

## **JANUARY 4, 2012, REORGANIZATION OF THE BOARD FOR 2012**

The reorganization meeting for 2012 was called to order at 8:00 a.m. by Chairman Kintzer in the Tulpehocken Township Municipal Building. Those present were John Kintzer, Rick Kramer, Gary Deck, Kathy Boltz, Lester Feick, and Robbi Lane.

The meeting continued with the pledge to the American Flag.

### **PUBLIC COMMENTS**

No public comments at this time. John Kintzer welcomed Gary Deck as new Supervisor.

## **REORGANIZATION OF THE BOARD FOR 2012**

**Appointment of Temporary Chairman** – Rick Kramer made a motion to appoint John Kintzer as Temporary Chairman. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Appointment of Temporary Secretary** – John Kintzer made a motion to appoint Kathy Boltz as Temporary Secretary. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Office of Chairman** – Rick Kramer made a motion to reappoint John Kintzer as Chairman. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote on the motion.

From this point on Chairman John Kintzer presided over the meeting.

**Office of Vice Chairman** – Gary Deck made a motion to appoint Rick Kramer as Vice-Chairman. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote.

### **Set meeting dates, times, and place for 2012:**

*Board of Supervisors* – 2nd Monday of each month at 7:00 pm in Twp Building

*Planning Commission* – 1<sup>st</sup> Thursday of each month at 7:30 pm in Twp Building

*Recreation Board* – January 25, April 25, August 22, and November 28 at 7:00 pm in Twp Building

John Kintzer made a motion to keep the meeting dates the same as they have been. Rick Kramer second the motion upon a roll call vote all three Board Members cast a yes vote.

**Secretary Treasurer** – Rick Kramer made a motion to reappoint Kathy Boltz as Secretary/Treasurer for the year 2012. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote.

Chairman John Kintzer commented that he would like the salaries to increase a little bit, the Police received roughly a 2% increase with the most recent contract. Instead of increasing the noncontract employees by a percent he suggested an increase of an even amount for all, he suggested an increase of \$.32/per hour. After some discussion Rick Kramer made a motion to increase the hourly rate for the Secretary Treasurer by \$.32 the year 2012. John Kintzer second the motion, upon a roll call vote John and Rick cast a yes vote, Gary Deck abstained from voting. Hourly rate for 2012 is set at \$16.32

**Treasurer's Bond** – John Kintzer made a motion to recommending the Auditor's set the Treasurer's Bond at \$450,000.00. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Road Master** – Rick Kramer made a motion to reappoint Lester Feick as Road Master for the year 2012. John Kintzer second the motion, upon a roll call vote all three Board Members cast a

yes vote. Rick Kramer made a motion to increase the hourly rate for the year 2012 \$.32. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote. New rate is set at \$17.19/hour.

**Road Working Supervisors** – Rick Kramer made a motion to appoint all three Supervisors (John Kintzer, Rick Kramer, and Gary Deck) as Road Working Supervisors for 2012. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote.

Chairman John Kintzer commented that he has been comparing the pay rate for Road Crew and feels it is high and would like to recommend to the auditors that they decrease the hourly rate for working supervisors. Rick Kramer commented that he would like to see the rate stay the same, why go backwards. Rick feels the hourly rate is low when it is compared to shop rates for equipment repairs and such, some shops charge \$85.00/hour. Gary agrees with Rick and commented that the township is bargain on the mechanical end.

Gary Deck made motion recommending the Auditor's keep the hourly rate for Road Working Supervisors the same as it was in 2011. Rick Kramer second the motion, upon a roll call vote Gary and Rick cast yes votes, John Kintzer cast a no vote on the motion. Current 2011 rate is \$16.75/hour

**Road Employee** –The Board discussed adding road employees this year on an as needed basis. John Kintzer had suggested adding Ray Daub and Rick Kramer suggested adding Kenny Ziegler. Ray Daub and Kenny Ziegler do not have CDL licenses; they would be used for the smaller trucks. It was also discussed that Larry Hartranft Jr. who is currently on an as needed basis does have a CDL license and should be added to the CDL roster. Gary Deck recommended the township give the newly appointed a training course on the equipment. Gary also commented that the pay rate is low for this position.

