

**SPRINGFIELD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
MONDAY
JANUARY 3, 2011
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.

PRESENT

Judy Hassler, Don Bonner, Gary Hartman- Supervisors, Patricia Wimer – Secretary, Barb Brown-Administrator, Jim Knight-Road Foreman/Public Works Director, Ray Bogaty-Solicitor.

ALSO

PRESENT

Tim Dumbroski-Planning Commission,

The purpose of this meeting is to organize the township officials for the year 2011. Acting Chairman Patricia Wimer asked for nominations for chairman for 2011. Don Bonner nominated Gary Hartman for Chairman. Gary Hartman nominated Judy Hassler for Chairman. A second was made by Judy Hassler to appoint herself as Chairman. Motion carried with two Supervisors voting yes. Don Bonner voted no. 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 Don Bonner 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. 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 Don Bonner 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 Don Bonner. 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

Frank B. Taylor Engineering per rate schedule received.

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.

AUDITORS-2011

Colin Young

**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.

**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 2011.

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.

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.

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 Don Bonner 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

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.

VACANCY BOARD

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

REPRESENTATIVE TO COG

Judy Hassler was appointed as representative to COG, Don Bonner, Gary Hartman are alternates.

PLANNING COMMISSION MEMBERS

Tim Dumbroski and Ken Starz were re-appointed to four (4) year term 2011 to 2015 as Planning Commission members.

ZONING BOARD

James Hathaway was re-appointed as zoning hearing board member for a (3) year term 2011 to 2014.

APPEALS BOARD

Linda Nagle was re-appointed to four (4) year term 2011 to 2015 as Appeals Board member.

REPRESENTATIVES TO EMA:

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

MCRPC

Judy Hassler 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.

PINE HARRISVILLE AUTHORITY

Patricia A. Wimer was re-appointed as a representative to the Pine Harrisville Authority for 2011 - 2015. Judy Hassler is also a member.

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

AUTHORIZE

A motion by Gary Hartman and second by Don Bonner 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 **(15% to be paid by Employees 2011)**

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 is to remain at \$12.50.

A motion was made by Gary Hartman and second by Don Bonner to set the preceding Pay Rates, Vacation, Holiday, Fringe Benefits, Mileage, School Meeting and Convention pay for employees and Supervisors. Motion carried, vote was unanimous.

MILEAGE RATE 2011 \$.51

The mileage rate is to be set at \$.51 per mile as recommended by IRS rate per mile.

A motion was made by Gary Hartman and second by Don Bonner to set the mileage rate as recommended by the IRS at \$.51. Motion carried, vote was unanimous.

RE-ORGANIZATIONAL RESOLUTION # 1 – 2011

A motion was made by Don Bonner and second by Gary Hartman to the appointment of James Hathaway to a three year term of the Zoning Hearing Board. This Resolution also affirms the appointments of Michaelleen Smoker, Patty Schooley as members of the Zoning Hearing Board and George Horchler as alternate to the Zoning Hearing Board. Motion carried, vote was unanimous.

Judy Hassler stated that we would now go into our regular meeting for January.

**SPRINGFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY
JANUARY 3, 2011**

**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 Judy Hassler called the regular meeting to order. The "Pledge of Allegiance" had already been said at the organizational meeting.

PRESENT Judy Hassler, Gary Hartman and Don Bonner Supervisors, Patricia Wimer –Secretary, Barb Brown-Administrator, Jim Knight-Road Forman/Public Works Director, Tim Dumbroski-Planning Commission, Ray Bogaty-Solicitor

**ALSO
PRESENT** None

**APPROVAL OF MINUTES DECEMBER 7, 2010, DECEMBER 20, 2010 &
DECEMBER 22, 2010**

A motion by Gary Hartman and second by Don Bonner to approve the minutes of December 7, 2010, December 20, 2010 and December 22, 2010. Motion carried, vote was unanimous.

APPROVAL OF BILL & PAYMENT OF BILLS

A motion was made by Don Bonner and second by Gary Hartman to approve the Payroll for the month of December 2010. Motion carried, vote was unanimous. A motion was made by Don Bonner and second by Gary Hartman to approve and bills on the Bill List of December 31, 2010. General Fund starting with Ck # 14852 to 14878 totaling \$17,394.85, Street Lighting Ck # 451 to 452 totaling \$94.46 and Sewer Ck # 2241 to 2243 totaling \$2,587.60 and Bill List of January 3, 2011, with General Fund starting with Ck # 14879 totaling \$2,253.00. Motion carried, vote was unanimous.

TREASURER'S REPORT

The Treasurer's reports for November 30, 2010 was viewed and filed for audit.

PUBLIC CONCERNS

None

NEW BUSINESS

RESOLUTION # 1-2011 – APPOINT CPA TO AUDIT ALL TOWNSHIP FUNDS

A motion by Don Bonner and a second by Gary Hartman to approve resolution #1-2011 to appoint Paparone, Stillwaggon & McGill, LLP to audit all township funds. Motion carried, vote was unanimous.

