

January 7, 2019
Scotland, PA 17254
Re-Organization Meeting
and Regular Meeting

The Greene Township Board of Supervisors met Tuesday, January 7, 2019, at 3:00 P.M., to conduct their Annual Re-Organization Meeting at the Township Municipal Building, 1145 Garver Lane, Scotland, Pennsylvania, immediately followed by a Regular Meeting.

Present:

Todd E. Burns
Travis L. Brookens
Shawn M. Corwell

Diann Weller
Gregory Lambert (arriving later)
Daniel Bachman (arriving later)
Welton Fischer (arriving later)

Visitor: See list

The meeting was called to order by current Chairman Todd E. Burns noting this was the Annual Re-Organization Meeting to be followed by a Regular Meeting of the Greene Township Board of Supervisors.

There was no public comment offered at this time.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, with there being no other nominations, and by a vote of 3-0, Todd E. Burns was elected as Chairman of the Board of Supervisors for the year 2019.

On a motion by Shawn M. Corwell, seconded by Todd E. Burns, with there being no other nominations, and by a vote of 3-0, Travis L. Brookens was elected as Vice Chairman for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, with there being no other nominations, and by a vote of 3-0, Todd E. Burns was elected as Roadmaster/Director of Public Works for the year 2019.

On a motion by Shawn M. Corwell, seconded by Todd E. Burns, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Travis L. Brookens and Shawn M. Corwell, were elected as Assistant Roadmaster(s)/Assistant Director(s) of Public Works for the year 2019.

On a motion by Travis L. Brookens, seconded by Todd E. Burns, with there being no other nominations, and by a vote of 3-0, Shawn M. Corwell, was elected as Office Administrator for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Todd E. Burns and Travis L. Brookens, were elected as Assistant Office Administrators for the year 2019.

On a motion by Shawn M. Corwell, seconded by Todd E. Burns, with there being no other nominations, and by a vote of 3-0, Travis L. Brookens was elected as Director of Parks and Recreation for the year 2019.

On a motion by Travis L. Brookens, seconded by Todd E. Burns, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Todd E. Burns and Shawn M. Corwell, were elected as Assistant Director(s) of Parks and Recreation for the year 2019.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted that Township Supervisors, Todd E. Burns, Travis L. Brookens, and Shawn M. Corwell, be affirmed as working Township employees for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to approve Township **Resolution No. 1-2019** that in the event of a decision of the Board of Supervisors, the Chairman of the Board is authorized to execute, on behalf of the Board, such documentation as may be appropriate to evidence the decision of the Board.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Diann Weller as Township Secretary for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Lindsay Loney as Township Treasurer for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Diann Weller and appoint Gina Griffith as Assistant Township Treasurers for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Gina Griffith as Administrative Assistant/Assistant Township Secretary for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to recommend a bond amount of \$2,000,000 each for the Township Secretary, Township Treasurer, Assistant Township Treasurer, Administrative Assistant/Assistant Township Secretary for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to set a bond amount of \$5,000 each for the following positions for year 2019: Roadmaster/Director of Public Works and Assistant Roadmaster(s)/Assistant Director(s) of Public Works; Office Administrator/Assistant Office Administrator(s); and Director of Parks and Recreation and Assistant Director(s) of Parks and Recreation.

The following financial institutions currently hold deposits for the Township: Orrstown Bank, John Hancock, and, Wells Fargo Advisors. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to appoint the following financial institutions to hold deposits and/or investments for the Township for the year 2019: Orrstown Bank, John Hancock, and, Wells Fargo Advisors.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to require a pledge of security from any financial institution holding deposits, and/or for investments, CDs, etc, for year 2019, to include Orrstown Bank, John Hancock, and Wells Fargo Advisors.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted that Welton Fischer be re-appointed as Township Solicitor and as Solicitor to the Township Planning Commission for the year 2019.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to re-appoint Vincent Elbel as Township Sewage Enforcement Officer for year 2019.

On a motion by Todd E. Burns, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to appoint the following engineering firms for year 2019 for professional services: Martin & Martin, Inc., Brehm-Lebo Engineering, Inc., Rettew, Campbell Thomas, HRG (Herbert Rowland & Grubic), Inc., and, YSM (yost, strodoski, mears).

On a motion by Todd E. Burns, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint William Green as representative to the Township Vacancy Board for year 2019.

Supervisor Corwell noted the terms of Members of the Township Planning Commission need to be corrected and recommended the following changes: re-appoint Glenn Shetter to a three-year term, William Greene to four-year term, and Ralph “Kip” Feldman to a four-year term. He stated the terms needed to be staggered according to the Planning Code and read the pertinent notes from the Code. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint current Member Glenn Shetter to a three-year term to expire December 31, 2021, re-appoint Member William Green to a four-year term to expire December 31, 2022, and re-appoint Member Ralph “Kip” Feldman to a four-year term to expire December 31, 2022 on the Township Planning Commission.

