

January 4, 2016
Scotland, PA 17254
Re-Organization Meeting

The Greene Township Board of Supervisors met Monday, January 4, 2016, at 7:00 P.M., to conduct their Annual Re-organization Meeting at the Township Municipal Building, 1145 Garver Lane, Scotland, Pennsylvania.

Present:

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

Diann Weller
Welton Fischer
(arriving later)

Visitor: See list

The meeting was called to order by current Chairman Todd E. Burns.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, 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 2016.

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 2016.

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 2016.

On a motion by Todd E. Burns, seconded by Travis L. Brookens, 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/Assistant Director of Public Works for the year 2016.

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 2016.

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, Travis L. Brookens and Todd E. Burns were elected as Assistant Office Administrators for the year 2016.

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 2016.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, 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 of Parks and Recreation for the year 2016.

The Township Secretary informed the Board that the *Oath of Office* had been administered to re-elected Township Supervisor Travis L. Brookens. She further noted the *Oath* will need to be administered to appointed Township Auditor, Wilson Adkins, prior to the Annual Auditors Meeting to be held Tuesday, January 5, 2016, at 7:00 p.m., prevailing time.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, 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 2016.

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 Township **Resolution No. 1-2016** 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 Todd E. Burns, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Diann Weller as Township Secretary, Lindsay Loney as Township Treasurer, Diann Weller as Assistant Treasurer, Gina Griffith as Assistant Secretary, and Cynthia Schriver as Administrative Assistant, all for the year 2016, with recommended bond amounts of \$1,000,000 for each position stated.

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 2016: 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/Assistant Director(s) of Parks and Recreation.

The Board noted the following financial institutions currently hold deposits for the Township: BB&T Bank for regular banking; First Global for investments managed locally through Rotz and Stonesifer; and John Hancock Retirement Services for Pension and 457 investments. 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 for 2016: BB&T Bank for regular banking; First Global for investments managed locally through Rotz and Stonesifer; and John Hancock Retirement Services for Pension and 457 investments.

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 for investments, CDs, etc. A pledge of security will be required immediately from each of the following financial institutions for 2016: BB&T Bank, Rotz and Stonesifer, and John Hancock.

On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted that Welton Fischer be re-appointed as Township Solicitor for the year 2016 and will also serve as Solicitor to the Township Planning Commission for year 2016.

There was no indication from the Township Solicitor regarding any change in fees charged for professional services, therefore, on a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to set the Township Solicitor's fees for year 2016 at \$160.00 per hour as it is currently.

The Chairman noted that Samuel Wisner and Bryan Salzmann currently serve as Solicitor and Assistant Solicitor, respectively, to the Township Zoning Hearing Board. Discussion ensued as to having another Solicitor in the event there is a conflict of interest for Salzmann Hughes, PC. Supervisor Brookens excused himself from the Meeting for a few brief moments to retrieve the name of a Solicitor available in that type of situation; namely, Hubert Gilroy. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted that Samuel Wisner from Salzmann Hughes be re-appointed as Solicitor to the Township Zoning Hearing Board and Hubert Gilroy as the Assistant Solicitor to the Township Zoning Hearing Board for year 2016.

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 Vincent Elbel as Township Sewage Enforcement Officer for year 2016.

During consideration of engineering firms, Supervisor Brookens inquired if YSM (yost, strodoski, mears) should also be included since they are currently working on a project for the Township. It was noted a fee schedule had been submitted by Brehm-Lebo Engineering, Inc. for 2016 but no others were received by the Township Secretary to be presented at this Meeting. 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 the following engineering firms for year 2016 for professional services and fees: Martin & Martin, Inc., Brehm-Lebo Engineering, Inc., Larson Design Group, Rettew, Campbell Thomas, and YSM (yost, strodoski, mears).

