

## January 4, 2010

The 2010 Re-Organizational and monthly meeting of the Tunkhannock Township Board of Supervisors was called to order by Chairman White at 6:30 PM. A salute to the flag was recited. This meeting was taped. In attendance were Supervisors, Randy White Ernest Reich, and Glenn Shupp, Judy Gingher, secy., Chief Ely, Bill Radle, Bill Pogson, Minturn Smith, Chris Ziemba and Bob Baker, New Age.

### 2010 Re-Organizational Meeting

The meeting was turned over to the Secy. to take nominations for Chairman and Vice-Chairman. Reich nominated Randy White for Chairman seconded by Shupp. White nominated Reich for Vice-Chairman seconded by Shupp. Both motions carried. The meeting was turned back to the Chairman to make the appointments for the following positions. A motion to approve the appointments and twp operational items was made by Reich, second by White with Shupp in agreement

Chairman	Randy L White
Vice-Chairman	Ernest P. Reich
Secy. /Treas.	Judy Gingher
Clerk	Susan Zimmerman
Road Master	Ken White
Solicitor	Anthony P. Litwin III
Emerg. Manage Coordinator	Edward Sherman
Police Commissioner	Randy White
Police Chief	Stanley Ely III
Police Clerk	Susan Zimmerman
Building Code Enforcement Agency	Bureau Veritas
Preconstruction Permit Officer	Ken White
Sewage Enforcement Officer	Carlton Shupp Jr.
Alternate SEO	Ken Laurie
Constable (elected position)	Danielle Reimiller - 2014
Vacancy Board Chairman	John Davenport
CDL Program Contact Person	Ernest Reich and Judy Gingher
Open Records Officers	Judy Gingher-Office/ Susan Zimmerman-Police
Park Committee Contact	Glenn Shupp
Bi Twps. Comprehensive Com. Member	Glenn Shupp
Tax Collector (elected position)	Melody Montross - 2016
Banks: General Fund	Peoples National and PLGIT
State Fund	PLGIT
Payroll	Peoples National
Park Fund	PLGIT
Millage for 2010	4.5 mils for general and 1mil for fire protection and other community services.
Mileage	Current IRS rate –presently \$.50 per mile
Pre-Construction Permit Fee	\$.10 per sq. foot for each level above ground or total square footage.
Sewage Permit	Carlton Shupp set fees. (see chart) Charge for subdivision plan review \$40.00 and IRS milage rate.
Sign Permit Fee	\$.50 per square foot with a minimum of \$15.00
2010 Budget	Includes all accounts-Rev. \$1,292,500. & Exp. \$1,276,665.
Treasurer Bond is set for \$500,000.00	
Tax Collector permission to charge a fee (\$5.00) for copying tax bills for banks and mortgage companies. Homeowners will not pay fee.	

EIT & LST Collection

Berkheimer Assoc. EIT 1% (no exception) and LST \$ 52.00 for earned income over \$12,000. (Ord. # 197-2007)

Meeting Time and Date: First Monday of each month, except September –Tuesday 7th.

If needed a second meeting will be held on the Third Monday of the month.

Park Committee will hold their monthly meetings on the third Monday from March to Sept.

Plan Committee will meet the first Thursday of the Month –This is currently suspended.

Checks can be signed between meetings when necessary.

Road Employee Wages – 3% increase (see chart) (K. Whites is only on his workmen portion.)

Normal workdays will be based on 8 hr. day for, Jan to May and Sept to Dec. with a half-hour paid lunch.

Summer hours: 4 day week of 10 hours per day from May to September.

Work hours will be paid as follows: Overtime will be paid according to the Fair Labor Standards Act – over 40 worked hours. Call outs are paid overtime with a 1-1/2 hr minimum.

Secy. /Treas - 3% increase (see chart) -Work hours are 32 to 35 hr. per week. Additional regular hourly wage for any time over 35 hr. Overtime wage for over 40 hours.

Office hrs. Mon – Thurs 9 AM to Noon and 1PM to 4 PM, Fri. 8:30 AM to Noon and 1 PM to 3:30 PM.

Clerk will receive 3% wage increase.

Carlton Shupp fees – see chart – hrly rate \$22.00 plus mileage.

Vacation Time: Over 31 years of employment – 18 days  
26 to 30 years of employment – 17 days  
20 to 25 years of employment – 16 days  
16 to 20 years of employment – 14 days  
10 to 15 years of employment - 13 days  
5 to 9 years of employment – 12 days  
0 to 4 year of employment – to be determined by Board

Vacation Time may be split up and carried over to the next year. Maximum carry-over is 50 days.

Personal Days – for 5 yrs or more 8- days – less than 5 yrs- to be determined by Board.

Unused Personal Days will not be carried over to the next year.

Roadmen vacations will be scheduled according to seniority.

Possible exceptions first day of buck and doe pending on weather emergencies.

A list of paid holidays for administration and road dept. full time employees, New Years, Memorial Day, 4th of July, Labor Day, Nov Election Day, Thanksgiving, day after Thanksgiving, and Christmas. ½ days Christmas Eve and New Years Eve.

Police Work Hours and Wages are according to the contract (see chart).

Police Clerk will receive same wage as Twp Clerk.

Holidays, Vacations, Sick & Personal Days according to contract

All Full Time Employees are offered: paid in full medical/dental, life insurance and short term disability  
Members of the Police Dept., Road Dept. and Secy. are enrolled in a pension plan. Both plans are receiving State Aid funding.

Supervisor's monthly meeting pay is: \$125.00 per month.

Supervisors may work when needed - hourly wage set by auditors.

Supervisors will receive hourly wage for road inspections.

