

**RYE TOWNSHIP
SUPERVISORS' MEETING
January 25, 2021**

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PRESENT: Chairman Jim Sabo, Supervisor John Schulze, Daisy Lightner, Secretary/Treasurer, Eric Simmons, Driveway Permit Officer, Sean Fedder, Ashley Fleisher, Ed and Carrie Lingle, Emma Lingle, John Fitzsimmons, Corinna Van Hine and Solicitor, Dan Altland.

FORMER SUPERVISORS PRESENT: Charles Kunkle and Robert Lightner

OTHERS PRESENT VIA DIAL IN AUDIO ACCESS: Vice-Chairman John Stahl, Dana Cotton, Camille Otto, Dave and Suzi Hammaker and Luke Roman of the Duncannon Record.

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 7:01 PM with the pledge of allegiance to the flag. Masks were worn by all in attendance and social distancing was practiced. Dial in audio access was provided as an option through a GoToMeeting subscription with the access information posted on the Township's website. The meeting was recorded to aid with the accurate preparation of the minutes.

EXECUTIVE SESSION: Chairman Sabo announced that the Board held an Executive Session on Friday, January 15, 2021 to discuss personnel issues, and to clarify, compare information, and discuss the actual audited financial information to revise wrong assumptions that were included in a recently distributed analysis. The session was attended by the Board of Supervisors, the Secretary/Treasurer, Supervisor Schulze's wife, Tax Collector, Rebecca Schulze, CPA, and Cathy Sabo, Supervisor Sabo's wife, who has a degree in accounting.

Chairman Sabo provided a brief synopsis of the analysis discussed at the Executive Session. He understood the analysis that was distributed caused a lot of concern, which is why the Board prepared an analysis with audited figures and actual historical financial data. This analysis showed better, more accurate results. Chairman Sabo also noted that neither analysis accounted for factors such as change in future pension benefits for new hires and retirement of employees, which is likely to take place before 2033. The Board is not going to discuss or take any action on the Employee Agreement tonight. The Board plans to sit down to discuss the details of the Agreement with the employees in the near future before proceeding any further.

CITIZEN PARTICIPATION: Chairman Sabo asked if there was any citizen participation at this time.

Ashley Fleisher of Elm Street asked about the costs to the Township in the years following retirement of a full time employee.

The Secretary/Treasurer, who is also the Pension Plan Administrator, explained that when a full time employee retires, they complete a form and submit it to Pennsylvania Municipal Retirement System, PMRS. Current full time employees are covered under at Defined Benefit Plan. Future hires will be enrolled in a Cash Balance Plan or Defined Contribution Plan similar to a 401K plan. For the Defined Benefit Plan, PMRS calculates a monthly pension benefit according to a formula, involving age at retirement, years of service, and mortality tables. The retiree receives a monthly benefit generally as a single life annuity until death. There is no further cost to the Township when that employee retires, except for a small annual administrative fee of \$20.00. Currently, the non-uniform pension plan with PMRS is overfunded. So there are enough funds in the plan to pay for all future projected benefits. The record notes that the Township receives State Aid annually to assist with any annual pension obligations.

APPROVAL OF THE MINUTES: Supervisor Schulze made a motion and Vice-Chairman Stahl seconded to approve the minutes of the December 14, 2020 supervisors' meeting as submitted. Motion carried unanimously.

Supervisor Schulze made a motion and Vice-Chairman Stahl seconded to approve the minutes of the January 4, 2021 Organization meeting as amended; motion carried unanimously.

SUBDIVISION/LAND DEVELOPMENT: Joe Burget of Burget and Associates approached the Board to request final approval of the Final Land Development Plan for White Tail Lodge - David and Suzanne Hammaker. He explained the plan and the purpose of the plan, which is to develop an existing 59 acre plus or minus lot containing an existing event facility, White Tail Lodge, to create an approved building lot for a single family dwelling on the same parcel # 220,151.00-003.000 addressed as 30 Brubeck Circle. A driveway profile was included with the drawings and a storm water plan was provided, reviewed, and approved by the Township engineer. The E & S plan was approved by Perry County Conservation District. All filing fees and a \$50 security deposit were paid in full. The required escrow deposit was replenished recently. The subject plan was submitted to the Perry County Planning Commission, (PCPC), and comments were received and addressed. The plan was recommended for approval with contingencies at the January 5, 2021 Planning Commission. The Board of Supervisors reviewed the following contingencies:

