

SPRINGFIELD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
MONDAY
JANUARY 4, 2010
7:30 PM

CALL TO ORDER

The Organizational meeting of the Springfield Township Board of Supervisors was held on the above date in the Township Building at 1791 Perry Highway, Volant. The meeting was called to order with the "Pledge of Allegiance" by acting Chair Patricia Wimer who was appointed by Judy Hassler and second by Gary Hartman.

PRESENT Judy Hassler, Don Bonner, Gary Hartman- Supervisors, Patricia Wimer – Secretary, Barb Brown-Administrator

ALSO

PRESENT Fellicia Petros – The Allied, Mike Sebak-Planning Commission, Jason Patterson, Chad Patterson-Springfield Twp. Fire Dept., Lee Ligo, Linda Dalessandri-Lyons-resident

OATHS OF OFFICE

The Secretary stated that she had received oaths of office from Gary Hartman-Supervisor, Ruth Magee-Tax Collector and Virginia Riddle-Auditor.

The purpose of this meeting is to organize the township officials for the year 2010. Acting Chairman Patricia Wimer asked for nominations for chairman for 2010. Judy Hassler nominated Don Bonner for Chairman and second by Gary Hartman. Motion carried with all three Supervisors voting yes. Judy Hassler made a motion to nominate Gary Hartman as Vice Chair, second by Don Bonner. Motion carried with all three Supervisors voting yes.

MEETING DATES

A motion was made by Gary Hartman and second by Judy Hassler to set the regular meetings on the first Tuesday of each month at 7:30 PM in the Township Building at 1791 Perry Highway, Volant. They also set the third Monday of each month as a regular meeting at 9:00 AM, as needed, except for April it will be the 2nd week due to the convention. There will be a notice posted on the door if the meetings are canceled. The meetings are open to the public. Motion carried with all three Supervisors voting yes.

SECRETARY TREASURER / ASSISTANT TREASURER / CLERK

A motion was made by Gary Hartman and second by Judy Hassler to appoint Patricia Wimer as Secretary-Treasurer, with salary according to budget. Judy Hassler was appointed Assistant Treasurer. The Treasurer's Bond was set for two million dollars for Patricia Wimer and one million for Judy Hassler. Motion carried with all three Supervisors voting yes.

DEPOSITORIES

The Secretary-Treasurer stated that the accounts were at Huntington Bank of Grove City, for General Fund, Capital Projects, State Fund, Street Lighting, Payroll and Savings. The Sewer Fund is at 1st National of PA - Grove City Branch. A motion was made by Gary Hartman to approve the depositories as they are for now and second by Judy Hassler. Motion carried with all three Supervisors voting yes.

It was stated that the following of the appointments would be done on a single motion after the appointments were made as follows:

SOLICITOR

Ray Bogaty of the firm Bogaty & Smith, P.C. will be retained as solicitor. His retainer will be \$2,500.00 with additional needs billed on an hourly rate.

ENGINEER

Engineer appointment was tabled at this time until contract questions are resolved.

CPA FOR TOWNSHIP FUNDS

The firm of Paparone, Stillwaggon & McGill, LLP was named as the CPA Auditors for all Township Funds. A resolution is to be passed at the regular meeting.

CPA FOR EARNED INCOME

The firm of Paparone, Stillwaggon & McGill was appointed as the CPA Auditors for Earned Income Tax.

PLANNING CONSULTANT

Rick Grossman was appointed as Planning Consultant.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

AUDITORS-2010 TO REMAIN THE SAME

Barb Cummings, Virginia Riddle, Colin Young

It was stated that the following appointments would be done on a single motion after the appointments were made as follows:

SEWAGE ENFORCEMENT OFFICER SEWAGE INSPECTOR TOWNSHIP ADMINISTRATOR ZONING OFFICER

Barb Brown was appointed as the Sewage Inspector, Township Administrator, Zoning Officer and Sewage Enforcement Officer with salary according to budget. Maurice Waltz was appointed back-up SEO, when she is not available.

ASSISTANT ZONING OFFICER – PATRICIA WIMER

Patricia Wimer was appointed as the Assistant Zoning Officer.

RIGHT TO KNOW OFFICER

Patricia Wimer was appointed as Right to Know Officer.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

WAGE TAX RECEIVER & OCCUPATIONAL PRIVILEGE TAX COLLECTOR – PATRICIA WIMER,

Patricia Wimer was appointed as Wage Tax Receiver and also to collect the Occupational Privilege Tax. The Wage Tax Receiver & OP Tax Collector was added on as a part of Secretary Treasurer's position in 2003 and is to remain that way for 2010.

BUILDING CODE OFFICIAL-PATRICIA A. WIMER

Patricia A. Wimer is to continue as Building Code Official.

THIRD PARTY INSPECTORS FOR SPRINGFIELD TWP.

