

**BOARD OF SUPERVISORS
 ORGANIZATION MEETING DRAFT AGENDA SUBJECT TO CHANGE
 January 6, 2014
 6:00 PM**

- 1. CALL TO ORDER: 6:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. NOMINATION TO APPOINT A TEMPORARY CHAIRMAN**
- 4. NOMINATE & ELECTION OF CHAIRMAN OF THE BOARD OF SUPERVISORS**
- 5. NOMINATE & ELECTION OF VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS**
- 6. OPENING ANNOUNCEMENTS**
- 7. APPROVAL OF AGENDA**
- 8. CHAIRMAN’S REPORT**
- 9. PUBLIC COMMENT**

10. 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) Receptionist – Jennifer Luebbers
- e) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- f) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- g) Roadmaster – Rick Barrick
- h) Open Records Officer – Laura Portillo
- i) Assistant Open Records Officer – Denise Gembusia
- j) 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.

- k) Planning Commission Solicitor & Compensation – Susan Smith @ \$100/hour
- l) Zoning Hearing Board Solicitor & Compensation – Michael Scherer @ \$115/hour

m) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule

Township Engineer \$113.60	Professional Land Surveyor \$97.00
Project Engineer/Project Manager \$99.00	Designer II \$81.00
Designer I \$70.00	CADD Technician \$67.00
Administrative Assistant \$57.50	Survey Technician \$75.00
Testing Technician \$65.00	Inspector \$71.00
REIMBURSABLES (DIRECT EXPENSES)	
Filing Fees Cost + 10%	Outside Reproduction Cost + 10%
GPS Equipment \$80.00/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 01/01/14 through 12/31/14.

n) Emergency Services Administrator & Compensation – Greg Bretzman @ \$375/quarter

o) Assistant Emergency Services Administrator & Compensation – Ivan Bretzman @ \$375/quarter

p) Local Emergency Management Coordinator – Earl Bock

q) Assistant Local Emergency Management Coordinator – Larry Barrick

r) TCC Representative – Laura Portillo

s) TCC Alternate Representative – Denise Gembusia

t) Delinquent Tax Collector – Carolyn McQuillen

u) State Convention Voting Delegate – Jonathan Reisinger

v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
JR Barrett, Jonathan Reisinger, and Bob Wrightstone

w) Organizational Representatives:

1) Municipal Advisory Board –JR Barrett, 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, 2014 at 56.0 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 2014, Effective January 1, 2014

- a) Salaried Personnel
 - 1) Township Manager - \$65,256 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 7, 2014 @ 6:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2014 Wage	Annual Projected 2014 Labor Costs
Oscar Barrick	18.50	39,451.25
Dustin Durf	15.00	31,987.50
Jay Richwine	16.65	35,506.13
Jim Marshall	15.00	31,987.50
Jennifer Luebbers	11.00	14,300.00

12. TREASURER’S BOND

Bond amount is increased to \$3.5 Million provided by Erie Insurance Company.

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 2014 as approved in Resolution 2009-02.
2. **Positions on Various Boards/Committees**
 - **Planning Commission** – 2 terms expire 12/31/17
Candidates: William Baker, Ken Giffhorn, Elizabeth Kikla, and Anthony Smith
 - **Zoning Hearing Board** – 1 term expires 12/31/16
Candidate: Michael Gennett
 - **Alternate Zoning Hearing Board** – 1 term expires 12/31/15
Candidate: Rob Robinson
 - **Vacancy Board** - 1 term – Yearly appointment
Candidate: Larry Foote
 - **Park & Recreation Committee** 5 vacancies –
 - 1 term expires 12/31/14 – currently vacant- no candidates
 - 1 term expires 12/31/15 – currently vacant- no candidates
 - 2 terms expire 12/31/16 – currently vacant- no candidates
 - 1 term expires 12/31/18 – currently vacant- no candidates
 - **Municipal Authority** 2 vacancies –
 - 2 terms expire 12/31/18 – Candidates: Dennis Straub, Tom Smith

15. ADJOURNMENT