

REORGANIZATION MEETING
Monday, January 5, 2015, at 6:30 PM

The Tyrone Township Board of Supervisors convened at 6:30 PM on Monday, January 5, 2015, at the Municipal Building located at 5280 Old Harrisburg Road, York Springs, Pennsylvania 17372, for its annual reorganization meeting.

Present were: Supervisors Russell Raub, Lee Roe and James Lady; Stewart Graybill, Secretary. Others present, Rosalie Dashoff, Chair of the Citizens Committee and William Seibert.

Appointment of Temporary Chairman – Lady made a motion nominating Roe as Temporary Chair, seconded by Raub. The motion passed by unanimous vote.

Appointment of Chairman - Lady made a motion nominating Roe as Chair seconded by Raub. The motion passed by unanimous vote.

Appointment of Vice-Chairman - Roe made a motion nominating Lady as Vice Chair, seconded by Raub. The motion passed by carried unanimous vote.

Secretary – Lady made a motion to appoint Stewart Graybill as Township Secretary. Bond for the Secretary was set at \$500,000 seconded by Roe. The motion passed by unanimous vote.

Treasurer – Lady made a motion to appoint Laura Weaver as Township Treasurer and the Bond was set for Treasurer at \$500,000, seconded by Roe. The motion passed by unanimous vote.

Adopt the Township 2015 Pay Plan, Holiday schedule and Professional Service Fees - Lady made a motion to adopt the 2015 Township Pay Plan, Holiday schedule and Professional Services Fee, seconded by Raub. The motion passed by unanimous vote.

Meeting Schedules - Lady made a motion to adopt the meeting schedule per Attachment #1, seconded by Raub. The motion passed by unanimous vote.

Delegates to PSATS Convention - Lady made a motion that all three (3) Supervisors be delegates for the PSATS Convention, seconded by Raub. The motion passed by unanimous vote.

Voting Delegate - Roe made a motion nominating Raub as the Voting Delegate at PSATS Convention, seconded by Lady. The motion passed by unanimous vote.

Representative to York Adams Tax Bureau - Roe made a motion nominating Raub as Township Representative to York Adams Tax Bureau Board of Directors, seconded by Lady. The motion passed by unanimous vote.

Alternate to York Adams Tax Bureau - Lady made a motion nominating Stewart Graybill as alternate to the York Adams Tax Bureau, seconded by Roe. The motion passed by unanimous vote.

Representative to Adams County Tax Collection Committee (ACTCC) - Lady made a motion nominating Roe to the Adams County Tax Collection Committee (ACTCC) seconded by Raub. The motion passed by unanimous vote.

ACTCC Alternate - Lady made a motion nominating Raub as alternate to the Adams County Tax Collection Committee (ACTCC), seconded by Roe. The motion passed by unanimous vote.

ACCOG - Lady made a motion nominating Stewart Graybill as Representative to the Adams County Council of Governments (ACCOG), seconded by Roe. The motion passed by unanimous vote.

ACATO Convention - Lady made a motion for the Supervisors, Treasurer and Secretary to attend the Adams County Association of Township Officials (ACATO) annual 2015 convention, payable by the Township, seconded by Raub. The motion passed by unanimous vote.

ACATO - Lady made a motion nominating Stewart Graybill as the Township Representative to the Adams County Association Township Officials (ACATO), seconded by Raub. The motion passed by unanimous vote.

Roadmaster - Raub made a motion to appoint Lady to serve as Roadmaster for 2015 at the same rate of pay as last year which was \$19.50 an hour, seconded by Roe. The motion passed by unanimous vote.

Part-Time Road and Facilities Maintenance Workers - Lady made a motion to retain Jack Kump, Donald Sillik, Michael Boring, Randy Marion, Galen Smith and James Caroselli as Part-Time Road and Facilities Maintenance Workers, seconded by Raub. The motion passed by unanimous vote.

Auditors - Raub made a motion to advertise the appointment of a Certified Auditing Firm at the February 11, 2015 Board of Supervisors meeting, seconded by Lady. The motion passed by unanimous vote.

Appointment of Depositories for the Township - Lady made a motion to appoint ACNB, Susquehanna Bank and PNC as Township Depositories and to review other Banking entities, seconded by Raub. The motion passed by unanimous vote.