The Chairman noted the previous appointment to the Township Vacancy Board has resigned and he currently did not have anyone to recommend for the position. The Board would have the option of trying to appoint someone at this

Meeting or delay action until such time as appropriate. Supervisor Brookens stated he was not ready at this time either to recommend anyone or had opportunity to contact anyone, therefore, he would want to check first if an individual was interested in the position prior to making any recommendation. Following brief discussion regarding the matter, on a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to table an appointment to the Township Vacancy Board for year 2016 until a future meeting.

The Chairman noted there were no appointments needed for the Greene Township Planning Commission for year 2016.

The Chairman stated that William Naugle, current Member of the Township Zoning Hearing Board, whose term expired December 31, 2015, indicated his willingness to serve an additional term. The Chairman stated that Mr. Naugle has done a tremendous job as a representative on the Board. Supervisor Brookens also stated that Mr. Naugle's background experience further enhanced his good service to 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 William Naugle to the Zoning Hearing Board, said term to expire December 31, 2018.

The Chairman stated that current Member, Donald Kunkle, of the Township Municipal Authority (Board) expired December 31, 2015, and indicated his willingness to continue serving. Supervisor Corwell inquired if there was a law as to the duration of terms for the various positions the Board had been voting upon considering the varying term years. The Chairman contacted the Township Solicitor for an opinion and the Solicitor stated he was in the area and would stop by the Meeting. He arrived soon thereafter and the Chairman explained the inquiry as to the varying terms and if there were certain laws governing same. The Solicitor stated he was not certain without researching directly but noted the term years may have been set in the organizing documents so at this point it was not arbitrary. He suggested the Board delay action on the appointment and allow him time to check on the matter and report back to them at their next Regular Meeting scheduled for January 12. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to table the appointment to the Greene Township Municipal Authority to January 12, 2016.

The Chairman stated that Smith Elliott Kearns & Company, LLC, have been serving as the independent auditing firm to the Township for a number of years and have done an excellent job. Supervisor Brookens inquired if it was necessary to have this item on the Agenda each year and asked if that was handled through previous correspondence and action by the Board as to their services. The Township Secretary will check on the matter for 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 the firm of Smith Elliott Kearns & Company, LLC, Chambersburg, as the Township's independent auditing firm for year 2016.

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 also Mr. Michael Balsley as the Deputy Emergency Management Coordinator, respectively, for 2016 noting that both have done an incredible job in the past two years.

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 Township **Resolution No. 2-2016** to purchase items (i.e. vehicles, equipment, etc) from State contracts for year 2016.

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. 3-2016** to authorize the Township to purchase from any COG organizations for year 2016.

The Board discussed whether to advertise Work Sessions and the Township Solicitor stated that if and when the Board would decide to hold a work session, it would be advertised when needed. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to schedule and advertise the Regular Meetings of the Board of Supervisors be held on the second and fourth Tuesday of each month, beginning at 7:00 P.M., prevailing time, at the Greene Township Municipal Building, 1145 Garver Lane, Scotland, PA.

Supervisor Corwell noted that correspondence had been received with an invoice regarding 2016 dues to the Franklin County Emergency Services Alliance, said dues being very nominal. 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 dues set forth by the Franklin County Emergency Services Alliance for year 2016.

Supervisor Brookens stated the Letterkenny Army Depot Restoration Advisory Board met very rarely but did still meet. 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 2016.

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 2016.

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 to serve as representative on the Council of Governments with two remaining Board Members serving as Alternates for the year 2016.

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 as representative to the Franklin County Emergency Services Alliance with two remaining Board Members serving as Alternates for the year 2016.

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 Todd E. Burns as Representative and Travis Brookens and Shawn Corwell as Alternates to the Franklin County EIT Committee/TCC for the year 2016.

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 on the Franklin County Area Tax Bureau, for the year 2016 and Travis Brookens and Shawn Corwell as Alternates for the year 2016.

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 representative to the Emergency Management Committee of the State Association for 2016.