1. Add a steep slopes plan to the set to clearly show the steep slope areas. *S&LDO 320-21.M. (8). Completed.*
2. Remove Note #6 and Note #10 from the General Notes on Sheet 1 and renumber the list. *Completed.*
3. Add an easement for the alternate septic area along with the addition of a note that the area should not be disturbed. *S&LDO 320-35.G. Completed*
4. Add the clean out stake detail and a demarcation of the elevation when maintenance is required. *Completed.*
5. Relocate the spillway to the north for a more natural grade discharge. *Completed.*
6. Add a rock level spreader at the outfall pipe and the detail to the plan. *Completed.*
7. Provide an Operation and Maintenance, (O & M) Agreement, approved by the Township Solicitor, and incorporate the Agreement as part of the deed to the property. *S&LDO 320-37.G. Approved by the Solicitor and completed.*
8. Relabel the drainage easement with access/drainage easement. *Completed.*
9. Add the following note to the General Notes per the Solicitor:
The existing lot may be utilized for one single family residential dwelling along with the existing White Tail Lodge together with customary accessory buildings incidental to the two primary buildings. Any future development will require an approved Land Development Plan. Outstanding.
10. Sign the ownership statement. *S&LDO 320-26. Outstanding.*

Supervisor Schulze mentioned that the private driveway when complete will need to be paved since the driveway is located in the Residential 1, (R-1) District.

Upon due consideration and discussion, Supervisor Schulze made a motion with a second from - Chairman Sabo to approve the following alteration of requirements from the Subdivision Land Development Ordinance for the Final Land Development Plan for White Tail Lodge:

1. Section 320-21 (Preliminary Plan Submission)
2. Section 320-21.1. (Property Outline Scale)

Motion carried unanimously.

Upon due consideration, Chairman Sabo made a motion with a second from Supervisor Schulze to approve the **Final Land Development Plan for White Tail Lodge** conditional upon the following:

- Relocate the stake at the clean out to the bottom of the pond.
- Add detail to the rock level spreader
- Clarify what bearing and distances were in question following the Planning Commission meeting and if missing, add them accordingly to the plan.
- Add the following note to the General Notes per the Solicitor:
The existing lot may be utilized for one single family residential dwelling along with the existing White Tail Lodge together with customary accessory buildings incidental to the two primary buildings. Any future development will require an approved Land Development Plan.
- Add a separate note to the General Notes calling out the details of the recorded private drive maintenance agreement.
- Submit and gain approval from DEP for the sewage module. (S&LDO 320-27.A.3)
- Add Andrew Hammaker to the signature block on the plan.
- Certify the signatures of the owners and Surveyor on the plan. (S&LDO 320-26)
- Payment in full of all review fees

Motion carried unanimously.

Joe Burget indicated he understood and accepted the outstanding conditions for approval of the above-referenced White Tail Lodge Plan. He thanked the Board, took the plan with him to complete revisions, and left the meeting at this time.

MONTHLY MUNICIPAL REPORTS: A December 11, 2020 through January 19, 2021 Zoning Report was submitted by Zoning Officer, Brian Gilbert, with nine (9) activities listed involving issuance of permits and certificates of use and enforcement follow-up.

SEO, Lenny Sizer provided a December report showing (1) activity for a repair at 1 Brubeck Circle for a total due in fees of \$125.00.

The Road Report was provided by Road Foreman Brad Sloop and read by Co-Road Superintendent Jim Sabo. Most of the work completed involved either winter maintenance with snow plowing or repair and service of equipment, pressure washing of equipment to clean off salt, chipping of brush, cutting up a downed tree on Tower Road, cleaning of ditches in Lee Wood, repairing the air tailgate latch on the 1996 dump truck, and coordinating with Five Star to repair the 2018 dump truck that broke down during the last snow event.

No Recreation Board Report was presented. Their January meeting was cancelled due to COVID. Their next meeting is scheduled for Monday, February 8, 2021, weather permitting.

No Emergency Management Report was presented.

The December Treasurer's Report was submitted and read by the Secretary/Treasurer and placed on the front table for review. The Secretary/Treasurer noted that the 2020 Financial Audit is scheduled for next week, February 4 through February 8. Additionally, the Auditor General's office conducted a 2019 Liquid Fuels audit last week and a report will follow. There were no findings or adjustments.

RESOLUTIONS: Chairman Sabo made a motion with a second from Supervisor Schulze to adopt **Resolution 21-06**, which authorizes the Secretary/Treasurer to transfer \$53,515.65 from a matured CD designated for Road Projects to an 18 month CD designated for Road Projects at .35% at the Bank of Landisburg. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Schulze to adopt **Resolution 21-07**, which authorizes the Secretary/Treasurer to amend and transfer \$11,464.00 from a matured CD designated for the Elaine Pierson Memorial to a 24 month CD at .45% at the Bank of Landisburg. Motion carried unanimously.