Appointment of Solicitor - Lady made a motion to retain Tim Shultis of Shultis Law, LLC as Township Solicitor at the rate of pay of \$150/hour according to Shultis' 2015 fee schedule. The motion was seconded by Raub. The motion passed by unanimous vote.

Appointment of Engineer - Lady made a motion to retain Wm. F. Hill Assoc., Inc. as Township Engineer for the Year 2015 and accept the 2015 engineering fees. The motion was seconded by Raub. The motion passed by unanimous vote.

Appointment of Sewage Enforcement Officer (SEO) - Both SEOs fee schedules have not increased from 2014 to 2015. Lady made a motion to retain the SEO services of Robert Whitmore, The Earth Doctor, and Wm. F. Hill & Assoc., Inc. and accept their fee schedules for 2015, seconded by Raub. The motion passed by unanimous vote.

Tax Collector Rate of Pay - The Board of Supervisors agreed that Reed may collect taxes at the Municipal Building. Roe made a motion to give the Tax Collector a key to the Township Building, seconded by Lady. The motion passed by unanimous vote. Raub made a motion that the Tax Collector's rate of pay remain at 3% for 2015, seconded by Lady. The motion passed by unanimous vote.

Appointment of Deputy Tax Collector - Joanne Reed asked the Board of Supervisors to appoint Ellen Black, Tax Collector for Menallen Township, to be Deputy Tax Collector in her absence. Raub made a motion to appoint Black as Deputy Tax collector, seconded by Lady. The motion passed by unanimous vote.

Appointment of Emergency Management Coordinator - Lady Made a motion appointing the two (2) Township Fire Chiefs and The County EMA as Township Emergency Coordinators, seconded by Raub. The motion passed by unanimous vote.

Appointment of Real Estate and Transfer Tax Collector & EIT and LST Tax Collection - Raub made a motion to retain Joanne Reed, Municipal Tax Collector for Real Estate Taxes, Linda K. Myers as collector of Transfer Tax and the York Adams Tax Bureau (YATB) to collect Earned Income and Local Services Taxes for the Year 2015, seconded by Lady. The motion passed by unanimous vote.

Appointment of Building Code Officer (BCO)/Building Inspector and Zoning Officer - Lady made a motion to retain Wilbur Slothour, Land and Sea Services, as the BCO, Building Inspector and Zoning Officer for 2015, seconded by Raub. The motion passed by unanimous vote.

Appointment of Zoning Hearing Board - Raub made a motion to re-appoint Charles Saltzman to the Zoning Hearing Board, seconded by Lady. The motion passed by unanimous vote.

Appointment of Planning Commission - Appointment Tabled

Appointment of Vacancy Board - Lady made a motion to appoint Barry W. Ortmyer to the Vacancy Board, seconded by Raub. The motion passed by unanimous vote.

Appointment of Agricultural Security Board - Raub made a motion to reappoint Robert Junkins, David Wenk, Vincent Lobaugh and James Lady to the Agricultural Security Board. The motion was seconded by Lady. The motion passed by unanimous vote.

Appointment of Citizens Committee (Liaison) - Lady made a motion to appoint Raub as Liaison to the Citizens Committee, seconded by Roe. The motion passed by unanimous vote.

Establishment of Newspaper of Record, Millage and Mileage Reimbursement

Gettysburg Times

Millage Rate: .6727% (resolution 2015-01)

Mileage reimbursement at current Federal Guidelines: 57.7 cents per mile

OTHER BUSINESS

Bills List - Lady made a motion to approve the Bills List, seconded by Raub. The motion passed by unanimous vote.

Approval of Minutes of December 17, 2015 - Lady made a motion to approve the Board of Supervisors Meeting Minute of December 17, 2015, seconded by Raub. The motion passed by unanimous vote.

Annual Employee/Volunteer Training & Appreciation Dinner March 7, 2015 at the Inn 94 - Raub made a motion to approve the Annual Training and Appreciation Dinner, seconded by Lady. The motion passed by unanimous vote.

Consent Order Agreement - Lady made a motion to approve the Consent Order Agreement between DEP and Tyrone Township Board of Supervisors, seconded by Raub. The motion passed by unanimous vote.

Approval of Resident Payment Plan for tapping Fee - There was discussion and no action was taken.

Dirt, Gravel & Low Volume Roads Grant Applications - Lady made a motion that Raub sign the applications and that Raub is certified for Environmentally Sensitive Maintenance on Dirt, Gravel and Low Volume Roads, seconded by Roe. The motion passed by unanimous vote.