Rick Kramer made a motion to appoint Alan Bashore, Larry Hartranft Jr., Dale Swope, Ray Daub and Kenny Zeigler as Road Employee's on an as needed basis for 2012. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote.

Rick Kramer made a motion to increase the hourly rate for the year 2012 \$.32. John Kintzer second the motion upon a roll call vote all three Board Members cast a yes vote. Hourly rate for 2012 is set at \$12.88/hour.

**Sewer Maintenance Worker 1** – John Kintzer made a motion to reappoint Lester Feick as Sewer Maintenance Worker 1 for the year 2012. Rick Kramer second the motion upon a roll call vote all three Board Members cast a yes vote. John Kintzer made a motion to increase the hourly rate for the year 2012 \$.32. Rick Kramer second the motion upon a roll call vote all three Board Members cast a yes vote. Hourly rate for 2012 is set at \$17.19/hour.

**Sewer Maintenance Worker 2** – John Kintzer made motion to reappoint Larry Hartranft Jr as Sewer Maintenance Worker 2. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Gary Deck made a motion to increase the hourly rate for the year 2012 \$.32. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Hourly rate for 2012 is set at \$12.88/hour.

**Sewer Service Secretary** – John Kintzer made a motion to reappoint Heather Claman as Sewer Service Secretary for the year 2012. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. The Board discussed Heathers work ethic and agreed that she is doing a great job and currently keeps the hours worked under 20 hours per week. They feel the pay is low and would like to increase her hourly rate. John suggested \$13.50, Gary suggested \$14.00, and Rick suggested one dollar increase. Gary Deck made a motion to increase the hourly rate for the year 2012 \$1.00. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Hourly rate for 2012 is set at \$13.86/hour.

**Planning Commission Secretary** – John Kintzer made a motion to reappoint Heather Claman as Sewer Service Secretary for the year 2012. Rick Kramer second the motion, upon a roll

call vote all three Board Members cast a yes vote. John Kintzer made a motion to increase the hourly rate for the year 2012 \$1.00. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote. New rate for 2012 is set at \$13.86/hour.

**Police Commissioner** – Gary Deck made motion to reappoint Rick Kramer as Police Commissioner for the year 2012. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Chief of Police** – John Kintzer made motion to reappoint Kris Kerschner as Chief of Police for the year 2012. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Pay rate is set by Police contract. (2012 rate \$24.20/hour)

**Full Time Police Officers/Patrolman 1** – John Kintzer made a motion to reappoint Chad Hepler and Bryan Dronick as full time Police Officer/Patrolman 1 for the year 2012. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Pay rate is set by Police contract. (2012 rate \$22.06/hour)

**Police Dept Secretary** – John Kintzer made motion to reappoint Robbi Lane as Police Department Secretary for the year 2012. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. John Kintzer made a motion to increase the hourly rate for the year 2012 by \$.32. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. New rate for 2012 is set at \$15.54/hour.

**Zoning Officer & Property Maintenance Official** – Chairman John Kintzer commented that he would like to see Ludgate be the Zoning officer and Property Maintenance Official since Ludgate does the plan reviews as Engineer it would be beneficial to have them review the zoning too. John also commented that he has been unhappy with LTL's service. John Kintzer made a motion to appoint Ludgate Engineering as Zoning Officer and Property Maintenance Official for the year 2012 and to accept their fee schedule. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Solicitor** – John Kintzer made motion to reappoint Hartman Shurr temporarily as Township Solicitor. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. Municipal hourly rate is \$155 for 2012 no increase from last year. Gary Deck suggested asking Chris Hartman to meet and discuss what the board is unhappy with.