Chairman Sabo made a motion with a second from Supervisor Schulze to adopt **Resolution 21-08**, the “Tax Collector Fee Schedule”, which amends Resolution 98-4, paragraph 1 to increase the amount of fees charged for certification of tax payments and restates Resolution 98-4, combining it with Resolution 14-07 to create one fee schedule authorizing the Elected Tax Collector to charge certain fees effective for January 1, 2022. Motion carried. Supervisor Stahl opposed.

NEW BUSINESS: Chairman Sabo made a motion with a second from Supervisor Schulze to authorize the Secretary/Treasurer to prepare requests for proposal, (RFP) for the Spring Clean-up in May. Motion carried unanimously. Dates for the Spring Clean-up were clarified: Friday, May 7 from 6 AM to 1:45 PM and Saturday, May 8, from 8 AM to 12 noon.

Chairman Sabo asked that the record reflect that in compliance with the Second Class Township Code, the Elected Auditors met and voted to establish compensation for 2021 for a supervisor who works as an employee of the Township. The rate was increased from \$12.00 per hour to \$12.50 per hour for all positions. Currently, no supervisor is a regular employee of the Township.

Supervisor Schulze made a motion with a second from Chairman Sabo to accept the following certification of Real Estate and Per Capita Taxes for the 2021 tax duplicate received from Tax Collector, Rebecca Schulze:

<u>Real Estate</u>	<u>Per Capita</u>
\$169,802.73	\$9,200.00

Motion carried unanimously.

No action was taken on the Employee Agreement.

Marysville Manager Zachary Border sent an email asking if Rye Township might consider making a donation of \$500 to \$1,000 to the Marysville Pool. In turn, a discount would be provided to Rye Township residents who purchase passes for admission to the pool. The Board noted the donation requested was not in the 2021 budget and the amount of reduction in costs to Township residents was not known. Last year 42 residents purchased some type of season pass. The Board discussed this request and the consensus was to not participate at this time with the limited information received.

Chairman Sabo announced the following:

- ◆ Trash collection will be delayed (1) hour tomorrow due to impending bad weather.
- ◆ Presidents’ Day - February 15, 2021 –Office is closed with no change in trash collection.
- ◆ Spring Clean Up is scheduled for Friday, May 7 and Saturday, May 8, 2021.

APPROVAL AND PAYMENT OF THE BILLS: The Secretary/Treasurer provided a January expense check register and submitted the following checks for approval and payment:

General Fund checks #s 16893-16904 in the amount of \$7,888.55. No checks void.

Payroll checks #s 7842-7848 in the amount of \$4,283.89. No payroll checks void.

Payroll checks #s 7849-7853 in the amount of \$4,081.16. No payroll checks void

Supervisor Schulze explained that check number 16901 in the amount of \$357.50 issued to his wife, Rebecca Schulze, was for reimbursement of expenses to purchase stamps to mail tax bills.

With no further discussion on the bills presented, Vice-Chairman Stahl made a motion and Chairman Sabo seconded to approve and sign all checks presented for payment. Motion carried unanimously.

CITIZEN PARTICIPATION: Chairman Sabo asked if there was any citizen participation at this time.

Frank Boyer approached the Board for a second time to inquire about the maintenance of the dirt portion of Tower Road. Mr. Boyer owns a large, vacant, wooded parcel of property at the southernmost portion of Tower Road. Mr. Boyer contracted with a logging company to harvest the timber on his property. He said he never received a definite response from the Board of their plans for the dirt portion of Tower Road.

Chairman Sabo offered at this time there are no plans to improve the dirt portion of Tower Road. This is a low priority road. Maintenance was completed this year on the dirt portion when the Road Department cleaned drains in the spring and assisted the logging company with stoning of the road before they began logging. However, Chairman Sabo and Vice-Chairman Stahl offered to go on-site with the road crew to inspect the roadway as weather permits before the next board meeting.

It was once again noted that the southernmost portion of Tower Road does not connect to a public road in Cumberland County.

Mr. Boyer disputed a section recorded in the October 26, 2020 Supervisors' minutes relating to his discussion of maintenance on Tower Road.

Chairman Sabo offered that the October minutes were unanimously approved by the Board in November 2020. However, he offered to review the section in question before the next meeting.

Dana Cotton of Valley Road thanked the Board for providing a dial in audio access option. She suggested placing supporting documents on-line and include information prohibiting the burning of garbage in the Spring Newsletter.

Luke Roman of the Duncannon Record asked about details relating to earlier discussion involving the financial analysis for projected expenses and revenue relative to the Employee Agreement.

Chairman Sabo offered that the information is only preliminary at this time and is not for general publication.

ADJOURNMENT OF THE MEETING: There being no further discussion or business before the Board, Chairman Sabo thanked everyone for coming and adjourned the meeting at 8:23 pm.

Respectfully submitted,

Daisy Lightner, Secretary/Treasurer