

January 2, 2018

## ANNUAL ORGANIZATION MEETING

The Annual Organization Meeting of the Hempfield Township Board of Supervisors was held on Tuesday evening, January 2, 2018, at 7:00 P.M. in the Township Building.

Supervisors Gary E. Hittle, David A. Geisel and Todd P. Hittle were present. Also in attendance were John G. Bost of 184 West Methodist Road and Gary Hemphill of 23 Progress Street

Gary E. Hittle, as Chairman of the Board of Supervisors for 2017, called the meeting to order.

Supervisor Geisel said that he would appoint Gary E. Hittle as temporary Chairman. Supervisor Hittle seconded the motion. Motion carried.

Temporary Chairman Hittle opened the meeting for Public Comment. There was none.

Temporary Chairman Hittle said the first order of business is to elect a Chairman of the Board of Supervisors for 2018. Supervisor Geisel said he would make a motion to elect Gary E. Hittle as Chairman of the Board of Supervisors. This motion was seconded by Supervisor Todd Hittle. Gary E. Hittle abstained. Motion carried.

Supervisor Todd Hittle said he would make a motion that David A. Geisel be elected Vice-Chairman of the Board of Supervisors for 2018. This motion was seconded by Chairman Hittle. Motion carried.

Chairman Hittle said that the Supervisors must next designate each Supervisor as a Superintendent with specified areas of responsibilities. Chairman Hittle reviewed the designations from 2017. Following this reading, Chairman Hittle asked if anyone had any questions or comments. There was no response. Supervisor Hittle made a motion to designate Supervisor Geisel with the same areas of responsibility as 2017: David A. Geisel as Superintendent of Protection to Persons & Property, Flood Control, Water and Recreation, and Library for 2018. The motion was seconded by Chairman Hittle. Motion carried. Supervisor Geisel made a motion that Todd P. Hittle be responsible for Township Buildings & Properties, General Administration, Pension Funds, Emergency Management and Animal Control for 2018. The motion was seconded by Chairman Hittle. Motion carried. Supervisor Geisel made a motion that Gary E. Hittle be the responsible for Highways and Bridges, Sanitation, and Planning and Zoning for 2018. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle next read the list of appointments to be made for 2018 and reviewed the persons or firms appointed for 2017. Supervisor Geisel made a motion that Todd P. Hittle be appointed as Township Secretary. The motion was seconded by Chairman Hittle. Motion carried.

Supervisor Geisel made a motion that Todd P. Hittle be appointed as Township Treasurer. The motion was seconded by Chairman Hittle. Motion carried.

Supervisor Geisel made a motion to leave the appointment for Assistant Township Secretary/Treasurer vacant for 2018. The motion was seconded by Chairman Hittle. Motion carried.

Supervisor Geisel made a motion to appoint Roger R. Shaffer, Jr. as Township Solicitor for 2018. Supervisor Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion that the appointment for Zoning Hearing Board Solicitor be Jason Dibble. Supervisor Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion to reappoint John G. Bost as Zoning Administrator for 2018. Supervisor Hittle seconded the motion. Motion carried. Supervisor Hittle made a motion to appoint John Prosek, of Prosek's Inspection as the Municipal Building Code Official, and Dan Buchanan

as an associate for year 2018. It was seconded by Supervisor Geisel. Motion carried.

A motion was made by Supervisor Geisel to appoint John G. Bost as the Municipal Property Maintenance Code Enforcement Officer for 2018. The motion was seconded by Supervisor Hittle. Motion carried. Supervisor Hittle made a motion to appoint Patrick T. Kelly of 2868 Sandy Lake-Grove City Road, Stoneboro, as Sewage Enforcement Officer for 2018. The motion was seconded by Supervisor Geisel. Motion carried. A motion was made by Supervisor Hittle to appoint Gannett Fleming, Professional Engineers from Mercer, PA, for storm water management plan review and Township Engineering Consultants for 2018. The motion was seconded by Supervisor Geisel. Motion carried. A motion was made by Supervisor Hittle to appoint Berkheimer Tax Administrators as Receiver of Taxes for 2018 Earned Income Taxes and Local Services Tax. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to appoint the elected Tax Collector, William H. Blatt, to collect the Township Per Capita Taxes for 2018. Supervisor Hittle seconded the motion. Motion carried. Supervisor Hittle made a motion to appoint Joshua Noble as Emergency Management Coordinator for 2018. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to appoint Gary E. Hittle as representative to the Mercer County Regional Council of Governments for 2018, and Supervisor Todd P. Hittle as alternate. Chairman Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion to appoint Todd P. Hittle to serve as the Township's representative to the COG's Joint Municipal Cable TV Regulatory Advisory Board. The motion was seconded by Chairman Hittle. Motion carried. Supervisor Geisel made a motion to appoint registered elector, John G. Bost of 184 West Methodist Road, to serve as Chairman of the Vacancy Board for 2018. The motion was seconded by Supervisor Hittle. Motion carried. A motion was made by Supervisor Geisel to appoint Township Secretary Todd Hittle to serve on the Mercer County Joint Road Sealing Committee for 2018. The motion was seconded by Chairman Hittle. Motion carried.