Supervisors receiving compensation for attending non-supervisory meetings example: COG etc.

Twp. Auditors set attendance fee at \$20.00 per meeting.

Supervisors attending the State Convention are allowed to receive their hourly rate, set by the Auditors, up to 8 hr., per day for Monday through Wednesday for any lost wages while attending convention.

County Convention attendees will receive \$50.00 each for the Spring and Fall Conventions per the Twp. Code Art. 14 sect.1401-C

Supervisors may participate in the Medical/Dental and Life Insurance programs per Twp. Code Art. 6 sect. 606-7C1

Elected Auditors are. –William Radle-2012, Linda Stacknick 2014, Bridget White 2016.  
Auditor rate is \$10.00 per hour up to 50 hours.

CPA: Lochen & Chase will be retained for 2009 audit. (Resolution # 2010-1-2) motion by White, second by Reich with Shupp in agreement. Estimated cost \$3,500 to \$4,500. Service agreement was signed.

State Convention – April 18<sup>th</sup> to 21<sup>st</sup>, Glenn Shupp & Judy Gingher will attend. Voting delegate – Glenn Shupp.

Comment period limit of 5 min. per person per topic.

Re-organizational meeting ended at 6:37 PM.

**The regular monthly meeting was called to order at 6:40 PM by Chairman White.**

The December 7<sup>th</sup> & 21<sup>st</sup> minutes were approved as written by a motion from Reich, second by White with Shupp in agreement.

Outstanding Invoices were reviewed and an Order to Pay was made by White, second by Reich with Shupp in agreement.

The December Financial Report was distributed to the Board. The Yearly Budget reports will be distributed at the February meeting. The balances in the accounts at the end of 2009 are: General Fund – Peoples \$31,517.78 - PLGIT \$283,509.55– Special Road Acct. (Penn Dot Loan) \$242,789.46 – State Fund – PLGIT \$152,328.60 – Park Fund \$ 5,895.86.

Requisition Slips – No requests were made.

Road Dept. – No road report was given due to the absence of Ken White. Secy. reported that the mini excavator from SEI was delivered on Dec 23<sup>rd</sup> and the Case backhoe, that was included as a trade-in, was picked-up. The items have been added and deleted from the insurance policy.

Police Dept –Chief Ely gave the monthly activity report (report on file) and the end of the year report was distributed to the Board

Lazybrook Park – No activity.

**OLD BUSINESS**

Iroquois Trail – Previously the Twp sent a letter of request to Northern Tier Planning and Penn Dot to transfer the scope of the project , \$158,500, from the Twp to the Wyo. County Industrial Development Authority to continue the Iroquois Trail project. Northern Tier replied, at their Dec. 14<sup>th</sup> meeting of the Rural Transportation Advisory Committee that they concurred with our request to transfer the project. The Twp will still be involved but not financial responsible. No funding had been release to the Twp.

Road Bonding – the Twp is gathering information on cost of posting and bonding of roads. Bassett Engineering has submitted a quote. CECO has been contacted. A third quote will be requested from another company.

**NEW BUSINESS**

2008 Septic Reimbursement – DEP notified the twp that some reimbursement will be release. Due to the limited funding available, the rate will be reduced from 85% to approximately 42.5% of requested funding. Amount requested was \$3,389.61, amount to be received \$1,205.49. The secy. asked if she could send letters to the other townships (approx. 11) requesting to help with the cost of the conference. The Board agreed to send a letter of request.

Twp Election Vacancy - a letter was received from the director of elections listing the vacancies after the Nov 2009 election. The only position for the Twp is inspector of elections in Twp#2 -Democrat Minority. This position is an appointed by the Party. No action is required from the Board.

EAP Notice – Lake Carey – The Lake Carey Cottagers Assoc. submitted a public notice for the dam as required by DEP. An Emergency Action plan has been developed and it gave a list of who has copies of the plan. The police dept has the twp’s copy.

#### CORRESPONDANCE

Public Officials Day – Jan 14<sup>th</sup> at the Farm Show in Harrisburg. Luncheon will be served with guest speakers.

#### OPEN TO THE FLOOR

Bob Baker asked about the possibility of contracted with Falls Twp for police cover and has the Twp ever done this before.

Chief Ely replied that the Twp has never offered coverage to another twp before. It’s just starting the informational stage.

*Chis Ziemba* questioned the 2008 septic reimbursement of the Act 537 plan. The Act 537 plan has different components of which the annual septic program is one and the septic study is among others. His information has other Counties getting larger sum over \$400,000. It seems it would also cover their annual expenses to operate. A discussion followed on the amount already spent for the study if not completed, the twp would lose, the different wording on petitions, and the current Act 537 plan from 1990.

*Minturn Smith* also spoke on the petitions.

*White* spoke on the information he has compiled: if completed, the twp. will have to wait over 4 year to get reimburse, and if a septic maintenance ordinance was adopted it could be used to complete the study and submit it for approval and reimbursement.

*Reich* spoke on the funding cuts at DEP and the possibility that it could be 50% of the 50% for reimbursement.

*Shupp* made mentioned that some of the expenses included in the project were from previous uncompleted studies that were not finished and submitted.

*Shupp* made a motion to continue the study at least to finish it and request for reimbursement. Motion did not carry. *White* believes that there is a lot more that needs to be look at before continuing.

*White* recessed the meeting to executive session at 7:30 PM. In attendance were the Board, Secy. and the Police Chief. Topic of discussion was finalizing the promotion of 2 part-time officers to full time status.

The meeting reconvened at 7:55PM. A motion to adjourn at 7:56 PM was made by *Shupp*, second by *White* with *Reich* in agreement.

Respectfully Submitted,

Judy Gingher, secy.