

December 23, 2014
Scotland, PA 17254
Regular Meeting

The Greene Township Board of Supervisors met in regular session Tuesday, December 23, 2014 at the Township Municipal Building, 1145 Garver Lane, Scotland, PA.

Present:

Todd E. Burns

Travis L. Brookens

Shawn M. Corwell

Daniel Bachman

Diann Weller

Welton Fischer

Visitors: See list

The Chairman called the Regular Meeting to order at approximately 7:00 P. M..

The Minutes of the Regular Meeting held December 9, 2014 shall stand approved as presented and become part of the official record.

There was no public comment offered.

The Chairman presented a proposed Ordinance necessary for the Township to continue participation in the PSATS UC Group Trust program. He stated there had been some slight change in the language of the current Group Trust. Supervisor Corwell inquired as to whether advertising was needed for the passage of the proposed ordinance. The Solicitor responded by stating the Board would authorize him to advertise the ordinance that would allow the Township to continue to participate and they have decided they want intermunicipal cooperative agreement; did not have before. 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 authorize the Township Solicitor to prepare the legal advertisement for the ordinance to participate in the PSATS UC Group Trust program, also authorize the continued participation in the program, authorize the Chairman to sign the agreement, and schedule a public hearing. The Board then further discussed the date to schedule the public hearing. On an amended motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to authorize the public hearing be scheduled for January 27, 2015, at 7:00 p.m., prevailing time, prior to the Regular Meeting, to be held at the Greene Township Municipal Building, 1145 Garver Lane, Scotland, PA.

The Chairman noted the Township intended to appoint a Deputy Tax Collector in the event the current Tax Collection was unable to perform the duties, then the Deputy could step in and assume the duties. He stated the Township Tax Collector, Kathy Frazer, recommended that Brenda Hill, currently the Borough of Chambersburg Tax Collector, be appointed as the Township's Deputy Tax Collector in the event of an emergency or similar situation. The Township Solicitor noted that Act 164 becomes effective in 2015 except the appointment of a Deputy. The law has always provide for a Deputy and the new Act now makes it required. He stated that originally Mrs. Frazer had suggested her husband be appointed as a second Deputy to "assist" her but in order for anyone to be appointed, they must first have a criminal records check. Ms. Hill already had gone through the check due to her current position but

Mr. Frazer could not be appointed until 2015 and would have to wait for the check to be completed. Mrs. Frazer did not desire to wait that long with the appointment of a Deputy needing to be completed prior to January 1, so she withdrew Mr. Frazer's name. The Solicitor continued by stating the County provides the insurance for this appointment and the form used by Kathy Frazer came from the County's insurance company. Supervisor Brookens inquired if this would be a Resolution and the Solicitor stated it would. Following review and consideration, 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. 18-2014** for the appointment of Deputy Tax Collector, Brenda Hill, as presented. The Township Solicitor noted to the Board as a point of information that several Township Tax Collectors have found at times when they have advertised their 'open office hours' they normally have to be in their offices. However, if an emergency or other similar situation should occur, they have named each other as their *Deputy Tax Collector* but because most of the Tax Collectors have the same days and hours, it could perhaps present a problem in the future although it is not an issue at this time and that possibly could be a concern of the Board.

The Township Solicitor stated that as part of the appointment of a Deputy Tax Collector, there was insurance bonding documents to be completed and was basically a formality of the appointment of the Deputy. 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 Chairman to sign insurance bonding documents related to the appointment of a Deputy Tax Collector.

The Chairman presented Township **Resolution No. 19-2014** regarding the increase of fees for particular items (i.e. returned checks, etc) as requested by the Township Tax Collector. The Chairman then asked the Township Solicitor to further explain the proposed resolution. The Solicitor stated this resolution would allow the Township Tax Collector to increase the current fee of \$20 for returned checks to \$30 for processing all returned checks, noting an increase has not occurred for a number of years and that banks have increased their fees which are passed on to customers. 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. 19-2014** establishing fees for the Township Tax Collector to collect on returned checks. The Township Solicitor noted another item wanted was permission to charge a fee for 'evidence of record' which is not part of this resolution at present but will be presented to the Board at a later date by the Solicitor.

The Township Solicitor presented an "Assignment of Development Documents and Licenses and Approvals" regarding the Performance Bond previously submitted by 5K Logistics, LLC. It was being requested to have all rights and privileges of said Bond transferred to the new owner, Burnside Real Estate, LLC. Ms. Eileen Finucane, legal counsel, briefly addressed the Board stating the property had just been sold to Burnside, a company that manufactures hydraulic cylinders. She stated that as part of the sale process, there was a Performance Bond that was previously in place by 5K and the seller did not want to have their Bond expire. She noted she had the original bond and parties of both the buyer and seller had signed and that the new buyer could have the benefit of all approvals that 5K

had received from the Township. The Township Solicitor stated the contract issue would require signatures and notarization of same of all Board Members. Chairman Burns noted the bond was in the amount of \$53,929. The Zoning Officer stated the Township Engineer had reviewed the site and provided the bonding figures and confirmed the bond amount for the remaining two (2) phases. Chairman Burns asked Ms. Finucane if she might know if and/or when Burnside planned to develop the next two phases. Ms. Finucane stated she did not, that Burnside only had plans to occupy the premises and warehousing at this time; perhaps two years but only hypothetical at this time. Ms. Finucane explained to the Board that this is an Irish company that looked internationally and chose this particular area and that particular site. Member Corwell asked Ms. Finucane if this company currently had any other locations and Ms. Finucane stated 'no', this is the first. The Board thanked Ms. Finucane and extended their best wishes to the company and for locating within this area and the Township. 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 and authorize signatures to the agreement for the Performance Bond in the amount of \$53,929 be transferred from 5K Logistics, LLC to Burnside Real Estate, LLC, as presented.

Supervisor Travis Brookens presented several proposed updates to the Township Personnel Manual stating the latest update was done in 2012. He noted the creation of several new job descriptions for seasonal employees the Township utilizes during the year (i.e. snow plowing, Park maintenance and mowing, general maintenance around the Park), also establishes the position of a Facility Manager and Turf Engineer at the Township Park, and general changes of language (i.e. hours of operation, etc). Following review and consideration, on a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to approve the proposed updates to the Township Personnel Manual.

There were no Subdivision and/or Land Development Plans presented for the Board's consideration at this Meeting.

The Chairman stated they had interviewed an individual, Kyle Patterson, for the position of (Township) Parks and Recreation/Sports Facilities Manager. Mr. Patterson was previously employed by the Township as a seasonal employee in the summer several years ago and did a very good job. He is very interested in the Park in that he changed his major in college; he is an outstanding individual. Supervisor Corwell stated that he met Mr. Patterson for the first time for the interview and was impressed with him and felt that he would be an asset to the Township. Supervisor Brookens stated he certainly knew of Mr. Patterson's work ethic from past experience and that Mr. Patterson shares the vision of development of the Park. He noted Mr. Patterson's last internship was with the Washington Nationals Baseball Team in the aspect of taking care of a professional field and will certainly be an asset to the Township. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to hire Kyle Patterson as a full-time employee of Greene Township to begin January 20, 2015.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to approve the payment of invoices as follows: Check Numbers 22269 through 22311, inclusive, to be paid from the General Fund; Check Numbers 3153 through 3156, inclusive, to be paid from the Liquid Fuels Fund; and, one online pay, to be paid from the Electric Light Fund.

The Township Solicitor had no further comment to present.

There being no further business before the Board for this Meeting, the Chairman adjourned at approximately 7:33 P.M..

Respectfully submitted,

Secretary