

January 3, 2011

The 2011 Re-Organizational and monthly meeting of the Tunkhannock Township Board of Supervisors was called to order by Chairman White at 7 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, Ed Wilcox, Sue Zimmerman Bridget White and Virginia Cody, New Age.

2011 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.

Chairman	Randy L White
Vice-Chairman	Ernest P. Reich
Secy. /Treas.	Judy Gingher
Clerk/Police Clerk	Susan Zimmerman
Road Master	Ken White
Solicitor	Anthony P. Litwin III
Emerg. Manage Coordinator	Stanley Ely & Randy White
Police Commissioner	Randy White
Police Chief	Stanley Ely III
Building Code Enforcement Agency	Bureau Veritas
Permit Officer	Ken White
Sewage Enforcement Officer	Carlton Shupp Jr.
SEO Alternate	Ken Lawry
Constable (elected position)	Danielle Reimiller – 2012
Vacancy Board Chairman	John Davenport
CDL Program Contact Person	Ernest Reich and Judy Gingher
Open Records Officers	Judy Gingher-Office & Police
Pension Plans Administrator	Judy Gingher
Park Manager	Kenneth Young
Bi Twps. Comprehensive Com. Member	Glenn Shupp
Tax Collector (elected position)	Vacant
Wy. Co. Tax Collection Committee	Judy Gingher, alt. Veto Barziloski Jr.
Banks: General Fund	Peoples National Bank and PLGIT
State Fund	PLGIT
Payroll	Peoples National Bank
Park Fund	PLGIT & Peoples National Bank
Annuities	First Liberty Bank

Millage for 2011	4.5 mils for general and 1mil for fire protection and other community services.
Mileage	Standard IRS rate –presently set at \$.51 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. (detailed breakdown on file) charge for subdivision plan review \$40. and IRS mileage rate.
Sign Permit Fee	\$.50 per square foot with a minimum of \$15.00
Bonding/Excess Maint. Agreement	\$ 40.00 application fee - see schedule for other associated fees
2011 Budget	From All Funds: Revenue \$1,263,780.00 – Expenses \$1,228,591.00
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 minimum and LST \$ 52.00 for income over \$12,000.

Meeting Time and Date: First Monday of each month, except July & September – 1st Tuesday.

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

Park Committee – currently inactive.

Plan Committee – currently inactive.

Checks can be signed between meetings when necessary.

Road Employee Wages – 3% increase (see chart)

Normal workdays will be 8 hrs. 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 a minimum. of 1-1/2 hr. Overtime.

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

Office hours M-Thur. 9 Am to Noon and 1 to 4 PM – Fri. 8:30 AM to Noon & 1 to 3:30 PM.

Twp. Clerk will receive 3% wage increase.

Vacation Time: Non –Uniform Prior to 2008

31 years and over of employment – 18 days

25 to 30 years of employment – 17 days

20 to 24 years of employment – 16 days

15 to 19 years of employment – 15 days

10 to 14 years of employment – 14 days

Non –Uniform New Hires after 2008 -Employees shall earn five (5) days of vacation after six (6) months of employment and one additional day effective January 1st for every year thereafter to a maximum of twenty (20) days.

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

Personal Days/Sick Days -full time non uniform employees –6 days (3 each) after 6 mos .or to January 1st. 8 days (4 each) thereafter. Personal Days /Sick 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 conditions.

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.

Carlton Shupp Hrly. rate - \$22.00 plus standard IRS Mileage rate.

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

Police Clerk will receive same wage as Twp Clerk.

Holidays according to contract

All Full Time Employees are offered: paid 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.

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

Supervisors may work when needed - hourly wage set by auditors. (\$13.95 p/hr 2011)

Supervisors will receive hourly wage for road inspections.

Supervisors can receive 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

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 was appointed to conduct the 2010 Audit.
State Convention – April 17th to 20th - Glenn Shupp & Judy Gingham will attend. Shupp as voting delegate.

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

A motion to approve the appointments and twp operational items was made by White, second by Reich with Shupp in agreement.

Chairman White closed the 2011 Organizational meeting and opened the public meeting at 7:10 PM.

The Dec. 6th and 20th minutes were reviewed. The secy. made a correction to the tax exoneration for Wells should be \$32.96 not \$17.17. A motion to approve the minutes with correction was made by White, second by Reich with Shupp in agreement.

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

December Financial Report was distributed to the Board. Reports on file. Balances as of 12/31 in accounts for general use: Gen. Funds – Peoples Checking \$(-)412.18.- Peoples Cert. of Saving - \$175,000. PLGIT Savings \$123,008.38 - State Fd. - PLGIT \$80,523.95 and Park Fd. – PLGIT \$8,359.85 – Peoples Nat'l. \$1,680.87.
End of the Year Financial Report will be distributed at the Feb. meeting.

Requisition Slips – The Secy. requested the Board look into applying for a credit card for the Twp. Most of the annual membership/subscription renewals are now requiring it to be done on-line with a credit card. The Board discussed the types of cards and tax exemption status. A motion was made by Shupp, second by Reich with White in agreement to apply for a credit card. The secy. will research the twp's options.

Road Dept. Report – In the absences of Ken White, the secy. noted the activities as: installing new road signs and meeting with gas representatives for bonding twp roads.

Police Dept. Report – Chief Ely gave the monthly report (report on file). One of the new part-time patrol officers, David Williams will start on January 6th and John Zdaniewicz will start the first of February. The No Parking Ordinance-for the area of SR 92 S and Lane Hill Road has been forwarded to the solicitor and should be ready for adoption in February.

Park Dept. Report – DCNR has announced another round of grants. Deadline to apply is April 20, 2011.
Might consider building another small pavilion by playgrounds. Workshop for the grant is on Feb. 3rd at LCCC Nanticoke.

