

PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
JANUARY 5, 2009 RE-ORGANIZATION MEETING

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**Appoint Temporary Chairperson** – Supervisor Allen Aungst was appointed temporary chairman.

**Call to Order / Pledge of Allegiance** – Aungst called the meeting to order at 7:00 PM with the Pledge of Allegiance. Attending were Supervisors Allen Aungst, Judith Lehman, Diane Tobin, Larry Zimmerman and Jerry Wise. Also attending were Secretary / Treasurer Kathy Ferguson and Aimmee Reiter.

**Public Comment on Agenda Items** – None.

**Agenda Items**

**Appoint Chairperson** – Lehman nominated Tobin and Wise nominated Zimmerman. On the nomination for Tobin for chairperson: Lehman and Tobin voted in favor; Zimmerman, Aungst and Wise opposed the nomination, nomination failed. On the nomination for Zimmerman as chairperson: Aungst Zimmerman and Wise voted in favor of the nomination; Lehman and Tobin opposed the nomination and the nomination carried 3 to 2. As chairman, Zimmerman conducted the rest of the meeting.

**Appoint Vice-Chairperson** – Aungst nominated Diane Tobin. On the nomination of Tobin as Vice-Chairperson, all were in favor and the nomination carried.

**Appoint Secretary/Treasurer** – Aungst moved to appoint Kathy Ferguson, Zimmerman seconded the motion; all were in favor and motion carried 5 to 0.

**Establish amount of Treasurers Bond** – Tobin moved to keep the bond at \$1 million with Stump Insurance. Wise seconded the motion, all were in favor, motion carried 5 to 0.

**Establish Meeting Compensation for Secretary** - Aungst moved to keep the compensation at \$50. Tobin said she thinks that Labor & Industry may require her to be paid hourly. Discussion followed with the Board asking Tobin to check with Gino. Zimmerman seconded the motion; all were in favor and motion carried 5 to 0.

**Establish Meeting Compensation for Planning Commission / Zoning Hearing Board Secretary** – Aungst moved to keep the compensation at \$25, Wise seconded the motion; all were in favor and motion carried 5 to 0. The Board will have Tobin check on all the meeting compensation to see if it must be paid hourly.

**Establish Meeting Compensation for Roadmaster and Zoning Officer** - Aungst moved to increase the compensation to \$20, Tobin seconded the motion; all were in favor and motion carried 5 to 0.

**Establish Compensation for mileage reimbursement** - Lehman moved to use IRS mileage rates. Aungst seconded the motion; all were in favor and motion carried 5 to 0.

**Affirm Supervisor Judith Lehman as Host Municipal Inspector** – Aungst moved to affirm Judith Lehman as Host Municipal Inspector. Wise seconded the motion; all were in favor and motion carried 5 to 0.

**Reappoint / Set Wages of Employees** – Aungst moved to give an increase of 40 cents per hour to all hourly paid employees, motion died for lack of a second.

Tobin moved for a dollar per hour increase for the Roadmaster and an increase of 40 cents per hour to all other hourly paid employees. Lehman seconded the motion, Tobin and Lehman voted in favor of the motion. Zimmerman, Aungst, and Wise opposed the motion, motion was defeated 3 to 2.

Aungst moved to give an increase of 40 cents per hour to all hourly paid employees and review the Roadmaster’s rate at the end of his first year as Roadmaster. Wise seconded the motion. Aungst and Wise voted in favor of the motion, Zimmerman, Tobin and Lehman opposed the motion, motion was defeated 3 to 2.

Zimmerman moved to give an increase of 40 cents per hour to all hourly paid employees except the Roadmaster. Wise seconded the motion, all were in favor and motion carried 5 to 0.

**Reappoint / Set Wages of Employees, cont.**

Zimmerman moved to keep the Zoning Officer monthly salary at \$600 unless he gives proof of more work than last year, Lehman seconded the motion. Lehman, Zimmerman and Aungst voted in favor of the motion; Tobin and Wise opposed the motion; motion carried 3 to 2.

Tobin moved to establish the Roadmaster's pay at \$15.55 per hour, Lehman seconded the motion. Tobin and Lehman voted in favor of the motion. Zimmerman, Aungst, and Wise opposed the motion, motion was defeated 3 to 2.

