Council of Governments, (Perry Co COG)** and **Vice-Chairman John Stahl** 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 at 4%** of the amount collected. Motion carried.

Chairman Sabo made a motion with a second from Supervisor Sloop to appoint **Capital Tax Collection Bureau** as the **Collector of Earned Income tax at 2.00%** of the amount collected and to re-appoint Keystone Collections Group as the **Collector of residential solid waste income** for the year 2021. Motion carried unanimously.

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**. Motion carried unanimously.

Chairman Sabo made a motion with a second from Vice-Chairman Stahl to reappoint **James Cassidy as the Emergency Management Coordinator, EMC,** and **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 P. Daniel Altland, Esquire as main **Legal Counsel**. Motion carried unanimously.

Chairman Sabo noted that requests for proposal were sent out for the position of **Township engineer** for plan reviews. No action was taken. This appointment will be added to the January 24, 2022 meeting agenda.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint the following:

- Ken Quigley and Camille Otto to the **Planning Commission** for an additional four (4) year term through 12/31/2025.

Motion carried unanimously.

Supervisor Sloop made a motion with a second from Vice-Chairman Stahl to reappoint the following **administrative staff for the Planning Commission:**

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

Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to reappoint the following:

- John-Thomas Graupensperger to the **Zoning Hearing Board for a five year term** until 12/31/26. (Their next meeting to organize for the year is scheduled for January 13, 2022 at 7:00 PM at the Township building.)
- **William Holley and Melissa Snyder** to the Park and Recreation Board for a five (5) year term expiring on 12/31/26.
- Daisy Lightner as **Chief Administrative Officer of the Pension Plans.**

Motion carried unanimously.

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

- **Resolution 22-03- Marysville Bank a Division of Riverview Bank**, formerly the First National Bank of Marysville; recently became Mid Penn Bank.
- **Resolution 22-04- Bank of Landisburg, Shermans Dale Branch**
- **Resolution 22-05- Pennian Bank, New Bloomfield Branch**

Motion carried unanimously.

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

Chairman Sabo made a motion to certify Chairman Jim Sabo, Vice-Chairman John Stahl, Supervisor Brad Sloop, and Secretary/Treasurer Daisy Lightner as **delegates** to attend the 2022 PSATS Annual Convention to be held in Hershey on April 24-27, 2022. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to certify **Jim Sabo** as the **Voting Delegate**. Motion carried unanimously.

Chairman Sabo made a motion and Vice-Chairman Stahl seconded to authorize Chairman Sabo, Supervisor Sloop, Secretary/Treasurer, Daisy Lightner, and Tax Collector Rebecca Schulze, if available, to attend the annual **Perry County Association of Township Officials Convention on a Saturday in 2022**. Date to be determined. Motion carried unanimously.

### **ESTABLISHING OF 2022 MEETING DATES AND TIMES:**

Chairman Sabo made a motion with a second from Supervisor Sloop 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:

November 24 – Thanksgiving - rescheduled to Monday, **November 14, 2022**

December 25 -- Christmas - rescheduled to Monday, **December 12, 2022.**

Motion carried unanimously.

Vice-Chairman Stahl made a motion with a second from Supervisor Sloop to establish the following:

- 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. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Sloop to establish the following:

- C. 2023 Budget workshops** on the following Thursdays, October 6 and October 20 and November 3, 2022, **at 6:30 PM** at the Township building.  
(Nov 3<sup>rd</sup> workshop is only held if deemed necessary).

Motion carried unanimously.

Supervisor Sloop made a motion with a second from Vice-Chairman Stahl to establish the following:

- D. Bulk Spring Clean-up dates are:** Friday, May 6 and Saturday, May 7, 2022

Motion carried unanimously.

#### **ESTABLISHING PAYROLL POLICIES:**

Chairman Sabo made a motion to continue the same policy to authorize the Secretary/ Treasurer to **prepare and disburse payroll** at 1:45 PM on Wednesday following the end of each two-week pay period. Vice-Chairman Stahl seconded; motion carried unanimously.

#### **AUTHORIZING INTERIM BILL PAYMENTS:**

Chairman Sabo made a motion with a second from Supervisor Sloop 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.

#### **SET APPROVED RATE FOR REIMBURSEMENT OF PRIVATE VEHICLE**

Chairman Sabo made a motion and Supervisor Sloop seconded to **reimburse an employee for private vehicle use** when on Township business in 2022 at the IRS approved rate of \$.585 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 2021 and one for January 2022 checks as follows:

2021 General Fund checks #s 17222 -17243 in the amount of \$ 48,137.13.

2022 General Fund checks #s 17244-17245 in the amount of \$ 714.97.

Void Check #s 17222 and 17227, voided during processing.

2021 Payroll checks #s 7991-7993 in the amount of \$5,338.86 and check #s 7944-7998 in the amount of \$4,032.81. No payroll checks void.

Upon due consideration and discussion, Chairman Sabo made a motion and Vice-Chairman Stahl seconded to approve the 2021 and 2022 expense and payroll checks presented and pay the bills. Motion carried unanimously.

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

- The next regular business meeting of the Board is scheduled for Monday, **January 24, 2022** at 7:00 PM.
- Planning Commission Organization and regular business meeting is scheduled for **January 4, 2022** at 7:30 PM.
- Recreation Board Organization meeting, **January 10, 2022** at 7:00 PM.

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

**CITIZEN PARTICIPATION:**

Chairman Sabo opened the floor for any additional public comments or participation.

John Schulze commented about the announcements of upcoming meetings in the above-listing, about terms for appointments to the various boards such as the Recreation Board and the Planning Commission, and about the response to his list of questions submitted on the budget.

Chairman Sabo noted the comments and offered that anyone interested in volunteering to serve on a Board may contact the Township. He also offered that a memo was sent from the Township office to all residents on the email notification list regarding details on the 2022 Budget.

**ADJOURNMENT:** There being no further discussion before the Board, Chairman Sabo thanked everyone for coming and adjourned the 2022 Organizational meeting at 7:35 PM.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer