

**South Newton Township
Reorganization
Minutes of January 4, 2016**

The South Newton Township (SNT) Board of Supervisors met at the Township Building, 11 High Mountain Road, Walnut Bottom, PA. Temporary Chairman **Trena DURFF** called the meeting to order at 7:00 p.m. with the pledge of allegiance. Board members present were: **David DURFF, Glenn KEEFER, and Leroy BOWERMASTER.**

1. NOMINATION AND ELECTION OF OFFICERS:

1. CHAIRMAN OF BOARD: David DURFF

Temporary Chairman Trena **DURFF** opened the motion; *Glenn KEEFER nominated David DURFF as SNT Board Chairman, ; Leroy BOWERMASTER seconded, the motion passed.* David **DURFF** presided as South Newton Township Board of Supervisors Chairman.

2. VICE-CHAIRMAN OF BOARD: Glenn KEEFER

Leroy BOWERMASTER nominated Glenn KEEFER as Vice Chair, Chairman David DURFF seconded and the motion passed.

3. SECRETARY/TREASURER: Trena DURFF(Secretary/Treasurer), Lois GRUVER, Assistant (Secretary/Treasurer)

Supervisor Leroy BOWERMASTER nominated Trena DURFF as Secretary/Treasurer, and Lois GRUVER, Assistant Secretary/Treasurer, Supervisor Glenn KEEFER seconded, Chairman David DURFF abstained, the motion passed unanimously.

4. HEAD ROADMASTER AND/OR CO-ROADMASTER: Leroy BOWERMASTER

The Board discussed and jointly agreed on one Head Roadmaster and all three supervisors serving as Co-Roadmasters. *Chairman David DURFF nominated Supervisor Leroy BOWERMASTER as Head Roadmaster, Mr. BOWERMASTER accepted. Supervisor Glenn KEEFER seconded and the motion passed. Supervisor Glenn KEEFER nominated the remaining two supervisors as Co-Roadmasters, Chairman David DURFF seconded, the motion passed unanimously.*

2. APPOINTMENTS:

1) SOLICITOR: Marcus McKNIGHT

Supervisor Glenn KEEFER nominated Marcus McKNIGHT of Irwin and McKnight, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

2) ENGINEER: Martin and Martin, Incorporated, 37 South Main Street, Suite A,

Chambersburg, PA 17201-2251. Supervisor Glenn KEEFER nominated Martin and Martin, Incorporated of Chambersburg, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

3) SEWAGE ENFORCEMENT OFFICER (SEO): J.W.P. Environmental Corp.

Mercersburg. Supervisor Glenn KEEFER nominated J.W.P. Environmental Corp., Mercersburg, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.

4) ALTERNATE SEWAGE ENFORCEMENT OFFICER (SEO): Ami MYERS, (J.W.P.

Environmental Corp, Mercersburg) Supervisor Glenn KEEFER nominated Ami MYERS

as Alternate Sewage Enforcement Officer, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.

5) ZONING OFFICER (ZO): Harry NENNINGER

Supervisor Glenn KEEFER nominated Harry NENNINGER, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.

6) CODE ENFORCEMENT OFFICER (CEO): Robert Mattesky

Supervisor Glenn KEEFER nominated Robert MATTESKY, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.

7) VACANCY BOARD CHAIRMAN: Harry Nenninger

Supervisor Glenn KEEFER nominated Harry Nenninger, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

8) EMERGENCY MANAGEMENT COORDINATOR: Daniel BURKETT

Supervisor Glenn KEEFER nominated Danny Burkett, Supervisory Leroy BOWERMASTER seconded, the motion carried unanimously.

9) ZONING HEARING BOARD: Steve HOFFMAN, Dale WELLER, and Joe BILGER.

Need, alternate. Discussion: Chairman, Secretary and meeting night to be determined by the Zoning Board. Chairman David DURFF motioned that the Zoning Hearing Board consist of, Steve HOFFMAN, Dale WELLER, and Joe BILGER. Alternate will need to be found, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.

3. RESOLUTION 2009-01 – DEPOSITORY OF TOWNSHIP FUNDS – CHECK SIGNATURE.

One (1) Supervisor + Treasurer. *Chairman David DURFF motioned that SNT keep the current accounts, Orrstown Bank and PLGIT, one Supervisor plus the Treasurer's signature be required on all checks, Supervisor Glenn KEEFER seconded, the motion carried unanimously. Resolution 2009-01 remains in affect.*

4. SET MEETING DATES: One meeting per month, 3rd Tuesday of the month, 7:00 pm.

Supervisor Glenn KEEFER motioned to advertise and set the regularly scheduled monthly meetings on the 3rd Tuesday of the month at 7:00 p.m., Chairman David DURFF seconded, the motion carried unanimously.

5. SET TREASURER'S BOND: \$300,000.00

Supervisor Glenn KEEFER motioned the auditors be advised to set the Treasurer's Bond at \$300,000.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

6. SET WAGES:

1) SUPERVISORS MEETING PAY: \$100 per Meeting Including Working

Sessions/Meetings and any Special Township Meeting (not to exceed \$1,875 per year).

Chairman David DURFF motioned to recommend South Newton Supervisors Meeting Pay remain at \$100 per meeting, including Working Sessions/Meetings and any Special Township Meeting, not to exceed \$1,875 per year, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

- 2) **ROADMASTER AND/OR CO-ROADMASTER (WORKING SUPERVISOR):**
\$15.00 per hour

Supervisor Glenn KEEFER motioned to stay the hourly rate of the above position for 2016 to \$15.00 per hour, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

- 3) **EQUIPMENT/TRUCK OPERATORS: \$13.00 per hour**

Supervisor Leroy BOWERMASTER motioned to increase the hourly rate of the above position for 2016 to \$13.00 per hour, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 4) **LABORER: \$12.00 per hour**

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 5) **SECRETARY/TREASURER: \$13.50 per hour**

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously. Chairman David DURFF abstained.

- 6) **ASSISTANT SECRETARY/TREASURER: \$13.50 per hour**

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 7) **SOLICITOR: \$125.00 per hour**

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 8) **ENGINEER: Rates approved as submitted for 2016**

Supervisor Leroy BOWERMASTER motioned to stay the rates for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 9) **SEWAGE ENFORCEMENT OFFICER: Rates remain the same for 2016**

Supervisor Leroy BOWERMASTER motioned to stay the rates for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- 10) **CODE ENFORCEMENT OFFICER: \$13.50 per hour**

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

11) ZONING OFFICER: \$13.50 per hour

Supervisor Leroy BOWERMASTER motioned to stay the hourly rate of the above position for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

- a. **Building Permit Fee - \$50.00 per Base Permit (Up to \$4,999)**
Supervisor Glenn KEEFER motioned to stay the Building Permit Fees and stay the \$10.00 per \$5,000 thereafter, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- b. **Signage and Driveway/Road Fee - \$40.00 and \$60.00 Respectively.** *Supervisor Glenn KEEFER motioned that Sign Fees be set at \$40.00, Driveway/Road Fees set at \$60.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.*
- c. **Special Exception Fee – \$1,000.00**
Supervisor Glenn KEEFER motioned to stay the fee for Special Exception at \$1,000.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- d. **Variance Fee - \$1,000.00**
Supervisor Glenn KEEFER motioned to stay the fee for Variance Fee at \$1,000.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- f. **Conditional Use Fee - \$800.00**
Supervisor Glenn KEEFER motioned to stay the fee for Conditional Use Fee at \$800.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- g. **Application Fee - \$250.00, plus costs**
Supervisor Glenn KEEFER motioned the Application Fee remain at \$250.00, plus costs, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- h. **Inspection Fee (kennel, stable, etc.) - \$40.00**
Supervisor Glenn KEEFER motioned to increase the fee for Inspection Fee to \$40.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.
- i. **Appeal Procedure Fee - \$250.00**
Supervisor Glenn KEEFER motioned the Appeal Procedure Fee remain at \$250.00, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