The Chairman noted the term for a current Township Municipal Authority Member expired December 31, 2018 and recommended that William Kick be considered for appointment. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to appoint William Kick as Member to the Township Municipal Authority, said term to expire December 31, 2023.

On a motion by Todd E. Burns, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Smith Elliott Kearns & Company, LLC, as its independent auditing firm for year 2019.

On a motion by Travis L. Brookens, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to appoint Shawn M. Corwell as the Township Emergency Management Coordinator and Mr. Michael Balsley as the Deputy Emergency Management Coordinator, respectively, for year 2019.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 2-2019** to allow the Township to purchase items (i.e. vehicles, equipment, etc) from State contracts for year 2019.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 3-2019** and appoint Shawn M. Corwell as the *Designation of Agent* for the Township in the event of severe weather reimbursements from federal and/or state agency(ies).

Supervisor Corwell suggested the Board consider holding one meeting during the day and one in the evening which would give persons a chance to attend a meeting that cannot attend in the evening and it would also benefit engineering firms to present plans, especially those having to travel from out of town. The Solicitor stated he had no issue if the Board would decide to hold one meeting during the day. He noted another Township where he serves as Solicitor and they hold their first meeting during the evening and the second meeting is held at 3:00 P.M.. Discussion ensued among Board Members as to possible changes with Supervisor Brookens noting the first meeting of the month is longer because of monthly reports being submitted for consideration among other matters. He suggested keeping the first meeting of the month at the regular time of 7:00 P.M., and the second meeting of the month during the day perhaps at 12 Noon. The Solicitor cautioned the Supervisors of holding a meeting at that time and suggested 3:00 P.M. because of "record keeping" due to the Supervisors being "working Township employees". Discussion continued regarding whether to hold a meeting at Noon for those who are unable to attend in the evening but would have the opportunity to attend during the day. Following review and discussion, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to designate the dates and times of the Regular Supervisors Meetings as the second and fourth Tuesdays of each month with the first meeting of each month being held at 7:00 P.M., prevailing time, at the Greene Township Municipal Office Building, 1145 Garver Lane, Scotland, PA, and the second meeting of each month to be held at 12 Noon; further, the second meeting of December (2019) will be moved to Monday, December 23, at 12 Noon.

On a motion by Todd E. Burns, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to appoint Travis L. Brookens as the Township representative to the Letterkenny Army Depot Restoration Advisory Board with two remaining Board Members serving as Alternates for the year 2019.

On a motion by Todd E. Burns, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Shawn M. Corwell to the Regional Ambulance Committee with two remaining Board Members serving as Alternates for the year 2019.

On a motion by Todd E. Burns, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to appoint Travis L. Brookens to serve as representative on the Council of Governments with two remaining Board Members serving as Alternates for the year 2019.

On a motion by Travis L. Brookens, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to appoint Shawn M. Corwell as representative to the Franklin County Emergency Services Alliance with Travis L. Brookens and Todd E. Burns serving as Alternates for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Todd E. Burns as representative to the Franklin County Tax Collection Committee with Travis L. Brookens serving as Alternate for the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted that Todd E. Burns serve as the Township's representative to the Franklin County Area Tax Bureau with Travis Brookens serving as Alternate for the year 2019.

The Chairman noted the tri-axle dump truck was added to the equipment rental listing for year 2019. He had reviewed the current list and considered holding all other rates for the coming year but advised the Board there may be changes next year after review. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to adopt the Equipment Rental Fees for 2019 as presented.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to authorize the Township Treasurer to pay invoices due between meetings with either Chairman or Board Member approval during the year 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to authorize the Roadmaster/Director of Public Works, Assistant Roadmaster(s)/Assistant Director(s) of Public Works, Office Administrator, Assistant Office Administrator(s), Director of Parks and Recreation, or Assistant Director(s) of Parks and Recreation, the maximum expenditure of \$5,000 without full Board approval during the year 2019.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to certify the three (3) Board of Supervisors, Township Engineer, Township Solicitor, Township Secretary, and Township Treasurer as delegates to the State Association Annual Conference and Trade Show in Hershey, PA, April 14-17, 2019; designate Shawn M. Corwell as the Township's voting delegate with two (2) remaining Board Members as alternate voting delegates; and, designate the mileage rate at the current IRS mileage rate at the time of the Conference.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to acknowledge receipt of the Active Volunteer Firefighter Roster for Fayetteville Volunteer Fire Department for 2019.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to acknowledge receipt of the Franklin County Emergency Air Unit Company 10 Roster for 2019.

Supervisor Corwell noted there are currently four (4) Members that are active with the Fayetteville Volunteer Fire Department Special Fire Police Roster for 2019. On a motion by Travis L. Brookens, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to acknowledge receipt of the Fayetteville Volunteer Fire Department Special Fire Police Roster for 2019.

The Chairman announced that would conclude business matters for the 2019 Re-Organization Meeting for Greene Township and stated the Regular Meeting would commence. The Minutes of the Regular Meeting held December 26, 2018 shall stand approved as presented and become part of the official record.

