

January 5, 2015
Scotland, PA 17254
Re-Organization Meeting

The Greene Township Board of Supervisors met Monday, January 5, 2015, at 7:00 P.M., to conduct their Annual Re-organization Meeting at the Township Municipal Building, 1145 Garver Lane, Scotland, Pennsylvania, as well as any regular business presented before the Board.

Present:

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

Diann Weller

Visitor: See list

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

On a motion by Shawn M. Corwell, Todd E. Burns was nominated as Chairman for the year 2015. The motion was seconded by Travis L. Brookens, with no other nominations presented, on a Brookens/Corwell motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect Todd E. Burns as Chairman of the Board of Supervisors for the year 2015.

On a motion by Todd E. Burns, Travis L. Brookens was nominated as Vice Chairman for the year 2015. The motion was seconded by Shawn M. Corwell, with no other nominations presented. On a Burns/Corwell motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect Travis L. Brookens as Vice Chairman of the Board of Supervisors for the year 2015 and all other nominations be closed.

On a motion by Shawn M. Corwell, Todd E. Burns was nominated as Roadmaster/Director of Public Works for the year 2015. The motion was seconded by Travis L. Brookens with no other nominations presented. On a Corwell/Brookens motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect Todd E. Burns as Roadmaster/Director of Public Works for the year 2015 and all other nominations be closed.

On a motion by Todd E. Burns, the remaining two (2) Board Members, Travis L. Brookens and Shawn M. Corwell, were nominated as Assistant Roadmaster/Assistant Director of Public Works for the year 2015. The motion was seconded by Travis L. Brookens with no other nominations presented for Assistant Roadmaster/Assistant Director of Public Works for the year 2015. By a vote of 3-0, the Board unanimously voted the two (2) remaining Board Members, Travis L. Brookens and Shawn M. Corwell, serve as Assistant Roadmaster/Assistant Director of Public Works for the year 2015 and all other nominations be closed.

On a motion by Travis L. Brookens, Shawn M. Corwell, was nominated as Office Administrator for the year 2015. The motion was seconded by Todd E. Burns with no other nominations presented. On a Burns/Brookens motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect Shawn M. Corwell as Office Administrator for the year 2015 and all other nominations be closed.

On a motion by Shawn M. Corwell, the remaining two (2) Board Members, Travis L. Brookens and Todd E. Burns were nominated as Assistant Office Administrators for the year 2015. The motion was seconded by Travis L. Brookens, with no other nominations presented. On a Brookens/Corwell motion/second, the nominations for Assistant Office Administrator for the year 2015 were closed, and by a vote of 3-0, the Board unanimously voted the two (2) remaining Board Members, Travis L. Brookens and Todd E. Burns, serve as Assistant Office Administrators for the year 2015 and all other nominations be closed.

On a motion by Todd E. Burns, Travis L. Brookens was nominated as Director of Parks and Recreation for the year 2015. The motion was seconded by Shawn M. Corwell with no other nominations presented. On a Burns/Corwell motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect Travis L. Brookens as Director of Parks and Recreation for the year 2015 and all other nominations be closed.

On a motion by Travis L. Brookens, the remaining two (2) Board Members, Todd E. Burns and Shawn M. Corwell were nominated as Assistant Director of Parks and Recreation for the year 2015. The motion was seconded by Shawn M. Corwell, with no other nominations for Assistant Director of Parks and Recreation presented. On a Corwell/Brookens motion/second to close said nomination, and by a vote of 3-0, the Board unanimously voted to elect the remaining two (2) Board Members, Todd E. Burns and Shawn M. Corwell, to serve as Assistant Director of Parks and Recreation for the year 2015.

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 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 Township **Resolution No. 1-2015** 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 Travis L. Brookens, seconded by Shawn M. Corwell, 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 2015. Further, by the Brookens/Corwell motion/second, and by a vote of 3-0, the Board unanimously voted to recommend bond amounts of \$500,000 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 2015: 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: Susquehanna Bank, Rotz and Stonesifer, and John Hancock Life Insurance Company (Retirement Services). The Board discussed whether to list any other financial institutions at this time although they currently hold no deposits for the Township. They stated they preferred taking action on any non-deposit institution at the time of a financial transaction. 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 financial institutions to hold deposits for 2015: Susquehanna 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 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 2015: Susquehanna Bank, Rotz and Stonesifer, and John Hancock.

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 for the year 2015 and will also serve as Solicitor to the Township Planning Commission for year 2015.

The Chairman noted the Township currently pays the Township Solicitor the rate of \$150.00 per hour and has done so for past several years; and, it is still lower than what is charged by others. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to set the Township Solicitor's fees for year 2015 at \$160.00 per hour.