12) AUDITORS WAGES – \$25.00 per hour

Supervisor Glenn KEEFER motioned to stay the Auditors Wages to \$25.00 per hour, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

13) BUILDING CLEANING WAGES - \$40.00 per month

Supervisor Glenn KEEFER motioned to stay the SNT Building Cleaning Wages to \$40 per month, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.

14) ZONING HEARING BOARD SOLICITOR WAGES: To be determined after the ZHB Reorganization Meeting and the appointment of a Solicitor.

15) **ZONING HEARING BOARD SECRETARY WAGES: \$25.00 per meeting**
Supervisor Leroy BOWERMASTER motioned to have the Zoning Hearing Board Secretary wages remain at \$25.00 per meeting, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

16) **ADMINISTRATIVE PROCESSING FEE (CHECK MADE OUT TO SNT) FOR:**
a. Sewage Plans - .25 per page plus admin fees.
b. Subdivision Plans - \$35.00 plus additional copy costs (postage to engineer, etc.).
c. Copies - .25 per page per side plus admin fees.

Supervisor Leroy BOWERMASTER motioned to have the Administrative processing fees remain the same, Supervisor Glenn KEEFER seconded, the motion carried unanimously.

7. **LOCAL SERVICES TAX ORDINANCE:** *Chairman David DURFF motioned to keep the LST tax at the rate of \$35 per employee, Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.*

8. **STREET LIGHT RATE:** *Chairman David DURFF motioned to set the 2016 Street Light Rate (Resolution 2007-04) at \$64.02 (reference SNT Minutes of November 17, 2009 mtg, para 13.), Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously.*

9. **SUPERVISOR ATTENDANCE TO SCHOOL OR CONVENTIONS (Pay):** *Chairman David DURFF motioned to pay only for schools that were approved by the BOS, pay for mileage, and to pay \$10.00 per hour for attendance, if approved by the BOS. Supervisor Glenn KEEFER seconded, the motion carried unanimously. This will be reviewed on a case by case basis.*

10. **MILEAGE – .54 per mile –** *Supervisor Leroy BOWERMASTER motioned the mileage rate be set at .54 per mile for 2016, Supervisor Glenn KEEFER seconded, the motion carried unanimously.*

11. **TAKE TRUCKS HOME:** *Supervisor Glenn KEEFER motioned the trucks will be taken home at the discretion of the Supervisors. Supervisor Leroy BOWERMASTER seconded, the motion carried.*

12. **PARADE COMMITTEE APPOINTMENT:** **Danielle GRUVER – Chairman, Danny BURKETT - Vice Chairman -** *Supervisor Glenn KEEFER motioned that Danielle GRUVER as Parade Committee Chairman and Danny Burkett Vice Chairman, Supervisor Leroy BOWERMASTER seconded, the motion carried unanimously.*

13. **APPOINTMENT OF TAX COLLECTOR:** n/a

14. **APPOINTMENT OF AUDITORS:** **Melody Hess, and Tessa Holtry**
Supervisor Glenn KEEFER motioned to appoint Melody Hess and Tessa Holtry, Auditors for 2016. Supervisor Leroy BOWERMASTER seconded, the motion passed unanimously. Their appointment will be for 1 year.

15. SETTING OF MILL RATE: .0933

This was set previously at the December 2015 regularly scheduled montly meeting.

ADJOURNMENT: The meeting was adjourned at 7:15 p.m.

In Attendance:

David E. **DURFF**

Glenn E. **KEEFER**

Leroy **BOWMASTER**

Respectfully Submitted by

Trena R. Durff, Secretary/Treasurer

