

**TYRONE TOWNSHIP REORGANIZATION MEETING MINUTES
MONDAY, JANUARY 4, 2021**

Members Present: Chairman Russ Raub, Vice Chairman Mary Ellen Settle, Supervisor Dean Wonders, Assistant Secretary Nancy Black, Assistant Secretary Sydney McFadden

Others in Attendance: Erik Vranich

Call to Order: Raub called the meeting to order at 9:00 AM

Appointment of Chairman: Settle made a motion to appoint Raub as Chairman of the Board of Supervisors. Wonders seconded the motion. A vote was taken and carried with two votes in favor and one not in favor of the motion.

Appointment of Vice-Chairman: Wonders made a motion to appoint Settle as Vice Chairman of the Board of Supervisors. Raub seconded the motion. A vote was taken and carried unanimously.

Assistant Secretaries: Settle made a motion to appoint Black and McFadden as Assistant Secretaries each at a rate of \$15.50 per hour. Wonders seconded the motion. A vote was taken and carried unanimously. Settle made a motion to continue the bond for the Assistant Secretary of \$100,000.00 for Black, and to create another bond for the Assistant Secretary of \$100,000.00 for McFadden. Wonders seconded the motion. A vote was taken and carried unanimously.

Treasurer: Wonders made a motion to appoint Patricia Forsythe as the Township's Treasurer at a rate of \$50.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously. Wonders made a motion to continue the bond for the Treasurer for \$500,000. Settle seconded the motion. A vote was taken and carried unanimously.

- **Adopt 2021 Township Paid Holiday Schedule:** Settle made a motion to adopt the following 2021 Holiday Schedule of:
New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.
Wonders seconded the motion. A vote was taken and carried unanimously.
- **Board of Supervisors Meetings Schedule:** Wonders made a motion to accept the following dates for the 2021 Board of Supervisors Meetings, all of which will start at 6:00 PM on their designated dates and will be held telephonically. Settle seconded the motion. A vote was taken and carried unanimously.

January 20 th	July 7 th and 21 st
February 3 rd & 17 th	August 4 th & 18 th
March 3 rd & 17 th	September 8 th & 22 nd
April 7 th & 21 st	October 6 th and 20 th
May 5 th & 19 th	November 3 rd and 17 th
June 9 th & 23 rd	December 1 st and 15 th

- **Budget Meetings Schedule:** Settle made a motion to accept the following dates for the 2021 Budget Meetings, all of which will start at 6:00 PM on their designated dates and will be held telephonically. Wonders seconded the motion. A vote was taken and carried unanimously.

Monday, September 27th & October 25th

- **Voting Delegate to PSATS Convention:** Settle made a motion to appoint Raub as the Voting Delegate to the PSATS Convention. Wonders seconded the motion. A vote was taken and carried unanimously.
- **Appointment of Delegates to NAREMA:** Settle made a motion to appoint Wonders and EMA Joshua Fitting as the Delegates to NAREMA. Raub seconded the motion. A vote was taken and carried unanimously.
- **Representative for Tyrone Township for York Adams Tax Bureau of Directors:** Wonders made a motion to appoint Raub as the Representative for York Adams County Tax Board of Directors. Settle seconded the motion. A vote was taken and carried unanimously.
- **Representative for Adams County Tax Bureau Board of Directors (ACTCC):** Settle made a motion to appoint Raub as the Representative for Adams County Tax Bureau Board of Directors. Wonders seconded the motion. A vote was taken and carried unanimously.
- **Representative for Adams County Council of Governments (ACCOG):** Open
- **Adams County Association of Township Officials (ACATO) Convention 2021:** Wonders made a motion to appoint Raub as the Delegate to the Adams County Association of Township Officials (ACATO) Convention. Settle seconded the motion. A vote was taken and carried unanimously.

Establishment of Office Hours:

Settle made a motion to approve the following office hours for 2021:

Monday 8 AM – 4 PM
Tuesday 8 AM – 2 PM
Wednesday 12 PM – 8 PM
Thursday 8 AM – 4 PM
Closed Fridays

Wonders seconded the motion. A vote was taken and carried unanimously.