PUBLIC COMMENTS

Rosalie Dashoff stated she is interested in the vacancy on the Planning Commission and that she has 25 years of experience and that she would be very helpful on the Commission. She also stated she would resign from The Citizens Committee if there was a conflict.

Adjournment: Raub made a motion to adjourn the meeting at 8:04 PM, seconded by Lady. The motion passed by unanimous vote.

Tyrone Township Reorganization Meeting
Monday January 5, 2015 at 6:30 PM
(2014 Information Listed In Brackets)

6:30 PM

Supervisors in Attendance: Russell Raub, Lee Roe, James Lady

Appointment of Temporary Chair -

Appointment of Chairman –

Appointment of Vice-Chairman –

Secretary – [Stewart Graybill]

Pay/Benefits for Secretary

Pay: [\$15.00 per hour] According to 2105 Pay plan

Holidays- See attachment #2

Bond for Secretary – [\$500,000]

Treasurer – (Laura Weaver)

Pay: (\$16.00 per hour) According to 2015 pay plan

Bond for Treasurer- (\$500,000)

- **Adopt 2015 Township Pay Plan, Holiday schedule and Professional services Fee schedules.**
- **Meeting Dates-** [2nd & 4th Wed. at 7:00 PM] **See Attachment# 1**
- **Convention Delegates for State PSATS Convention -** [all 3 Supervisors]
- **Voting Delegates** – [1 Supervisor]
- **Representative to York Adams County Tax Board of Directors**
[Russell Raub; James Lady-Alternate]
- **Representative to Adams Tax Bureau Board of Directors (ACTCC)** - [Lee Roe;
James Lady -Alternate]
- **Representative to Adams County Council of Governments (ACCOG)** - []
- **Motion for Supervisors/Treasurer/Secretary to pay/attend the ACATO County Convention and PSATS Annual Convention In 2015.**
- **Representative to the Adams County Association Township Officials ()**

Road Master – [James Lady]

- **Hourly Rate** [\$19.50 for Part-Time Hourly Supervisor remains same as 2014] **see pay plan**

Part-time Road and Facilities Maintenance Worker – [Jack Kump, Donald Sillik, Michael Boring, Randy Marion, James Carselli & Galen Smith]

- **Hourly Rate for Part-Time Hourly Employee** [Hourly: \$14.00] see pay plan

Establishment of Office hours: - Monday – Friday 9AM till 2PM except legal Holidays and every other Friday 10:30 AM till 4:30PM

Auditors

- **Elected Auditors vs. P.C. (Must be advertised)**
- **Elected Auditors pay per second class Township Code \$10.00 per hour max of \$1,000.00**

Appoint Depositories for the Township- ACNB, and Susquehanna Bank

Solicitor – [Tim Shultis]

- **Fee Schedule Attached**

Engineer – [Wm. F. Hill & Assoc., Inc.]

- **Fee Schedule Attached**

Sewage Enforcement Officer- [SEO Robert Whitmore, the Earth Doctor & Wm. F. Hill & Assoc., Inc.]

- **Fee Schedules Attached**

Tax Collector Rate of Pay – [3%]

- **Appointment of Deputy Tax Collector – Ellen Black (Recommended by Joanne Reed)**

Emergency Management Coordinator – [Tom Eyler]

Tax Collectors:

- **Real Estate** [Joanne Reed, Elected Tax Collector]
- **Earned Income Tax & LST Tax Collection** – [York Adams Tax Bureau]
- **Realty Transfer Tax Collection-** (Linda K. Myers, Recorder of Deeds)

BCO - Building Inspector - [Wilbur Slothour-Land and Sea Services]

- **Fee Schedule Attached**

Zoning Officer - [Wilbur Slothour-Land and Sea Services]

- **Fee Schedule Attached**

Zoning Solicitor – [Bernard A. Yannetti, Jr.]