Chairman Hittle said that Depositories for Township Funds for 2018 must be designated and that a resolution has been prepared. Secretary Hittle read in full Resolution R1-2018 designating the First National Bank of Pennsylvania, Greenville, Pennsylvania, and Pennsylvania Local Government Investment Trust (PLGIT) of Valley Forge, Pennsylvania, as depositories for Township Funds for 2018. Supervisor Geisel made a motion that Resolution No. R1-2018 be adopted and enacted as read, without change. This motion was seconded by Supervisor Hittle. Motion carried.

A bond for the Secretary/Treasurer must be set and approved, noted Chairman Hittle. He said that for the year 2017, this bond was in the amount of \$200,000.00. Supervisor Geisel made a motion to set the bond for the Township Secretary/Treasurer in the amount of \$200,000.00 for the year of 2018. This motion was seconded by Chairman Hittle. Motion carried.

Next on the Agenda, said Chairman Hittle, is to approve compensations for various positions for 2018. The first compensation to be considered is that of the Sewage Enforcement Officer. The fee schedule submitted by the Sewage Enforcement Officer must be approved and this requires a resolution which has been prepared. The Secretary read in full Resolution No. R2-2018. Supervisor Geisel made a motion to adopt Resolution No. R2-2018 as read without change. This motion was seconded by Supervisor Hittle. Chairman Hittle asked if there was any discussion. There was no response. Motion was passed. Supervisor Hittle made a motion to approve a compensation of 2% of the Per Capita Taxes collected as compensation for the Tax Collector. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to approve a \$12,000.00 annual retainer, payable monthly, plus compensation for each trip to attend meetings in the Township, with all legal proceedings

and court actions at extra cost to the Township, for the Township Solicitor for 2018. Supervisor Hittle seconded the motion. Motion carried. Supervisor Hittle made a motion to approve compensation of \$2000.00 per year, payable quarterly, for up to four (4) hearings per year, plus compensation for any appeals to court which would be at a fee of \$125.00 per hour for the Solicitor of the Zoning Hearing Board. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to approve compensation of \$4,500.00 annual salary, payable monthly, on the first payroll of each month, plus annual expense allowance payable in December (\$300.00), for Zoning Administrator & Property Maintenance Code Enforcement Officer John G Bost. The motion was seconded by Supervisor Hittle. Motion carried. Supervisor Geisel made a motion that an hourly rate of \$8.25 be set for the youth summer help. This motion was duly seconded by Supervisor Hittle. Motion carried. Supervisor Geisel made a motion that an hourly rate of \$9.00 for the Secretary to the Zoning Hearing Board be set. This motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said that per John Prosek's letter of December 1, 2017, the fee schedule will change. A resolution has been prepared. Chairman Hittle instructed the Secretary to read Resolution No. R5-2018, and he did. A motion was made by Supervisor Geisel to adopt Resolution No. R5-2018. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said that per a letter from Tom Thompson from Gannett Fleming Engineers in Mercer, PA, the fee schedule for engineering services for storm water review and general township services has been prepared and presented in Resolution No. R6-2018. A motion was made by Supervisor Geisel to approve the fees for 2018. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle noted that all other salaries, compensations, fringe benefits, etc., for the Township Secretary/Treasurer, Receiver of Taxes, Office Secretary/Clerk, Maintenance Crew, and Police Office Secretary are set by the Supervisors. Police salaries compensations, fringe benefits, etc. are set forth in contracts.

Chairman Hittle then opened the Miscellaneous portion of the Meeting. Chairman Hittle said a Resolution has been prepared appointing McGill, Power, Bell & Associates, LLP, Certified Public Accountants, as Auditor of accounts for Hempfield Township for 2018. Chairman Hittle asked Secretary Hittle to read Resolution No. R3-2018. Secretary Hittle read Resolution No. R3-2018 in full. A motion was made by Supervisor Geisel to appoint McGill, Power, Bell & Associates LLP, as Auditor of Accounts for year 2018. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said the Supervisors need to authorize a 5.0% deduction from police officers' compensation for payment to the Hempfield Township Police Pension Fund for calendar year 2018. Secretary Hittle read Resolution No. R4-2018. A motion was made by Supervisor Geisel to adopt Resolution No. R4-2018. The motion was seconded by Supervisor Hittle. Motion carried.