Richardson Inspection Services, Pennsylvania Construction Inspectors, Inc. (PCI), and Bureau Veritas are to remain as Third Party Inspectors.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

REAL ESTATE TAX COLLECTOR – ELECTED – RUTH MAGEE

PER CAPITA TAX RECEIVER & RECEIVER OF STREET LIGHTING FOR LEESBURG – RUTH MAGEE

Ruth Magee, the Elected Real Estate Tax Collector was appointed as Per Capita Tax Collector and Receiver of Street Lighting for Leesburg.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

It was stated that the following appointments would be done on a single motion after the appointments were made as follows:

ROAD FOREMAN / DIRECTOR OF PUBLIC WORKS / ROADMASTER

Jim Knight was appointed as Road Foreman / Director of Public Works and Road Master

ROAD MASTERS

All three supervisors, Don Bonner, Gary Hartman and Judy Hassler were appointed as Road Masters.

EMA COORDINATOR

Micah Swartz is appointed as the EMA Coordinator for Springfield Township; his appointment was confirmed by Governor Ridge in August 2009.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

VOTING DELEGATE TO STATE CONVENTION

A motion was made by Gary Hartman and second by Don Bonner to appoint Judy Hassler as the Voting Delegate to the State Convention held in Hershey in April. Motion carried with all three Supervisors voting yes.

It was stated that the following appointments would be done on a single motion after the appointments were made as follows

VACANCY BOARD

Re-appoint Harold Ifft as the member to the Vacancy Board.

REPRESENTATIVE TO COG

All three supervisors, Don Bonner, Gary Hartman and Judy Hassler were appointed as representatives to the COG.

PLANNING COMMISSION MEMBERS

Mike Sebak and Randy Patterson were re-appointed to four (4) year term 2010 to 2014 as Planning Commission members.

ZONING BOARD

Michaelleen Smoker was re-appointed as zoning hearing board member for a (3) year term 2010 to 2013.

APPEALS BOARD

Jeff Hawthorne was re-appointed to four (4) year term 2010 to 2014 as Appeals Board member.

A motion was made by Gary Hartman and second by Judy Hassler to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

It was stated that the following appointments would be done on a single motion after the appointments were made as follows

REPRESENTATIVES TO EMA:

All three supervisors, Don Bonner, Gary Hartman and Judy Hassler were appointed as representatives to the EMA.

MCRPC

Gary Hartman and Mike Sebak were appointed, as representatives to the MCRPC and Barb Brown will attend as a guest at these meetings.

MPO

Barbara Brown was appointed to be the representative and all three supervisors will be alternates to the MPO.

A motion was made by Judy Hassler and second by Don Bonner to appoint all the preceding positions. Motion carried with all three Supervisors voting yes.

PINE HARRISVILLE AUTHORITY

Judy Hassler was re-appointed as a representative to the Pine Harrisville Authority for 2010 - 2015. Patricia Wimer is also a member.

A motion was made by Judy Hassler and second by Don Bonner to appoint the preceding position. Motion carried with all three Supervisors voting yes.

AUTHORIZE

A motion by Judy Hassler and second by Gary Hartman that purchases up to \$1,000.00 may be made on the agreement of two (2) Supervisors. Motion carried with both Supervisors voting yes.

It was stated that Pay Rates, Vacation, Holiday, Fringe Benefits, School Meeting and Convention pay for employees and Supervisors would be made on a single motion after they were listed as follows:

SETTING VACATION

Laborer's or those working full time (after 6 months) for the township will get one (1) week vacation after one (1) year worked, two (2) weeks after three years and three (3) weeks after ten years, four (4) weeks after 20 years with holiday pay starting after a 90 day trial period is over. There will be seven paid holidays: New Year's, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving or the 1st day of deer season, and Christmas, this includes the Secretary and the Administrator and the following fringe benefits are also included; two (2) personal days, three (3) sick days, three (3) days bereavement for immediate family. Hospitalization, Sick & Accident, Life Insurance, Short Term Disability and Pension Plan

SCHOOLS, MEETINGS AND CONVENTION PAY

Those attending schools, meetings or conventions sessions will receive \$50.00 for half day, \$90.00 for all day session plus mileage. Those attending the PSATS State Convention will receive \$90.00 a day, single room rate, registration fee, food expenses of one meal a day with receipts and mileage for those driving.

PAY RATE FOR TRUCK DRIVER / LABORER, EMERGENCY ROAD EQUIPMENT OPERATOR & ROAD FOREMAN/DIRECTOR OF PUBLIC WORKS

The pay rate for truck driver / laborer will be \$13.90 per hour. The pay rate for part time truck driver / laborer will be \$12.96. The Road Foreman / Director of Public Works /Road Master pay rate \$18.58 per hour. The rate for Supervisors doing road inspection, (since it is not required anymore), is to remain at \$12.50.