- **FEE Schedule Attached**

Zoning Hearing Board – [Michael Baltzley Dec 2016, **Charles Saltzman Jan 2015**, Jason Uppercue Dec 2015, Alternate - James Staub Dec 2016]

Planning Commission – [David Richwine Dec 2017, **Luther Dick Dec 2014**, John Wenk Dec 2016, Jack Kump Jan 2016, Robert Staub Dec 2017]

Vacancy Board - [Lynn Kime, Jan 2016]

Ag Security Board – [James Lady, Robert Junkins, Dave Wenk, Vince Lobaugh] All 1 yr term ends Jan 2015] All need reappointed

Citizens Committee Reappointment – [Liaison]

Establishment of Newspaper of Record, Millage and Mileage Reimbursement

Gettysburg Times

Millage Rate: .6727% Resolution 2015-01

Mileage reimbursement at current Federal guidelines: 57.7 cents per mile

OTHER BUSINESS

Approval of The Board of Supervisors meeting minutes of December 17, 2014

Bills List

Approval of ADP Payroll (Full service)

Annual Employee Appreciation dinner to be at Inn 94

Consent Order Agreement

Approval of a Resident payment plan for tapping fee (\$2,500.00) of \$125 per month plus user fee residents failing to obtain permit by January 26, 2015 will be subject to immediate legal action. Board of Supervisors instructs the Secretary to take legal action after January 26, 2015 for any resident failing to obtain Permit.

Public Comments

Adjournment:

2015 Board of Supervisors Meeting Dates
Tyrone Township, Adams County, PA
All Meetings will be at the Township Municipal Building
5280 Old Harrisburg Road , York Springs , PA 17372

All Meetings of the Board of Supervisors begins at 7:00 PM and will conclude on or before 9:00PM except January 5th Reorganizational Meeting begins at 6:30PM

January 5, 2015 Reorganizational Meeting & Any and All Other Business at 6:30 PM

January 28, 2015 Regular Meeting at 7:00 PM

February 11, 2015 Workshop at 7:00 PM & February 18, 2015 Regular Meeting at 7:00 PM

March 18, 2015 Regular Meeting at 7:00 PM

April 8, 2015 Workshop at 7:00 PM & April 15, 2015 Regular Meeting at 7:00 PM

May 20, 2015 Regular Meeting at 7:00 PM

June 17, 2015 Regular Meeting at 7:00 PM

July 15, 2015 Regular Meeting at 7:00 PM

August 12, 2015 Workshop at 7:00 PM & August 19, 2015 Regular Meeting at 7:00 PM

September 16, 2015 Regular Meeting at 7:00 PM

October 14, 2015 Budget Workshop Meeting at 6:30 PM & October 21, 2015 Regular Meeting at 7:00 PM

November 19, 2015 Regular Meeting at 7:00 PM & December 16, 2015 at 7:00 PM

Planning Commission will meet the 2nd Thursday of Each month at 7:30 PM pending Business before the Commission

Zoning Hearing Board will meet as required

Anyone needing assistance do to disabilities is asked to call the Township Office at 717-528-4012 48 hours prior to the meeting to arrange for assistance.

Attachment #2

Township Holidays

January 1stNew Years Day

February 16thPresidents Day

April 3rd.....Good Friday

May 25thMemorial Day

July 3rdIndependence Day

September 7thLabor Day

October 12thColumbus Day

November 11thVeterans Day

November 26thThanksgiving Day

December 25thChristmas Day

Secretary	\$16.50 (\$500,000 Bond) Plus Holidays and Annual Leave
Treasurer	\$17.00 (\$500,000 Bond) Plus Annual Leave
Roadmaster	\$19.50 (Part time Hourly supervisor)
Road & Facilities Maintenance Worker	\$14.50 per hour 6AM to 6PM weekdays \$15.00 per hour 6PM to 6AM \$18.00 Saturdays and Sundays \$15.50 Snow Plow 6AM to 6PM (weekdays)
Annual Leave In Accordance with Employee Handbook	
Temporary Seasonal Worker	\$11.00 per hour

Elected and Appointed Commission-Fee schedule

Elected Tax Collector 3%

Solicitors Fee's Schedule

Engineer's Fee Schedule

SEO Fee Schedule (Hill)

SEO Fee Schedule (Earth Doctor- Whitmore)

NOTE:

Annual Leave is In Accordance with employee Handbook and based on every forty (40) hours worked will receive amount as stated.