Aungst moved to establish the Roadmaster's pay at \$15.35 per hour, Wise seconded the motion. Aungst and Wise voted in favor of the motion, Tobin, Zimmerman and Lehman opposed the motion, motion was defeated 3 to 2.

Zimmerman moved to increase Roadmaster's pay 40 cents per hour and Wise seconded the motion. Wise, Zimmerman and Aungst voted in favor of the motion. Tobin and Lehman opposed the motion; motion carried 3 to 2.

**Appoint Chairperson of Vacancy Board** – Aungst moved to appoint Larry Barr, Sr., Wise seconded the motion, all were in favor and motion carried 5 to 0.

**Appoint Emergency Management Director** – Tobin moved to appoint Tim Weaver, Lehman seconded the motion; all were in favor and motion carried 5 to 0.

**Appoint Engineer / Adopt Fee Schedule** – Tobin moved to appoint Alfred Benesch & Company and adopt their fee schedule, Aungst seconded the motion; all were in favor and motion carried 5 to 0.

**Recognize Township Fire Companies** – Aungst moved to adopt Resolution # 2009-01 recognizing Ravine and Suedburg Fire Companies as the Township Fire companies. Lehman seconded the motion, all were in favor and motion carried 5 to 0.

**Appoint Fire Marshal / Deputy Fire Marshal** – Aungst moved to appoint Greg Pijar as Fire Marshal and Bert Witmer as Deputy Fire Marshal, Wise seconded the motion. All were in favor; motion carried 5 to 0.

**Appoint Health Officer** – Zimmerman moved to reappoint Lewis Moyer if he is available or ask Harold Bachert, Aungst seconded the motion; all were in favor and motion carried 5 to 0.

**Appoint Legal Counsel** – Tobin moved to retain the firm of Pfeiffer, Brown, DiNicola & Frantz. Lehman seconded the motion; all were in favor and motion carried 5 to 0.

**Appoint Sewage Enforcement Officer / Adopt Fee Schedule** – Lehman moved to appoint Light-Heigel & Assoc., Larson Design and Brian McFeaters and adopt Light-Heigel's fee schedule. Aungst seconded the motion; all were in favor and motion carried 5 to 0.

**Appoint Tax Hearing Officer** - Tobin moved to retain Berkheimer Assoc. Lehman seconded the motion; all were in favor and motion carried 5 to 0.

**Re-Appoint / Appoint members for:**

- ♦ **Planning Commission** – Zimmerman moved to reappoint Ray Stump to another four year term ending January 2013. Aungst seconded the motion, all were in favor and motion carried 5 to 0.
- ♦ **Recreation Board** – Zimmerman moved to reappoint Dennis Fidler to another five year term ending January 2014. Wise seconded the motion; all were in favor and motion carried 5 to 0. Zimmerman noted there is a vacancy on the Recreation Board.
- ♦ **Zoning Hearing Board** – Zimmerman moved to reappoint Larry Mann to a three year term ending January 2012. Tobin seconded the motion; all were in favor and motion carried 5 to 0.

**Select Independent Auditor** – Zimmerman said there was one proposal submitted from Faren Garcia & Garmen, PC of Lebanon for \$4,300 for an in-house audit. Lehman moved to approve the proposal of Faren Garcia & Garmen to complete the 2008 in-house audit. Aungst seconded the motion, all were in favor and motion carried 5 to 0.

**Recognize Depositories of Township Funds** - Aungst moved to recognize the following as depositories of Township funds: Fulton Bank, Sovereign Bank, PLGIT, Invest. Tobin seconded the motion; all were in favor and motion carried 5 to 0.

**Select Preferred Advertisement location** – Tobin moved to use the Press Herald as the primary newspaper for advertising, Lehman seconded the motion; all were in favor and motion carried 5 to 0.

**Establish Times, Dates, and location of monthly meetings** – Tobin moved to keep the Supervisors meeting on the second Wednesday of each month at 7 PM in the Township Building. Wise seconded the motion, all were in favor and motion carried 5 to 0.