Auditor: Settle made a motion to replace the Board of Auditors with an external auditor, Hamilton and Musser CPAs, as the auditor for Tyrone Township. Wonders seconded the motion. A vote was taken and carried unanimously.

Board of Auditors: Settle made a motion to appoint Mark Fulton and Katrina Becker as Township Auditors on the Board of Auditors. Wonders seconded the motion. A vote was taken and carried unanimously.

Appointment of Depositories for the Township: Wonders made a motion to appoint **PNC Bank** as the Depository for the Township. Settle seconded the motion. A vote was taken and carried unanimously.

Solicitor: Settle made a motion to appoint Steven A. Stine as the Township’s Solicitor at \$190.00 per hour. Wonders seconded the motion. A vote was taken and carried unanimously.

Engineer: Wonders made a motion to appoint William F. Hill & Associates as the Township Engineer, William Hill at \$105.00 per hour and Erik Vranich at \$95.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

Sewage Enforcement Officer: Settle made a motion to appoint William F. Hill & Associates, Bryan Leese, at \$67.50 per hour as Sewage Enforcement Officer. Wonders seconded the motion. A vote was taken and carried unanimously. Wonders also made a motion to appoint KPI Technology, Gil Pacarelli, at \$66.00 per hour for primary work and \$57.00 per hour for alternate work as Sewage Enforcement Officer. Settle seconded the motion. A vote was taken and carried unanimously.

Emergency Management Coordinator: Settle made a motion to appoint Jed Smith as the Emergency Management Coordinator. Wonders seconded the motion. A vote was taken and carried unanimously.

Right to Know Officer: Settle made a motion to appoint McFadden as the Right to Know Officer. Wonders seconded the motion. A vote was taken and carried unanimously. Wonders made a motion to appoint Black as the Alternate Right to Know Officer. Settle seconded the motion. A vote was taken and carried unanimously.

EIT & LST: Wonders made a motion to appoint York Adams Tax Bureau to collect the Earned Income Tax (EIT) and the Local Service Tax (LST) for 2021. Settle seconded the motion. A vote was taken and carried unanimously.

Realty Transfer Tax: Settle made a motion to appoint Karen Heflin as the Realty Transfer Tax Collector. Wonders seconded the motion. A vote was taken and carried unanimously.

Building Code Officer: Wonders made a motion to appoint PA Municipal Code Alliance Inc., Clem Malot, as the Building Code Officer for Tyrone Township at \$45.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

Assistant Building Code Officer: Settle made a motion to appoint PA Municipal Code Alliance Inc., Andrew Miller, as the Assistant Building Code Officer for Tyrone Township at \$45.00 per hour. Wonders seconded the motion. A vote was taken and carried unanimously.

Building Inspector: Wonders made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Building Inspector for Tyrone Township at \$45.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

Assistant Building Inspector: Settle made a motion to appoint PA Municipal Code Alliance, Inc., Andrew Miller, as the Assistant Building Inspector for Tyrone Township at \$45.00 per hour. Wonders seconded the motion. A vote was taken and carried unanimously.

Zoning Officer: Wonders made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Zoning Officer for Tyrone Township at \$45.00 per hour. Settle seconded the motion. A vote was taken and carried unanimously.

Zoning Hearing Board: Settle made a motion to appoint Jason Uppercue to a 3 year term, Ken Slaybaugh to a 3 year term, and James Staub to a 2 year term. Wonders seconded the motion. A vote was taken and carried unanimously.

Planning Commission: Wonders made a motion to appoint Dave Richwine to a 3 year term, John Wenk to a 2 year term, Robert Staub to a 2 year term, Jack Kump to a 1 year term, and Ben Kishbaugh as Alternate to a 1 year term. Settle seconded the motion. A vote was taken and carried unanimously.

Vacancy Board: There was no one appointed to serve on the Vacancy Board.

Agricultural Security Board: Wonders made a motion to appoint James Lady, Robert Junkins, Dave Wenk, and Vincent Lobaugh each to a 1 year term. Settle seconded the motion. A vote was taken and carried unanimously.