CLEANING PERSONNEL

The rate for Cleaning Personnel is \$35.00 per visit at this address.

A motion was made by Judy Hassler and second by Gary Hartman to set the preceding Pay Rates, Vacation, Holiday, Fringe Benefits, Mileage, School Meeting and Convention pay for employees and Supervisors. Motion carried with both Supervisors voting yes.

MILEAGE RATE 2010 \$.50

The mileage rate is to be set at \$.50 per mile as recommended by IRS rate per mile.

A motion was made by Judy Hassler and second by Gary Hartman to set the mileage rate as recommended by the IRS at \$.50. Motion carried with both Supervisors voting yes.

Don Bonner stated that we would now go into our regular meeting for January.

**SPRINGFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY
JANUARY 4, 2010**

**CALL TO
ORDER**

The Regular meeting of the Springfield Township Board of Supervisors was held following the organizational meeting on the above date in the Township Building at 1791 Perry Highway, Volant. Chairman Don Bonner called the regular meeting to order. The “Pledge of Allegiance” had already been said at the organizational meeting.

PRESENT Don Bonner, Gary Hartman and Judy Hassler Supervisors, Patricia Wimer –Secretary, Barb Brown-Administrator, Jim Knight-Road Master/Public Works Director

ALSO

PRESENT Felicia Petro – The Allied, Mike Sebak-Planning Commission, Jason Patterson, Chad Patterson-Springfield Twp. Fire Dept., Lee Ligo, Linda Dalessandri-Lyons-resident

AGENDA ADDITIONS:

Resolutions for Banking.

APPROVAL OF MINUTES DECEMBER 7, 2009 & DECEMBER 21, 2009

Judy Hassler stated that in the December 7th minutes Patrino’s was misspelled. A motion by Judy Hassler and second by Don Bonner to approve the minutes with above noted correction for December 7, 2009 and December 21, 2009. Motion carried with both Supervisors voting yes.

APPROVAL OF BILL & PAYMENT OF BILLS

A motion was made by Judy Hassler and second by Gary Hartman to approve the Payroll for the month of December 2009 and bills on the Bill List of December 31, 2009. General Fund starting with Ck # 14377 to 14399 totaling \$5,152.88, Street Lighting Ck # 435 totaling \$9.01 and Sewer Ck # 2172 to 2175 totaling \$31,103.48 and Bill List of January 4, 2010, with General Fund starting with Ck # 14400 to # 14422 totaling \$20,898.69, Street Lighting Ck # 436 totaling \$80.31 and Sewer Fund Ck # 2176 totaling \$286.05. Motion carried with all three Supervisors voting yes.

Don asked about transcript fees. He was concerned about cost and asked Barb to contact Ray about recouping fees when transcript requested by Township.

TREASURER'S REPORT

The Treasurer's reports for November 30, 2009 was viewed and filed for audit.

PUBLIC CONCERNS

Mike Sebak asked about RTK fees.

OLD BUSINESS

None

NEW BUSINESS

RESOLUTION # 1-2010 – APPOINT CPA TO AUDIT ALL TOWNSHIP FUNDS

A motion by Judy Hassler and a second by Gary Hartman to approve resolution #1-2010 to appoint Papparone, Stillwaggon & McGill, LLP to audit all township funds. Motion carried with all three Supervisors voting yes.

RESOLUTION # 2-2010 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT EARNED INCOME TAXES

A motion by Judy Hassler and second by Gary Hartman to approve Resolution # 2-2010, appointing Sharp Collections to collect the Delinquent Earned Income Taxes. Motion carried with all three Supervisors voting yes.

RESOLUTION # 3-2010 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT PER CAPITA TAXES

A motion by Judy Hassler and second by Gary Hartman to approve Resolution # 3-2010, appointing Sharp Collections to collect Delinquent Per Capita Taxes. Motion carried with all three Supervisors voting yes.

RESOLUTION # 4-2010 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT STREET LIGHTING

A motion by Judy Hassler and second by Gary Hartman to approve Resolution # 4-2010, appointing Sharp Collections to collect Delinquent Street Lighting. Motion carried with all three Supervisors voting yes.

RESOLUTION # 5-2010 TO #13-2010 HUNTINGTON NATIONAL BANK AUTHORIZING GARY HARTMAN TO SIGN ACCOUNTS

A motion was made by Judy Hassler and second by Gary Hartman to approve Resolutions #4-2010 to #13-2010 to add authorization to have Gary Hartman added to Huntington Bank Accounts along with Don Bonner, Judy Hassler and Patricia Wimer. Motion carried with all three Supervisors voting yes.