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 and Gregory Lambert to the Sewer Joint Advisory Committee for year 2016.

The Chairman stated he had reviewed the current equipment rental fees and did not feel they needed to be increased unless the remaining Board Members felt differently. Supervisor Corwell asked if the new loader should be placed on the list and the Chairman stated the new one is primarily scheduled for the Compost Facility. Supervisor Brookens noted the other loaders and backhoe are able to handle any needs. 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 equipment rental fees for year 2016 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 approval during the year 2016.

On a motion by Todd E. Burns, 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 2016.

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 Board of Supervisors as delegates to the State Association Annual Conference to be held in Hershey, PA, April 17-20, 2016, and designate Shawn M. Corwell as the voting delegate with Travis L. Brookens as Alternate Voting Delegate, and set the current IRS mileage rate at the time of the Conference. The Chairman asked the Solicitor if it was necessary to appoint others to attend and the Solicitor stated he goes to the Solicitors Conference which is not part of the Conference and did not think it was necessary to appoint others to attend.

Each Board Member received a copy of the Active Volunteer Firefighter List for 2016 from the Fayetteville Volunteer Fire Department. Supervisor Corwell noted the list is subject to change during the year. The Township Solicitor informed the Board they only need to "acknowledge" the list and not approve. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to accept the 2016 Active Firefighter Roster for Fayetteville Volunteer Fire Department, as presented.

During discussion of the previous item, the Solicitor noted that another local municipality votes to accept a Treasurer's Report each month. He stated that when the Board "votes to approve" they are legitimizing the accuracy and instead should only "receive" a report; for example, the Active Roster List. Supervisor Brookens asked the Solicitor if he was familiar with what other municipalities do and the Solicitor noted that a report (i.e. treasurer's) would be subject to audit. The Solicitor suggested attaching a (treasurer's) report to the Minutes but the Chairman stated Board Members receive a weekly report from the Township Treasurer.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to accept the Fayetteville Volunteer Fire Department Fire Police Roster for year 2016, as presented.

Supervisor Corwell commented that authorizing non-emergency events during the year for Fire Police coverage can be quite confusing but it is working. The Chairman asked if it should be broadened to include others and Supervisor Corwell explained that if Fire Police are requested for an event in the Township then Fayetteville VFD would be considered for approval because the Township covers Workman's Compensation insurance for their volunteers. The Solicitor stated approval must come from the governing body and not the fire company. It was then noted the Board need only to approve Fayetteville VFD Fire Police. The Solicitor commented regarding the matter of Franklin Fire Company because of where it is located, in the Borough of Chambersburg, but because Greene Township also helps to pay their Workman's Compensation. The Solicitor stated a request must come from a governing body to governing body. Following discussion, 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 Emergency Management Coordinator or Deputy Emergency Coordinator to approve requests for Fayetteville VFD Fire Police and/or Franklin Fire Company No. 4 Fire Police for first-due assistance at any events during year 2016.

The Solicitor stated he thought that all volunteers including Air 10 would have to submit to a background check due to the possibility of coming into contact with children; namely, junior members of a fire company. Some discussion ensued and Supervisor Corwell stated that legislation had been amended several times in the past and at one time they were proposing that if a person had been a volunteer for 10 years or if the organization did not have junior members then a person may not have to submit to a background check. He then noted that legislation may be completed and that EMS must do it but the fire side was the "tricky" aspect. Supervisor Corwell proceeded to inform the Board that Air 10 was finally able to procure a grant and in addition the County gave them more funds although they (County) will not acknowledge Air 10 as such. He further stated that three members had left and went to another company. Following discussion 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 acknowledge Franklin County Emergency Air Unit Company 10 Roster for 2016.

There was no public comment offered at this Meeting.

There being no further business before the Board for the 2016 Re-organization Meeting, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Chairman adjourned at approximately 8:15 P.M..

Respectfully submitted,

Secretary