Citizens Committee: There was no one appointed to serve on the Citizens Committee.

Newspaper of Record: Wonders made a motion to retain the Gettysburg Times as the Townships Newspaper of Record. Settle seconded the motion. A vote was taken and carried unanimously.

Mileage Rate: Settle made a motion to pay \$0.56 per mile as mileage reimbursement for 2021. Wonders seconded the motion. A vote was taken and carried unanimously.

Insurance Approval: Wonders made a motion to continue with Selective Insurance Company of the Southeast coverage through Hockley and O'Donnell for 2021. Settle seconded the motion. A vote was taken and carried unanimously.

Approval of Tax Collection Dates: Wonders made a motion to accept the list below for the Tax Collection Dates. Settle seconded the motion. A vote was taken and carried unanimously.

April: Tuesday's April 20th & 27th; Thursday's April 22nd & 30th from 5 PM to 8 PM
Saturday's April 17th & 24th from 9 AM to 12 PM

Road and Facility & Maintenance Manager: Settle made a motion appointing Greg Kepner as Road and Facility & Maintenance Manager at a rate of \$17.00 per hour effective immediately, a monthly cell phone stipend of \$40.00, and 5 vacation days per year. Wonders seconded the motion. A vote was taken and carried unanimously.

Township Roadmaster: Raub made a motion to appoint Wonders as the Township Roadmaster. Settle seconded the motion. A vote was taken and carried unanimously.

Credit Account Authorizations: Settle made a motion to continue with the Credit Card Authorization and card limits listed below for 2021. Wonders seconded the motion. A vote was taken and carried unanimously.

Greg Kepner, Road and Facility & Maintenance Manager – card limit: \$5,000.00
Mary Ellen Settle, Supervisor – card limit: \$10,000.00
Nancy Black, Assistant Secretary – card limit: \$500.00
Sydney McFadden, Assistant Secretary – card limit: \$500.00

Phone Service: Wonders made a motion to continue the telephone service for 2021 through Century Link at \$210.00 per month. Settle seconded the motion. A vote was taken and carried unanimously.

Office Water Service: Wonders made a motion to continue the Office Water Service for 2021 through Crystal Springs at a monthly dispensary charge of \$6.99. Settle seconded the motion. A vote was taken and carried unanimously.

Stamps.com: Settle made a motion to continue with Stamps.com for 2021 for a monthly rate of \$19.07. Wonders seconded the motion. A vote was taken and carried unanimously.

Safety Committee: Wonders made a motion to accept Mike Boring as President, Bob Troutman as Vice President, and Greg Kepner as Secretary for the Safety Committee for 2021. Settle seconded the motion. A vote was taken and carried unanimously.

Other Business: None

Resolution 2021-01: Settle made a motion to adopt 2021-01, a Resolution appointing Hamilton & Musser CPAs to audit the funds and accounts for Tyrone Township for the 2021 fiscal year. Wonders seconded the motion. A vote was taken and carried unanimously.

Resolution 2021-02: Wonders made a motion to adopt 2021-02, a Resolution setting the Township's Fee Schedule for 2021. Settle seconded the motion. A vote was taken and carried unanimously.

Accounts Payable Invoices: Wonders made a motion to approve the Accounts Payable invoices. Settle seconded the motion. A vote was taken and carried unanimously.

Public Comments: None

Meetings:

Tyrone Township Board of Auditors Reorganization Meeting January 5, 2021 at 5:00 PM at

Heidlersburg Area Civic Association Fire Company, 2720 Heidlersburg Road, Gettysburg

Tyrone Township Planning Commission Meeting January 14, 2021 at 6:00 PM at Heidlersburg

Area Civic Association Fire Company, 2720 Heidlersburg Road, Gettysburg

Tyrone Township Board of Supervisors Meeting January 20, 2021 at 6:00 PM Telephonically

Adjournment: Settle made a motion to adjourn at 10:15 AM. Wonders seconded the motion. A vote was taken and carried unanimously.