RESOLUTION # 2-2011 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT EARNED INCOME TAXES

A motion by Judy Hassler and second by Gary Hartman to approve Resolution # 2-2011, appointing Sharp Collections to collect the Delinquent Earned Income Taxes. Motion carried, vote was unanimous.

RESOLUTION # 3-2011 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT PER CAPITA TAXES

A motion by Gary Hartman and second by Don Bonner to approve Resolution # 3-2011, appointing Sharp Collections to collect Delinquent Per Capita Taxes. Motion carried with all three Supervisors voting yes.

RESOLUTION # 4-2011 – APPOINTMENT OF SHARP COLLECTIONS TO COLLECT DELINQUENT STREET LIGHTING

A motion by Gary Hartman and second by Don Bonner to approve Resolution # 4-2011, appointing Sharp Collections to collect Delinquent Street Lighting. Motion carried, vote was unanimous.

SPRINGFIELD TOWNSHIP VOLUNTEER FIRE DEPT. 2011 CONTRACT

The Springfield Twp. Volunteer Fire Dept. 2011 Contract was discussed. The Supervisors decided the contract is to be revisited by Supervisors, Fire Department and Ray Bogaty and discussed at next months meeting.

PAPARONE, STILLWAGGON & MCGILL, LLP 2011 CPA AUDIT CONTRACT

A motion was made by Gary Hartman and second by Don Bonner to approve the Paparone, Stillwaggon & McGill, LLP 2011 Contract. Per contract, fees for audit not anticipated to exceed \$7,800. Motion carried, vote was unanimous.

BRUCE & MERRILEES 2011 TRAFFIC SIGNAL MAINTENANCE CONTRACT

A motion was made by Gary Hartman and second by Don Bonner to approve the Bruce & Merrilees Contract for 2011. It is to remain at the amount of \$6,816.00 paid quarterly at \$1,704.00. Motion carried, vote was unanimous. Don asked to have the Township look into other providers for 2012.

FRANK B. TAYLOR ENGINEERING FEES 2011

A motion was made by Gary Hartman and second by Don Bonner to approve Frank B. Taylor Engineering Fees for 2011. Motion carried, vote was unanimous.

PLANNING COMMISSION REPORT

Tim Dumbroski presented the Wimer and McClelland Subdivisions to the Supervisors stating that the Planning Commission had recommended approval of with the following modifications and waivers.

WIMER SUBDIVISION

A motion was made by Gary Hartman and second by Don Bonner to approve the modification to scale of the vicinity sketch of the Wimer Subdivision Plan. Motion carried, vote was unanimous.

A motion was then made by Gary Hartman and second by Don Bonner to approve the Wimer Subdivision Plan waiving the following:

1. Waive the requirement for contours (SALDO §701b.8)
2. Waive the requirement for a drainage plan (SALDO §701.b.19)
3. Waive the requirement for a traffic study (SALDO § 701.b.18)

Motion carried, vote was unanimous.

MCCLELLAND SUBDIVISION

A motion was made by Gary Hartman and second by Don Bonner to approve the modification to scale of the vicinity sketch of the McClelland Subdivision plan. Motion carried, vote was unanimous.

A motion was then made by Gary Hartman and second by Don Bonner to approve the McClelland Subdivision Plan waiving the following:

1. Waive the requirement for contours (SALDO §701b.8)
2. Waive the requirement for a drainage plan (SALDO §701.b.19)
3. Contingent upon placement of existing well on plan (SALDO § 701.b.11)
4. Contingent upon placement of Non-building language on the plan

Motion carried, vote was unanimous.

JIM KNIGHT / DIRECTOR OF PUBLIC WORKS / ROADMASTER

Jim had presented a report to the Supervisors.

12th CONGRESSIONAL REGION EQUIPMENT CO., INC. REQUEST FOR PAYMENT

Jim stated that he had talked to Mr. Greggs at Insight Pipe and he said they were unable to complete the work due to bad weather and he also stated that they would be sending a bill for work that had already been done. Barb said that contract stated payment due upon completion. The Supervisors agreed not to make payment until completion.

ADMINISTRATOR REPORT

Barb stated that the Planning Commission would hold their reorganizational meeting prior to their regular meeting on January 10, 2011.

WENDALL AUGUST TAP IN FEE

Ray Bogaty is to send Wendall August a bill for the tap in fee that has not been collected to date.

SEWER PAYROLL HOURS

A motion was made by Don Bonner to discuss the road crews sewer hours. There was no second.

FAX LINE ON EXISTING PHONE LINE VS SEPARATE LINE

A motion was made by Don Bonner and second by Gary Hartman to check into adding fax line on to existing phone line vs. paying for separate phone line. Motion carried, vote was unanimous.

CORRESPONDENCE

ADJOURN

A motion was made by Don Bonner to adjourn at 10:00 and second by Gary Hartman.