The Chairman noted that Samuel Wisner and Bryan Salzman had served in the past as Solicitor and Assistant Solicitor, respectively, to the Township Zoning Hearing Board. Supervisor Brookens inquired if said persons were still interested in service and the Chairman confirmed they were. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted that Samuel Wisner from Salzman Hughes be re-appointed as Solicitor to the Township Zoning Hearing Board and Bryan Salzman as the Assistant Solicitor for 2015.

The Chairman noted the following engineering firms providing services in the past to the Township: Martin and Martin, Inc. – planning; Larson Design Group – Transportation Impact Fees; Rettew – Assistant Planner; and other services by Brehm-Lebo Engineering, Inc., and Campbell Thomas Company. It was noted a fee schedule had been submitted by Martin and Martin, Inc. for 2015 but no others were received by the Township Secretary to be presented at this Meeting. Supervisor Brookens inquired if there were any other engineering firms that may need to be appointed. The Chairman stated that most others would be through grant contracts, specific projects, etc. 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 engineering firms for year 2015 and also for engineering services and fees: Brehm-Lebo Engineering, Inc., Martin and Martin, Inc., Larson Design Group, Rettew, and Campbell Thomas Company.

The Township Secretary informed the Board that she had contacted Mr. Thomas Diehl to determine if he would be interested in being re-appointed to the Township Vacancy Board and Mr. Diehl confirmed he would. 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 Thomas Diehl to the Township Vacancy Board for the year 2015.

The Chairman noted there were two (2) Members of the Township Planning Commission whose terms expired December 31, 2014, with new terms to expire December 31, 2018; said persons being Glenn O. Shetter and Ralph Feldman III. They both indicated their willingness to serve another term when contacted by the Township Secretary. It was further noted that Member Jack Wolff's term also expired December 31, 2014, however, he indicated to the Township Secretary that he was not interested in being re-appointed to the Township Planning Commission. The Chairman noted that a replacement for Mr. Wolff would need to be appointed and the Township has received notification of several persons interested in serving; however, the Board was not ready to appoint a new Member at this time. 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 Glenn O. Shetter and Ralph Feldman III to serve on the Township Planning Commission with new terms to expire December 31, 2018.

The Chairman noted there were two (2) Members and one (1) Alternate Member of the Township Zoning Hearing Board whose terms expired December 31, 2014; said persons being Glenn Watson, Dalton Paul, and Ernest Tarner, Members and Alternate Member, respectively. The Township Secretary stated that all three (3) persons had indicated their willingness to serve another term when contacted by her. 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 Glenn Watson and Dalton Paul as Regular Members, and Ernest Tarner as Alternate Member, all to the Township Zoning Hearing Board with all terms to expire December 31, 2017.

It was noted that Steven L. Coldsmith's term with the Township Municipal Authority (Board) expired December 31, 2014, and indicated his willingness to continue serving. Supervisor Corwell, who serves on the Authority Board as well, stated Mr. Coldsmith does a good job currently on 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 Steven L. Coldsmith to serve another term on the Greene Township Municipal Authority (Board), said term to expire December 31, 2019.

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 a very good job offering auditing services to the Township. Both Supervisor Brookens and Supervisor Corwell agreed with Supervisor Corwell noting his observations of the firm in the brief time he has been with the Township. 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 the firm of Smith Elliott Kearns & Company, LLC, Chambersburg, as the Township's independent auditing firm for year 2015.

The Chairman noted that Shawn M. Corwell and Michael Balsley, serving as Township Emergency Management Coordinator and Deputy Emergency Management Coordinator, respectively, have done an outstanding job over the last year. 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 the Township Emergency Management Coordinator and also Mr. Michael Balsley as the Deputy Emergency Management Coordinator, respectively, for 2015.

The Chairman noted this Resolution allows the Township to purchase from various State contracts for the year 2015 and further stated there are quite a few (contracts) and it would not be necessary to state any specific (contract). 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. 2-2015** to purchase from State contracts for the year 2015.

The Chairman noted the Township can also purchase from various COG organizations but has not done much purchasing to date although the Township did participate in a County one this year. 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. 3-2015** to authorize the Township to purchase from any COG organizations for year 2015.

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 the Township's Sewage Enforcement Officer for the year 2015. The question of rates and Township Resolution may not be necessary and will be checked and verified by the Township Secretary.

The Board discussed whether to advertise Work Sessions since none had specifically been held for several years and if funds should be expended for that reason. It was consensus of the Board that if and when any special meeting needed to be held, the proper legal advertising would be conducted at that time. 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, in the Meeting Room.

The Chairman asked past Township representative, Travis L. Brookens, if the Letterkenny Army Depot Restoration Advisory Board still met. Mr. Brookens stated they do not meet on a regular basis any longer, once a year mainly in the summer. 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 2015.