Proposed 2015 Engineering Fees

William F. Hill, P. E., President	\$ 92.50 / Hr.
Senior Environmental Engineer, M. S., P. E.	\$ 91.50 / Hr.
Staff Engineer, P.E., Staff Civil / Envr. Engineer	\$ 56.00 / Hr. to \$ 70.00 / Hr.
Environmental Planner, SEO, E.I.T., Designer	\$ 47.00 / Hr. to \$ 57.00 / Hr.
Engineering Technician II	\$ 42.00 / Hr. to \$ 44.00 / Hr.
Construction Monitoring	\$ 45.00 / Hr. to \$ 55.00 / Hr.
Survey Party (One Man GPS)	\$ 100.00 / Hr.
Survey Party (Two Man GPS)	\$ 140.00 / Hr.
Survey Party (Two Man)	\$ 135.00 / Hr.
Clerical	\$ 32.00 / Hr.

Expenses:

- 1. Mileage reimbursed at \$0.56 / mile or the current rate as allowed by the Federal Government.**
- 2. The category of office overhead shall be billed at five percent (.05) or the engineering fees based on hourly rate charges during a given billing period. This category includes professional liability insurance, long distance toll calls, computer depreciation, and related expenses.**

3. Reproduction:

Photocopies:	\$.10 - .25 / Each (pending size)
Blueprint / Mylars / Plots	\$ 1.50 - 6.00 / Each (pending size & materials)
Binders:	\$.50 / Each

- 4. Other miscellaneous reimbursable expenses including sub-consultant fees are billed at direct cost without any mark-up.**

The Earth Doctor, Inc.
Robert W. Whitmore, SEO
1301 Wogan Road
York, PA 17404
(717) 332-1525

Tyrone Township
5280 Old Harrisburg Pike
York Springs, Pa 17372-9554

December 30, 2014

Re: 2015 Fee Schedule

Dear Board of Supervisors:

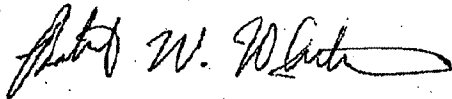
The fees for work to be performed as Sewage Enforcement Officer for Tyrone Township for the calendar year 2015 are as follows:

Fee Schedule

<u>Task</u>	<u>Fee</u>
Deep Soil Probe	\$200.00
Percolation Test (6 holes per test maximum)	\$250.00
Design Review and Permit Issuance	\$75.00
Interim Inspection	\$75.00
Final Inspection	\$100.00
Permit Expiration, Revocation, or Withdrawal	\$100.00
Site Inspection	\$75.00
Site Inspection Per Lot (for previous testing or planning module)	\$75.00
Planning Module Review	\$75.00/hr
Complaint Investigation	\$75.00
Complaint Correction Inspection	\$75.00
Minor Repair Permit	\$250.00
Tank Replacement Permit	\$250.00
Court Preparation and Appearance	\$75.00/hr
Miscellaneous	\$75.00/hr

If there are any questions, please contact me at 717-332-1525.

Sincerely,



Robert W. Whitmore, SEO
The Earth Doctor, Inc.

Tax Collector Dates

Tax collector will be at Township Building on Following Dates and Times:

Saturday April 18 & 25, 2015 9:00 AM to 12:00 PM

Monday April 20 & 27, 2015 5:00PM to 8:00 PM

Thursday April 23 & 30, 2015 5:00 PM to 8:00 PM

Tyrone Township

From: Lee Roe <leeroe@yahoo.com>
Sent: Monday, December 29, 2014 9:59 PM
To: Tyrone Township
Subject: Fw: Here's the email that I sent on Sat. 12/27/14

Stew here is the email from Joanne about who she wants appointed as her back up. Can you have this ready and on the agenda so it can be quickly read and a motion made to accept it along with her dates and if you don't have them just shoot her a quick email to confirm.

Thanks,
Lee

----- Forwarded Message -----

From: Joanne Reed <tyronetaxcollector@yahoo.com>
To: leeroe@yahoo.com
Sent: Monday, December 29, 2014 6:04 PM
Subject: Here's the email that I sent on Sat. 12/27/14

Hi Lee, I believe you have my tax collection dates from Russ forwarding them onto you, but if you don't let me know and I will email you. Also, I would like to submit Ellen Black, as my appointed deputy tax collector in the event that something would happen to me. She has collected for Menallen Twp for 9 years. Her address is: 39 W. Point Rd, Aspers, PA 17304, Phone: 677-7974. The only outstanding issue that I'm aware of at this time, regarding the appointment of a Deputy is getting our banks to accept another signature on our checking accounts. I'm sure this will get resolved soon. Let me know what the outcome is after the meeting. Greatly appreciated! Joanne
ActionsMark as UnreadMark as ReadStarClear StarInbox