The mileage allowance for 2018 must be set, said Chairman Hittle, for reimbursement when a personal vehicle is used for Township business. Supervisor Geisel made a motion that the rate for 2018 be set at 54.5 cents per mile. This motion was duly seconded by Supervisor Hittle. Motion carried.

Chairman Hittle noted that business hours for the Township Office should be officially designated for 2018. Supervisor Geisel made a motion that the hours remain at 8:00 A.M. to 4:00 P.M., Monday through Friday. Supervisor Hittle seconded the motion. Motion carried.

Chairman Hittle stated that the Supervisors must also designate the day of the month, time and place for the Regular Monthly Meetings for 2018. He said in the past, the Regular Monthly Meetings have been held on the first Tuesday of each month in the Township Municipal Building, at 7:00 P.M. Supervisor Geisel made a motion that the Regular Monthly Meetings for 2018 be held on the first

Tuesday of each month in the Township Municipal Building at 7:00 P.M. The motion was seconded by Supervisor Hittle. Chairman Hittle asked if there was any discussion, and there was no response. Motion carried. If for any reason a quorum cannot be present on the regularly scheduled meeting date, said meeting shall be rescheduled by the Chairman of the Board.

Chairman Hittle stated that the Regular Meeting for January will be held immediately following this Organization Meeting.

There being no further business, Supervisor Hittle made a motion to adjourn the Meeting. Supervisor Geisel duly seconded the motion. Motion carried.

Chairman Hittle declared the meeting adjourned.

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Todd P. Hittle, Township Secretary

**RESOLUTION NO. R1-2018**

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the First National Bank of Pennsylvania, Greenville, Pennsylvania, and Pennsylvania Local Government Investment Trust (PLGIT) of Valley Forge, Pennsylvania, be hereby appointed and designated as the Depositories for all Township Funds for 2018.

**RESOLUTION NO. R2-2018**

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the fee schedule for 2018, submitted by the Sewage Enforcement Officer, be hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of said fee schedule be attached hereto.

SEWAGE ENFORCEMENT OFFICER - 2018 FEE SCHEDULE

**FEES:**

|   |           |
|---|-----------|
| Site Inspection/Consultation-                         | \$75.00   |
| Evaluate Probes/IRIS ELJEN-                           | \$450.00  |
| Conduct Probe -                                       | \$175.00  |
| Alternate Site Plan Exemption-                        | \$175.00  |
| Conduct Perc -  | \$175.00  |
| Review Design/2 <sup>nd</sup> or more-                | \$25.00   |
| Issue Permit/1 <sup>st</sup> design review included - | \$50.00   |
| 1. Conventional-New/Repair-                           | \$50.00   |
| 2. Alternate Inspec.-New/Repair-                      | \$50.00   |
| 3. SFTF Comp.#3's-                                    | \$75.00   |
| 4. Subdivision Comp.#1 Module-                        | \$25.00   |
| Final Inspection                                      |           |
| 1. Conventional –New/Repair-                          | \$50.00   |
| 2. Alternate-New/Repair-                              | \$50.00   |
| Reissue Expired Permit using prior tests and design-  | \$150.00  |
| Rate for other work                                   |           |
| 1. Misc.-   | \$50/hour |
| 2. Dye Test-  | \$150.00  |
| 3. Annual Inspections-                                | \$50.00   |
| 4. 10 Acre Exemption-                                 | \$100.00  |

**RESOLUTION NO. R3-2018**

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the firm of McGill, Power, Bell & Associates, LLP, Certified Public Accountants, of 10 Woodland Center Drive, Grove City, PA 16127, is hereby appointed as Auditor of accounts for Hempfield Township for the year 2018.

**RESOLUTION NO. R4-2018**

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that for calendar year 2018, a 5.0% deduction will be withheld from police officers' compensation for payment to the Hempfield Township Police Pension Fund.

**RESOLUTION NO. R5-2018**

AMENDING RESOLUTION NO. R10-2007

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that Resolution No. R10-2007 has been amended; and the fee schedule effective January 1, 2018, as submitted by the Building Code Official, is hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of said fee schedule be attached hereto

Fee schedule is available for viewing at the Township Building.

**RESOLUTION NO. R6-2018**

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by the authority of the same, that the fee schedule effective January 1, 2018, as submitted by the Township Engineer and Storm water Management Engineer, is hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of the said fee schedule to be attached hereto.

Fee schedule is available for viewing at the Township Building