

**BOARD OF SUPERVISORS
ORGANIZATION MEETING DRAFT AGENDA SUBJECT TO CHANGE
January 7, 2013 Organization Meeting
6:00 PM**

CONSENT AGENDA:

MOTION TO APPOINT/RE-APPOINT:

- a) Township Manager – Laura Portillo
- b) Zoning & Codes Enforcement Officer/Assistant Manager– Larry Barrick
- c) Secretary/Treasurer – Denise Gembusia
- d) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- e) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- f) Roadmaster – Glenn Wimer
- g) Open Records Officer – Laura Portillo
- h) Assistant Open Records Officer – Denise Gembusia
- i) Township Solicitor & Compensation – Susan J. Smith @ fee schedule

General Work	\$135/hr.
Regular Meeting	\$ 75/hr.
Special Meeting	\$175/meeting (up to 2 hours)
Special Meeting Overage	\$100/hr. (any time over 2-hr. flat rate)
Litigation	\$195/hr.
Paralegal	\$90/hr.

- j) Planning Commission Solicitor & Compensation – Keith Brennehan @ \$100/hour
- k) Zoning Hearing Board Solicitor & Compensation – Michael Scherer @ \$115/hour
- l) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule

Professional Engineer \$107.64	Professional Land Surveyor \$ 97.00
Planner \$ 91.00	Engineering Technician II \$ 79.50
Engineering Technician I \$ 70.00	CADD Technician \$ 71.50
Administrative Assistant \$ 55.50	Survey Technician \$ 75.00
Testing Technician \$ 63.50	Inspector \$ 71.00
REIMBURSABLES (DIRECT EXPENSES)	
Filing Fees Cost + 10%	Outside Reproduction Cost + 10%
GPS Equipment \$50.00/Hour	Sub-consultants Cost + 10%
Mileage (where applicable) IRS rate + 10%	RTS Equipment \$40.00/Hour
Prints/Plots (black & white) \$4.00/each (over 24" x 36")	Prints/Plots (black & white) \$2.00/each (up to 24" x 36")

Note: This rate schedule is intended for fee ranges and estimating purposes. Actual billing rates are based on CS Davidson's current multiplier and will vary by employee.
Rates are effective from 01/01/13 through 12/31/13.

- m) Township Fire Chief & Compensation – Greg Bretzman @ \$375/quarter
- n) Assistant Township Fire Chief & Compensation – Ivan Bretzman @ \$375/quarter
- o) Local Emergency Management Coordinator – Raymond Highlands
- p) Assistant Local Emergency Management Coordinator – Larry Barrick
- q) TCC Representative – Denise Gembusia
- r) TCC Alternate Representative – Laura Portillo
- s) Delinquent Tax Collector – Carolyn McQuillen

- t) State Convention Voting Delegate – Jonathan Reisinger
- u) Municipal Authority (term expires 12/31/17) – Gerald Eby
- v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
Allyn Perkins, Jonathan Reisinger, and Bob Wrightstone
- w) Organizational Representatives:
 - 1) Municipal Advisory Board –Allyn Perkins, Jonathan Reisinger and Bob Wrightstone
 - 2) Western Cumberland County COG – Laura Portillo, representative and Larry Barrick, alternate representative
 - 3) Regional Emergency Services Task Force – Larry Barrick-representative
 - 4) CCCTF on Regional Development – Laura Portillo
- x) Banks and Depositories:
 - 1) M&T Bank
 - 2) Orrstown Bank
 - 3) PLGIT
 - 4) F&M Trust
 - 5) Metro Bank
 - 6) Susquehanna Bank
 - 7) BMO- First Bank of Montreal
- y) Conventions:
 - 1) SUPERVISORS (non-employees)
 - a) County Convention - \$50.00 per day, plus mileage expense
Registration fee is paid by Township.
 - b) State Convention – Reimburse for actual expenses for meals and mileage. Registration fee is paid by Township. Up to 4 days compensation paid at the Supervisor hourly rate, in accordance with Section 1402 of the Second Class Township Code.
 - 2) EMPLOYEES & OTHERS:
 - a) Seminars/Schools/Meetings – Hourly wage plus registration fee, mileage and meal expense reimburse with Township Manager approval prior to attendance.
 - b) Meetings – Hourly paid employee is paid overtime for meeting attendance if the meeting is on a scheduled workday, or a Saturday or Sunday following a 40 hour work week. If the meeting is on a non-scheduled workday, the employee is paid regular hourly rate.
- z) Mileage and other expenses:
 - 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2013 at 56.5 cents per mile or any subsequent change as announced.
 - 2) Meals – Actual cost, not to exceed \$35.00 per day
 - 3) Lodging – Actual Expense, with Township Manager or Supervisors’ approval prior to attendance.
- aa) Commissions & Boards Expenses:
 - 1) PLANNING COMMISSION - \$25.00 per meeting
 - 2) ZONING HEARING BOARD - \$35.00 per meeting of 2 hours or less, \$15.00 for each additional hour

11. MOTION TO APPROVE WAGES FOR 2013, Effective January 1, 2013

- a) Salaried Personnel
 - 1) Township Manager - \$63,357 with health benefits
 - 2) Zoning & Codes Enforcement Officer/Assistant Twp Manager - \$47,455
 - 3) Secretary/Treasurer - \$40,000 with health benefits
- b) Tax Collector – 2.5% Fire real estate tax
- c) Supervisor Hourly Compensation for non-supervisor work:
 - 1) Supervisor hourly rate is set at first Auditors’ meeting scheduled for January 8, 2013 @ 6:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2013 Wage or Salary	Annual Projected 2013 Labor Costs
Oscar Barrick	16.15	35,045.50
Dustin Durf	14.50	28,414.12
Jay Richwine	16.15	35,045.50
Glenn Wimer	20.50	44,485.00

12. TREASURER’S BOND

Bond amount is increased to \$2.8 Million provided by Erie Insurance Company for savings on premium of more than \$500.00 per year.

13. MOTION TO APPROVE

- a) Township Holidays – as listed in the current Employees handbook

14. BUSINESS:

- 1. **Confirmation of Boyer & Ritter CPA** continuing as the township accounting firm for the year 2013 as approved in Resolution 2009-02.
- 2. **Appointment of Kathy Walton, William Rodier and Thomas Imholte as Auditors term ending 12/31/13.**
- 3. **Positions on Various Boards/Committees**
 - **Planning Commission (2)** – both terms expire 12/31/16
Candidates: Earl Bock, Thomas Smith
 - **Zoning Hearing Board (1)** – term expires 12/31/15
Candidates: Ellen Colyer
 - **Alternate Zoning Hearing Board (1)** – term expires 12/31/15- no candidates
 - **Vacancy Board- Bill Chain and Larry Foote**
 - **Park & Recreation Committee (5)** –
 - (2 terms expire 12/31/13) – currently vacant- no candidates
 - (term expires 12/31/15) – currently vacant- no candidates
 - (2 terms expire 12/31/16) – currently vacant- no candidates
 - **Municipal Authority (2)** –
 - (term expires 12/31/13) –currently vacant- no candidates
 - (term expires 12/31/13) –currently vacant- no candidates

15. ADJOURNMENT:

DRAFT