**Sewage Enforcement Officer** – Rick Kramer made a motion to reappoint Ludgate Engineering as SEO for the year 2012 and to accept their fee schedule. John Kintzer second the motion, upon a roll call vote all three Board Members cast a yes vote. (No increase from last year)

**Sewer Service Engineer** – Gary Deck made motion to reappoint Ludgate Engineering as Sewer Service Engineer for the year 2012 and to accept their fee schedule. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. (No increase from last year)

**Township Engineer and Planning Commission Engineer** – Gary Deck made a motion to reappoint Ludgate Engineering as Township Engineer for the year 2012 and to accept their fee schedule. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. (No increase from last year)

**Building Code Enforcement Officer** – Rick Kramer made motion to reappoint Commonwealth Code Inspection Service Inc. as Building Code Enforcement Officer for the year 2012 and to accept their fee schedule. John Kintzer second the motion upon a roll call vote all three Board Members cast a yes vote.

**Vacancy Board Chairman** – John Kintzer made a motion to reappoint Jacob Derr as Vacancy Board Chairman for the year 2012. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Zoning Hearing Board Member** – This position is vacant from Kevin Brown resigning. Position has not been filled at this time.

**Planning Commission Member** – John Kintzer made a motion to reappoint Lavern Frey to a 4 year term. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Planning Commission Member** – John Kintzer made a motion to reappoint Ray daub to a 4 year term. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Recreation Board Member** – John Kintzer made a motion to reappoint Shelley Derr to a 5 year term. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote. There is still one vacant position on the recreation Board.

**EMA Coordinator** – John Kintzer made a motion to reappoint Kathy Feick as EMA Coordinator. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Asst. EMA Coordinator** – Rick Kramer made a motion to reappoint Lester Feick as Asst. EMA Coordinator. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Delegates for 2012 State Convention** – Dates for convention are May 6-9, 2012. John Kintzer made a motion to authorize all three Board Members, Lester Feick and Kathy Boltz to attend the 2012 convention.

**Voting Delegate for 2012 State Convention** – Rick Kramer made a motion to appoint John Kintzer as Voting Delegate for 2012 State Convention. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote.

**CPA Auditor for fiscal year 2011** – Rick Kramer made a motion to adopt **Resolution 2012 –1** appointing Reinsel Kuntz Leshner, LLP as CPA Auditor for fiscal year 2011. Gary Deck second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Depositor of Township Funds** – John Kintzer made a motion to retain PLGIT and First National Bank of Fredericksburg as the depositories of Township Funds. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Legal Advertising Paper** – John Kintzer made a motion to retain Reading Eagle as the legal advertising paper. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Mileage Rate** – John Kintzer made motion to set the mileage rate for the year 2012 at the current IRS rate. Rick Kramer second the motion, upon a roll call vote all three Board Members cast a yes vote.

**Full Time Employee Benefits & Holidays** – as per contract

**Permanent Employee Benefits & Holidays** – as per employee manual

**Tax Collector** – current rate is 4% collected during the discount period and 5% during the flat and penalty period for this tax collector term. John Kintzer made a motion to keep the rates the same. Rick Kramer second the motion, upon a roll call vote John and Rick vote yes, Gary abstained.

**PERMIT FEES**

**Zoning Permit Fees** – as per fee schedule; zoning permit is \$60.00 for building costs up to \$10,000.00 and \$120.00 for construction costs over \$10,000.00.

**Sewage Permit Fees** – as per fee schedule

**Driveway Permit Fees** –as per fee schedule; driveway permit is\$40.00 a \$15.00 inspection fee, a total of \$55.00.

**UCC Permit Fees** – as per fee schedule

**Right-to-know-fees** – as per fee schedule

**ADJOURNMENT**

A motion was made by John Kintzer and second by Gary Deck to adjourn the meeting at 9:51 a.m. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Respectfully Submitted,

*Kathy Boltz*

Secretary, Tulpehocken Township