OLD BUSINESS

Twp. Real Estate Tax Collector – Melody Montross has resigned as of January 1, 2011. The Board will review applications during executive session.

Community Highway Safety Patrol – a letter was received from David Ide concerning the program and some possible changes to the current program. This topic was tabled from the Dec. 20th meeting. Chief Ely asked the Board to sign the letter to continue participating in the program. A motion to participate was made by White, second by Reich with Shupp in agreement. Due to the confusion of the wording of the letter, Chief Ely will request a new letter to be sent to sign.

Echo Housing & Parking Ban Ordinances – are still in the review stage.

Re-addressing requests: Henn's had sent a written request to keep their current private drive address. If not, change it to North Greenfield Ln. Jay Hott also requested a name change of their private drive from Weave Ln. to Vacation Lane. Both names have been approved by Chas Mead. A motion to allow the name changes was made by White, second by Shupp with Reich in agreement. Henn & Hott will be notified.

NEW BUSINESS

Assessor's Office Certification - The annual notice was received from the Assessor's Office listing the current millage rates and to make any changes where necessary. Millage will remain the same for 2011 of 4.5 mils for real estate and 1 mil fire protection. The Board signed the notice to be returned to the assessor's office by January 31st.

Permit Officer – Excess maintenance agreement has been received for Chief Oil & Gas for Shupp Hill Road that requires a signature. Until tonight no one was appointed to sign these agreements. Ken White has been appointed the Permit Officer during the organizational meeting for all required permit within the twp. except for septic permits and transient sale permits. Ken will be the authorized signer for all other types of permits.

Saddle Lake Dam Notice was submitted to the twp as required by DEP. This notice list the names of who has copies of the emergency action plan and the name and number of the contact person. No action is required from the Board.

CORRESPONDANCE

Public Official's Day at the Farm Show in Harrisburg on January 13th. A luncheon will be served.

Northern Tier – Course in Community Planning – Jan. 13th 20th 27th in Wysox 6:15 to 9:30 PM.

Dirt & Gravel Road Seminar – Feb. 2nd & 3rd in Dushore 8 AM to 4 PM.

OPEN TO THE FLOOR

Bridget White asked about the bonding limits for road, who sets the limits and procedures.

Chairman White recess to executive session at 7:35 PM. In attendance were the Board, Judy Gingher, Chief Ely and Bridget White. Topics covered were: reviewed tax collectors applications and Bridget White spoke on bonding for tax collectors. Other twp personnel matters were discuss.

Meeting reconvened at 8:13 PM.

No applicant was selected to fill the tax collector's vacancy. A suggestion was made to contact the local paper to mention that the Twp is still taking applications until Noon on Jan. 17th.

White requested the Secy. contact Penn Dot about the temporary traffic signal on SR 6 E. A fire call was delayed due to the signal not having a preemptive device on it.

A motion to adjourn at 8:18 PM was made by White, second by Shupp with Reich in agreement. Next meeting will be Monday, January 17th at 6:30 PM.

Respectfully Submitted

Judy Gingher, secy.

January 17, 2011

The special meeting was called to order at 6:30 PM by Chairman White. A salute to the flag was recited. In attendance were Supervisors Randy White and Glenn Shupp, (Reich was absent), Judy Gingher, secy. This meeting was not recorded.

Jan. 3rd Minutes were tabled to the Feb. meeting.

Outstanding Invoices were reviewed. The secy. was concerned about the new Blue Cross/ Blue Shield monthly invoices. She will contact them before payment is made. An Order to Pay was made for all other invoices by White with Shupp in agreement, motion carried.

OLD BUSINESS

911 Re-addressing - Notification was received from Chas Mead that North Greenfield Lane and Vacation Lane have been approved by Harrisburg.

Twp. Tax Collector Appointment – after the article in the New Age, the Twp received several additional applications. The Board reviewed the new submissions. A motion to appointment Ronald Whipple to fill the vacancy for one year was made by Shupp, and second by White, motion carried. Mr. Whipple or any of the other applicants may run for the office during the 2011 Primary election.

NEW BUSINESS

Park Playground – Non Smoking Area – the twp has been approached by Julie Orloski, Penn State Cooperative Extension, Wy Co. to participate in the Young Lungs as Play program. It would involve designating the park playground area as a “Non Smoking” area. Penn State will supply the signs to post. A motion by White to participate in the program was second by Shupp, motion carried. A letter will be sent notifying of the inclusion in the program.

Traffic Signal & Pole Lights at the intersection of SR 92 and By-Pass 6. It was brought to the attention of John from Northeast Signal that the pre-emptive signal device was not ordered with the correct wiring when first installed by Penn Dot. To correct the wiring error it will cost approx. \$730. The Board agreed to have it repair as it is a hazard if not repaired. The estimate will be signed.

Also a bridge light is out. As these have not been replaced since 2005, the Board agreed to have all bridge light bulbs replaced. This will save money for future replacement calls.

Letters of Resignation – Susan Zimmerman, police and office clerk submitted her letter or resignation effective January 5th. White submitted a letter of resignation from Kenneth Young, park manager and road dept. effective February 1st. He will continue helping the road dept during snow storms when needed. A motion to accept the resignations was made by White with Shupp in agreement, motion carried.

Review Park Items – A discussion between the board members and the secy. about items such as: fees for community groups using the park, requirement for extra port-a-johns, ground maintenance and possible project for grants. There are several trees that are close to power lines that need to be trimmed. The Board agreed to hire Barziloski’s to do the trimming for under \$4,000.00.

A motion to adjourn at 7:35 was made by White second by Shupp, motion carried.

Respectfully Submitted,

Judy Gingher, secy.