**Certify Delegates to State Association Annual Convention in Hershey and choose voting delegate** – Zimmerman moved to allow Supervisors Lehman, Tobin and Zimmerman, the Secretary / Treasurer and the Roadmaster to attend the convention. Lehman seconded the motion, all were in favor and motion carried 5 to 0. Zimmerman moved to certify Lehman as voting delegate for the PSATS Convention. Tobin seconded the motion, all were in favor and motion carried 5 to 0.

**Determine Holidays for township employees** - Aungst moved to keep the same ten holidays (New Year's Day, Good Friday, Primary Election Day, Memorial Day, July 4<sup>th</sup>, Labor Day, General Election Day, Thanksgiving and the day after, Christmas Day). Lehman seconded the motion; all were in favor and motion carried 5 to 0.

**Select Committee Representatives** – Zimmerman moved to keep the same committee representatives as follows, Lehman seconded the motion, all were in favor and motion carried 5 to 0.

- ♦ Budget and Finance – Allen Aungst and Diane Tobin
- ♦ Employee Handbook – Allen Aungst and Judith Lehman
- ♦ Fire Company – Jerry Wise and Diane Tobin
- ♦ Property and Roads - Judith Lehman and Larry Zimmerman
- ♦ Salary Reviews, Health Insurance and Benefits – Larry Zimmerman and Jerry Wise

**Bill Payment / Financial Statement** - Aungst said entering of bills for payment and bank statements on the financial report should be cut off on Fridays before the meeting. Aungst said Ferguson should not be using evening hours to enter bills to be current for the meeting and that interest can be added to the next month's report. Aungst moved to have a cut-off date for bills and the financial report for Friday before the meeting and authorize the Treasurer to pay utility bills as they come in. Tobin seconded the motion, all were in favor and motion carried 5 to 0.

**Office Hours** - Aungst said people have commented to him about the office not being open every day. Aungst moved to have the office open Monday through Friday from 8 AM to 4 PM. Zimmerman seconded the motion, all were in favor and motion carried 5 to 0.

**Employee Vacation, Sick and Comp Time** – Zimmerman said employees should use vacation and sick time in the year they are earned. Discussion followed on the policy of the Township for vacation, sick and comp time.

Zimmerman moved vacation time must be used each year with no carry-overs, sick time must be used each year or lost and comp time earned January 1<sup>st</sup> through September 30<sup>th</sup> must be used by October 31<sup>st</sup>, comp time earned October 1<sup>st</sup> through December 31<sup>st</sup> must be used by May 31<sup>st</sup> of the following year. Motion died for lack of a second. More discussion followed on the subject.

Zimmerman moved vacation time must be used in the calendar year it was given, Tobin seconded the motion, all were in favor and motion carried 5 to 0.

Zimmerman moved six days of sick time will be given on January 1<sup>st</sup> and must be used by the end of the year. Tobin seconded the motion. Zimmerman, Tobin, Aungst, and Wise were in favor of the motion, Lehman opposed the motion, motion carried 4 to 1.

Zimmerman moved comp time earned January 1<sup>st</sup> through September 30<sup>th</sup> must be used by October 31<sup>st</sup>, comp time earned October 1<sup>st</sup> through December 31<sup>st</sup> must be used by May 31<sup>st</sup> of the following year and will be paid at the rate it was earned. Wise seconded the motion, all were in favor; motion carried 5 to 0.

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**Employee Vacation, Sick and Comp Time, cont.**

Zimmerman said all existing time carried over should be used by October 31<sup>st</sup> of this year. Cash payment was discussed by the Board. Lehman asked to carry over three weeks for a trip she had planned this year. Discussion followed on the time carried over from last year.

Zimmerman moved to pay all employees for all vacation, comp, sick and personal time carried over from last year at last years rate with the option of holding two weeks this year at last years rate. Tobin seconded the motion, all were in favor and motion carried 5 to 0.

Zimmerman moved personal hours must be used in the calendar year they are given. Wise seconded the motion, all were in favor and motion carried 5 to 0.

**Public Comment** – None

**Adjournment** – Zimmerman moved to adjourn the Re-organization Meeting at 9:35PM. Wise seconded the motion; all were in favor and motion carried 5 to 0.

**Respectfully Submitted,**

**Kathy Ferguson, Secretary / Treasurer**

**Approved by the Board of Supervisors on January 14, 2009.**