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 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 appoint Todd E. Burns to serve as representative on the Council of Governments with two remaining Board Members serving as Alternates for the year 2015.

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 Service Alliance with two remaining Board Members serving as Alternates for the year 2015.

Supervisor Brookens asked the Chairman if they were still two (separate, individual) units (Items 21. e. and 21. f. on this Agenda) and the Chairman noted some type of determination will be coming up soon for a vote. 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 for the year 2015.

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 2015 and Travis Brookens and Shawn Corwell as Alternates for the year 2015.

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 2015.

The Chairman noted it had been several years since any changes, namely rates, for rental of Township equipment. The current fees were reviewed and increased as well as some equipment added and others deleted that were no longer in the Township's possession. Supervisor Brookens stated there was no need to mention compost equipment since the Township does not rent out any of that particular equipment. 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 equipment rental fees for year 2015 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 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 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 2015.

On a motion by Todd E. Burns, seconded by Travis L. Brookens, 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 19-22, 2015, 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. Further, on an amended motion of Corwell/Brookens, the Board voted to certify any other delegates from the Township to the State Conference for year 2015 to include the Township Engineer, Township Secretary, Township Treasurer, and Township Solicitor.

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 the 2015 Active Firefighter Roster for Fayetteville Volunteer Fire Department, 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 approve the Fayetteville Volunteer Fire Department Fire Police Roster for 2015.

Supervisor Corwell stated this is the first year the Township pays a portion of Workman's Compensation for Franklin Fire Company do to responding in Greene Township and why this roster was requested this year. 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 the Active Firefighter Roster for Franklin Fire Company No. 4 for year 2015 as presented.

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 Franklin Fire Company No. 4 Fire Police Roster for year 2015 as presented.

Supervisor Corwell noted it is better to handle approving requests for non-emergency assistance during the year as one item at this time rather than each request when submitted. One main reason is that too many times requests are not submitted in a timely manner to coincide with the Board's regular meetings; and, also, the County requires paperwork at least thirty days prior to an event. Supervisor Corwell stated he had only denied two requests during 2014. The Board further discussed the inclusion of Franklin Fire Company No. 4 due to payment of portion of Workman's Compensation. On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted the Emergency Management Coordinator and/or the Deputy Emergency Management Coordinator be authorized to approve requests for Fayetteville Volunteer Fire Department Fire Police and Franklin Fire Company No. 4 Fire Police for non-emergency assistance at events during 2015.

The Chairman noted the Township's intention to hire one part-time employee and had interviewed Cody Ulrich to provide part-time snowplowing as well as help in other areas of the Township (i.e. Compost and Park). He stated that Mr. Ulrich appears to be a very bright and energetic individual with much experience for someone his age and also possesses a Class A CDL. 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 Cody Ulrich as a part-time employee with a hire date to commence January 5, 2015 contingent on receiving a favorable criminal background check.

The Township Secretary informed the Board that action at the December 9, 2014 Regular Meeting regarding the proposed vacation of a portion of Pine Stump Road only included authorizing the advertisement of a public hearing to be held to consider an ordinance for same. The Township Solicitor advised the Board that prior to the holding of the public hearing they should sign the Agreement between the Township and the property owner(s) signifying the intent to vacate that portion of Pine Stump Road. 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 Chairman to sign the Agreement between the Township and property owner(s) regarding the vacating of a portion of Pine Stump Road as presented.

The Township Solicitor forwarded a request to the Board for authorization to advertise and schedule a public hearing regarding adoption of an ordinance to further amend Chapter 90 of the Greene Township Code and suggested Tuesday, January 27, 2015 prior to the Regular Meeting to allow ample time for the legal advertisement. 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 authorize the scheduling of a public hearing and Township Solicitor to advertise adoption of a proposed ordinance to amend Chapter 90 of the Greene Township Code; said public hearing to be held Tuesday, January 27, 2015, prior to the Regular Meeting, at 7:00 p.m., prevailing time, at the Greene Township Municipal Building Meeting Room, 1145 Garver Lane, Scotland, PA.

Visitor and Township resident Glenn Shetter asked the Board if it was required to appoint a particular agency for building construction inspections. He was of the opinion the State law would require the Township to choose a specific agency. Supervisor Brookens stated that law had changed in that the Township could utilize anyone to perform the inspection but the (building) permit must be obtained through Commonwealth Code Inspection Service (CCIS). The Board briefly explained that CCIS was chosen at the time the State implemented the (State) Building Code and that contract for services would have most likely outlined particulars.

There being no further business before the Board for the 2015 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 8:17 P.M..

Respectfully submitted,

Secretary