RESOLUTION # 14-2010 1ST NATIONAL BANK AUTHORIZING GARY HARTMAN TO SIGN ACCOUNTS

A motion was made by Judy Hassler and second by Gary Hartman adding authorization to have Gary Hartman added to 1st National Bank Accounts along with Don Bonner, Judy Hassler and Patricia Wimer. Motion carried with all three Supervisors voting yes.

SPRINGFIELD TOWNSHIP VOLUNTEER FIRE DEPT. 2010 CONTRACT

A motion was made by Gary Hartman and second by Judy Hassler to continue on with the 2009 contract for 2010 with the Springfield Township Volunteer Fire Dept. at \$35,000, (\$8,500.00 paid quarterly) and truck/building fund maintained in a separate account to remain at \$10,650 paid annually. In addition, add a statement about the subsidizing up to \$550. per month of the fire departments share of lease once the building is built per the budget. Motion carried with all three Supervisors voting yes.

FALSE ALARM ORDINANCE

Supervisors and Fire Department talked about alarms activated by vandalism. Barb is to discuss changes to False Alarm definitions with Ray and re-advertise. Steve Suggested the Township investigate FEMA grants for Township/Fire Station construction.

PAPARONE, STILLWAGGON & MCGILL, LLP 2010 CPA AUDIT CONTRACT

A motion was made by Judy Hassler and second by Gary Hartman to approve the Paparone, Stillwaggon & McGill, LLP 2010 Contract. Per contract, fees for audit not anticipated to exceed \$7,550. Motion carried with all three Supervisors voting yes.

BRUCE & MERRILEES 2010 TRAFFIC SIGNAL MAINTENANCE CONTRACT

A motion was made by Judy Hassler and second by Gary Hartman to approve the Bruce & Merrilees Contract for 2010 for an amount of \$6,816.00 paid quarterly at \$1,704.00. Motion carried with all three Supervisors voting yes.

PLANNING COMMISSION REPORT

NICHOLAS & PATRINOS PRELIMINARY PLAN

Mike Sebak stated that the Planning Commission had reviewed the Nicholas & Patrinos Preliminary Plan and recommended the Supervisors approve the plan contingent upon:

1. Modification to scale of vicinity sketch.
2. Signatures on plan (with Notorization when required)(on preliminary plan & developer's acknowledgement of requirement on the final plan)
3. Show a grease trap on sewer lateral from proposed restaurant building (developer's acknowledgement of requirement on the final plan)
4. Receipt of PaDot HOP for stormwater discharge (developer's acknowledgement of requirement on the final plan)
5. Receipt of DEP planning approval for sewage service (developer's acknowledgement of requirement on the final plan)
6. Receipt of complete sewage service application with fees (developer's acknowledgement of requirement on the final plan)
7. Pipe sizes for water and sewer service laterals (developer's acknowledgement of requirement on final plan)
8. Approval of variance request from parking lot landscaping requirements(developer's acknowledgement of requirement on final plan)
9. Details of fire connections acceptable to Springfield Township VFD (developer's acknowledgement of requirement on final plan)

A motion was made by Judy Hassler and second by Gary Hartman to approve the modification to scale of the vicinity sketch of the Nicholas & Patrinos preliminary plan. Motion carried with all three Supervisors voting yes.

NICHOLAS & PATRINOS PRELIMINARY PLAN CON'T

A motion was made by Judy Hassler and second by Gary Hartman to approve the Nicholas & Patrinos preliminary plan contingent on the receipt and / or acknowledgment of items 2 to 9 above. Motion carried with all three Supervisors voting yes.

Don asked that when plans are on the agenda and principles are in attendance, those items should be moved up on the agenda.

JIM KNIGHT / DIRECTOR OF PUBLIC WORKS / ROADMASTER

Jim had left a report to the Supervisors and was able to attend part of the meeting.

EMERGENCY OPERATOR

A motion was made by Judy Hassler and second by Gary Hartman to set up a pay rate of \$15.00 for an operator to help out in an emergency situation.

ADMINISTRATOR REPORT

Barb presented her report to the Supervisors.

The Board directed Barb to have Ray review the language in the Wastewater Treatment Plan Expansion Resolution, specifically is the language legally sufficient to allow billing by district. A motion was made by Gary Hartman and second by Judy Hassler to change the billing rate to \$60.00 in the resolution. Motion carried with all three Supervisors voting yes. Barb is also to contact Ray about how long a property retains the rights to taps when they are not being used and to find out how we can monitor sewage usage by customers. (how can the township find out if a business has expanded and using more?)

CORRESPONDENCE

The Secretary stated she had received revised assessments for 2010 on the properties of Timothy Underwood, Monroe Heights Development Corp., Inc., Aventine Management, LLC, Roger Kayser.

ADJOURN

A motion was made by Judy Hassler to adjourn at 10:20 and second by Gary Hartman.