

Terry Steinheiser opened the Connoquenessing Township's "Organization Meeting" at 6:30 p.m. on January 6, 2014 at the Connoquenessing Township Municipal Building. Present were Supervisors, Terry Steinheiser, Scott Longdon and Ray Kroll. Five people signed in on the public sign in record on file.

#### **OATH OF OFFICE**

Steinheiser stated Ray Kroll's "Oath of Office" has been received and welcomed him to the board of supervisors.

Steinheiser opened the meeting by nominating Longdon as the temporary chairman. Kroll, seconded. Roll call, yes. Longdon made a motion to appoint Brenda Davis as Temporary Secretary. Steinheiser, seconded. Roll call, yes. Longdon made a motion to appoint Steinheiser as Chairman. Kroll, seconded. Roll call, yes. Steinheiser made a motion to appoint Longdon as Vice-Chairman. Kroll, seconded. Roll call, yes. Steinheiser nominated Brenda Davis to be permanent secretary. Longdon, seconded. Roll call, yes. Steinheiser motioned to appoint Lee Kradel as full time treasurer. Kroll, seconded. Roll call, yes.

Longdon motioned to increase the secretary and treasurer pay by 2%. Kroll, seconded. Roll call, yes.

Steinheiser motioned to set Treasurer's bond at \$750,000. Longdon, seconded. Roll call, yes.

Steinheiser motioned to appoint Kroll as roadmaster with his pay to be set by the elected auditors. Longdon, seconded. Roll call, yes.

Steinheiser motioned to reappoint Andrew Menchyk, Jr. with the firm "Stepanian & Menchyk, LLP" as solicitor. Longdon, seconded. Roll call, yes.

Steinheiser made a motion to reappoint Senate Engineering with Bill Braun as the contact for the Township's engineer. Longdon, seconded. Roll call, yes.

Steinheiser motioned to reappoint Myrna Gordon to the Chairman of the Vacancy Board. Kroll, seconded. Roll call, yes.

Steinheiser motioned to appoint John Thomas for a 4 year term on the Planning Commission expiring 2017. Longdon, seconded. Roll call, yes.

Longdon asked Brenda Davis who submitted resumes for SEO? Ms. Davis said only one was received from Municipal Code Association. Longdon asked if Dave Ice had submitted one? Ms. Davis said, "no" but feels he is interested. Lee Kradel said he doesn't apply every year. Kroll asked to see Dave Ice's billing amounts for 2013 to compare to the municipal sewage association. Steinheiser said we would move forward with the meeting and return to the SEO section.

Steinheiser motioned to reappoint Dave Hazlett from Municipal Code Association as the Township's building permit inspector. Kroll, seconded. Roll call, yes.

Steinheiser motioned to retain Mike Grill as our commercial building inspector. Longdon, seconded. Roll call, yes.

Steinheiser motioned to reappoint Eugene Henry as Dog Officer. Kroll, seconded. Roll call, yes.

Steinheiser questioned if Leyne Lokhaiser had asked for a raise. Brenda Davis went to check the files. Steinheiser moved on with the meeting.

Steinheiser motioned to reappoint Longdon as Emergency Management Coordinator. Kroll, seconded. Roll call, yes.

Motion made by Steinheiser to retain Nextier Bank as the depository, seconded by Longdon. Roll call, yes.

Longdon motioned to name Steinheiser as the township's voting delegate at the State Convention in Hershey this year. Kroll, seconded. Roll call, yes.

Steinheiser stated Tom Pawlowicz has resigned from being a delegate for the BCTCC and thanked him for his past service. Steinheiser stated Lee Kradel is interested in this position and motioned to appoint her as the new delegate for the BCTCC. Kroll, seconded. Roll call, yes. Steinheiser stated Sharon Pawlowicz has resigned from being the alternate delegate for the BCTCC and thanked her for her past service. Steinheiser stated Brenda Davis is interested in this position and motioned to appoint her as the new alternate delegate for the BCTCC. Kroll seconded. Roll call, yes.

Steinheiser motioned to reappoint Lee Kradel as the BCATO representative. Longdon, seconded. Roll call, yes.

Motion made by Steinheiser to retain Maher Duessel as the CPA for 2014 to audit the 2013 books. Longdon, seconded. Roll call, yes.

Steinheiser stated the road workers wage is set by the union and in effect until July 1<sup>st</sup>.

Motion made by Steinheiser to set the Supervisors meetings for the first Wednesday of each month at 7:00 p.m. at the Township Building, seconded by Longdon. Roll call, yes.

Motion made by Steinheiser to set the Planning Commission meetings for the third Wednesday of each month at 7:00 p.m. at the Township Building. Longdon, seconded. Roll call, yes. In addition, the board agreed to keep the current \$50.00/month pay.

Steinheiser mentioned holidays for the road workers are set by the union. Steinheiser motioned the secretary and treasurer's holidays will remain the same as last year which were New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, either day after Thanksgiving or following Monday, 1/2 day Christmas Eve and Christmas Day. London, seconded. Roll call, yes.

Steinheiser motioned the secretary and treasurer to stay the same as last year on personal days paid per year. Longdon, seconded. Roll call, yes.

Steinheiser made a motion for the secretary and treasurer to stay the same as last year on sick days per year. Longdon, seconded. Roll call, yes.

Steinheiser read the Planning member names and term ending dates as follows: Sandi Cox - 12/31/15, Ron Kaltenbaugh - 12/31/14, Sherry Lokhaiser - 12/31/16, Diane Hanchosky - 12/31/15 and John Thomas - 12/31/17. Steinheiser also stated Bill Braun attends these meetings.

Steinheiser returned to the discussion of who to appoint to SEO. Steinheiser stated he is not really interested in going with the Municipal Code Association. Longdon asked Brenda Davis if Dave Ice submitted new fees for 2014? She said, "no" but feels sure he would follow his 2013 fee schedule. Kroll said if Dave Ice uses the same 2013 rates, he will make a motion to retain Dave Ice for 2014 as Primary SEO. Steinheiser, seconded. Roll call, yes. Steinheiser made a motion to re-appoint Doug Duncan as Alternate SEO. Kroll, seconded. Roll call, yes.

Steinheiser returned to discuss the Code Enforcement Officer, Leyne Lokhaiser. Brenda Davis stated he did not request a raise. Steinheiser did state he had requested to be paid through payroll. Steinheiser said Lee Kradel had contacted PSATS who informed her Leyne should be on the payroll since he is out working with the public. Steinheiser said this way if something happens to him on duty, he'll be covered. Andrew Menchyk, Jr. asked if Leyne Lokhaiser is entitled to health benefits? Steinheiser said, "no", he isn't full time. In addition, Lee Kradel told Andrew Menchyk, Jr. that the hours he works will be through payroll, but the mileage he reports will be through the payables. Steinheiser made a motion to retain Leyne Lokhaiser as Code Enforcement Officer at the same rate of \$16.48 and no health insurance. Kroll asked Steinheiser if a limit of hours per week could be set and a time sheet filled out? Andrew Menchyk, Jr. said that is a good idea. Steinheiser modified his above motion to include limiting the weekly hours of the Code Enforcement Officer to 20 hours per week to assure there is no question on having to cover him on health benefits. Kroll seconded. Roll call, yes.

Steinheiser adjourned the meeting at 7:01 p.m. Longdon, seconded. Roll call, yes.