The Township Engineer presented a request for refund of remaining plan review escrow for the Dale Stouffer 1-lot Final Subdivision Plan, Project #18-010; said property located along Scotland Road. He stated an original escrow of \$1,500 had been submitted to the Township; \$1,050 expended in fees; no retainage required; therefore, he would recommend release of the full remaining refund in the amount of \$450, check made payable to Eileen Finucane and Dale Stouffer. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to grant the request for refund of the remaining plan review escrow for the Dale Stouffer 1-lot Final Subdivision Plan, Project #18-010, in the amount of \$450, check made payable to Eileen Finucane and Dale Stouffer.

The Township Engineer presented a request for refund of remaining plan review escrow for the Roger Wingert 1-lot Final Subdivision/Lot Addition Plan, Project #18-016; said property located along Grandpoint Road. He stated an original escrow of \$1,500 had been submitted to the Township; \$597.50 expended in fees; no retain required; therefore, he would recommend release of the full remaining refund in the amount of \$902.50, check made payable to Roger Wingert. On a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to grant the request for refund of remaining plan review escrow for the Roger Wingert 1-lot Final Subdivision/Lot Addition Plan, Project #18-016, in the amount of \$902.50, check made payable to Roger Wingert.

The Township Secretary presented Township **Resolution No. 4-2019** for the disposition of certain Township records in accordance with guidelines as set forth in the *Municipal Records Manual*. She stated she had forwarded a draft copy to the Township Solicitor for his review and made one minor change per his direction. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 4-2019** for the disposition of certain Township records in accordance with guidelines as set forth in the *Municipal Records Manual*.

The Board reviewed the Fayetteville Volunteer Fire Department Fire Police Monthly Report for December 2018. Following their review, it was consensus of the Board the Report becomes part of the official record.

The Zoning Officer reviewed the Monthly Zoning Office Report for December 2018. He noted the one (1) Zoning Hearing Board Application received involved an odd-shaped lot; the hearing is scheduled for January 28 (2019). He further noted there were no Subdivision and/or Land Development Plans to be presented at this Meeting, however, he does anticipate presenting one or more at the next scheduled Supervisors Meeting. Following their review, it was consensus of the Board the Monthly Zoning Office Report for December 2018 shall stand approved and becomes part of the official record.

The Zoning Officer presented a request for review time extension for 180 days submitted by Hoover Engineering Services on behalf of the Franklin County Regional Airport Land Development Plan; current time expires January 20, 2019; first extension request; Applicant's Engineer in the process of answering reviewing agencies' comments. The ZO questioned the Township Solicitor regarding the request of "180 days" and the Solicitor stated it is at the Board's discretion regarding any extension time. The Township Engineer and ZO both stated this Plan began as two (2) separate plans with several of the reviewing agencies recommending they be combined into one (1) which took time to complete. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to grant the request for review time extension for 180 days for the Franklin County Regional Airport Land Development Plan to commence January 20, 2019.

The Zoning Officer presented a request for waiver of Greene Township Code 80-27.A., *Minimum Pipe Size*, submitted by HRG Engineering on behalf of the Greenwood Hills Bible Conference Land Development Plan. He stated the waiver is being requested to use pipe of twelve inches (12") rather than the required minimum of fifteen inches (15"). The Township Engineer stated he reviewed the request and although this is located along a private road the Township has always considered that even though it is private, it could become public one day and there could be problems with clogging and unclogging if a smaller pipe was used; he saw no reason why they could not use 15-inch pipe. The Solicitor stated the Applicant gave no reason in their correspondence for using the smaller pipe and cited a recent court case relative to this same type of request. The Township Engineer stated he recommended the Board deny the request and has drafted a letter to that effect. The Chairman also noted there was no

justification given in the correspondence. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to deny the request for waiver of Greene Township Code 80-27.A., *Minimum Pipe Size*, as requested for the Greenwood Hills Bible Conference Land Development Plan.

There were no Subdivision and/or Land Development Plans to be presented at this Meeting.

The Chairman stated that year-end employee evaluations have begun. There will be no increases to employee benefits for 2019 but the Chairman stated he researched various items such as Social Security, index, rate of inflation, interest rates and found all to be increasing; proposed wage increases for employees would equal to three percent, combination of cost-of-living raise or merit increase ranging from 55 cents to \$1.00 per hour, based on the evaluations. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to approve an increase in wages for employees for 2019 in the range of 55 cents to \$1.00 per hour and no increase in benefits; benefits will remain the same as current.

The Township Solicitor had no further comments to offer at this Meeting.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to authorize the payment of invoices as follows: Check Numbers 27136 through 27161, one direct deposit, one credit payment, inclusive, to be paid from the General Fund; and, Check Number 2157 to be paid from the Electric Light Fund.

There being no further business before the Board for the 2019 Re-Organization Meeting and Regular Meeting, the Chairman adjourned at approximately 4:10 P.M..

Respectfully submitted,

Secretary