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.5577 / Virus Database: 4257/8835 - Release Date: 12/29/14

Tyrone Township

From: Joanne Reed <tyronetaxcollector@yahoo.com>
Sent: Tuesday, December 30, 2014 12:58 PM
To: Tyrone Township
Subject: Re: Collection schedule

Good afternoon Stew, Lee will be emailing these to you soon too, as well as the name of Ellen Black, from Menallen Township, as my suggested appointed Deputy Tax Collector for supervisors to approve or disapprove. Here are the tax collection dates: Sat., April 18th & 25th from 9-12:00 p.m., Monday, April 20th & 27th from 5-8:00 p.m., and Thursday, April 23rd & 30th from 5-8:00 p.m. Anything else needed, let me know. Happy New Year! Do Celebrate! Joanne

On Tue, 12/30/14, Tyrone Township <tyrone.township@comcast.net> wrote:

Subject: Collection schedule
To: tyronetaxcollector@yahoo.com
Date: Tuesday, December 30, 2014, 8:02 AM

Good Morning Joanne Reed,
Tyrone Township Tax Collector. Could you provide me with a list of dates you will be at the township Building and times for 2015? Thank you Stewart Graybill Township Seretary Tyrone Towhship 5280 Old Harrisburg Road York Springs, PA 17372 Ph 717-528-4012 Fax 717-528-7999 E-Mail: tyrone.township@comcast.net Website: www.adamscounty.us/tyronetwp

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2015.0.5577 / Virus Database: 4257/8839 - Release Date: 12/30/14

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

IN THE MATTER OF:

Tyrone Township	:	Incomplete Act 537 Plan
Board of Supervisors	:	Village of Heidlersburg
5280 Old Harrisburg Road	:	Adams County
York Springs, PA 17372-9554	:	
	:	
	:	

FIRST AMENDMENT TO CONSENT ORDER AND AGREEMENT

AND NOW, this ____ day of _____, 2015, the Commonwealth of Pennsylvania, Department of Environmental Protection ("Department") and Tyrone Township ("Tyrone") hereby agree to modify of Paragraph 3 of the Consent Order and Agreement entered into by the Department and Tyrone dated June 30, 2011. Paragraph 3 is modified as follows:

3. **Corrective Actions.** On or before December 15, 2015, Tyrone shall submit an Act 537 plan consistent with the requirements of 25 Pa. Code §§ 71.21 and 71.31 that adequately addresses the sewage disposal needs for the areas of Tyrone other than the village of Heidlersburg. Tyrone shall respond to any review comments by the Department within thirty days of the date of such comments.

In addition, the Department and Tyrone agree to the following:

For Tyrone's failure to submit in a timely manner an Act 537 plan that addresses the sewage disposal needs of the Tyrone other than for the village of Heidlersburg, the Department assesses a civil penalty of \$5,000, which Tyrone hereby agrees to pay. Payment of this civil penalty is suspended. The penalty is waived if Tyrone fully complies with the requirements of Paragraph 3, as herein amended.

All other provisions of the June 30, 2011 Consent Order and Agreement remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to Consent Order and Agreement to be executed by their duly authorized representatives. The undersigned representatives of Tyrone certify under penalty of law, as provided by 18 Pa.C.S. § 4904, that they are authorized to execute this First Amendment to Consent Order and Agreement on behalf of Tyrone, that Tyrone consents to the entry of this First Amendment to Consent Order and Agreement as a final ORDER of the Department, and that Tyrone hereby knowingly waives its rights to appeal this First Amendment to Consent Order and Agreement and to challenge its content or validity, which rights may be available under: Section 4 of the Environmental Hearing Board Act, the Act of July 13, 1988, P.L. 530, No. 1988-94, 35 P.S. § 7514; the Administrative Agency Law, 2 Pa.C.S. §103(a) and Chapters 5A and 7A; or any other provision of law. Signature by Tyrone's attorney certifies only that the agreement has been signed after consulting with counsel.

FOR TYRONE TOWNSHIP:

FOR THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION:

Name: Date
Title:

Maria Bebenek Date
Program Manager
Clean Water Program
Southcentral Region

Timothy J. Shultis Date
Attorney for Tyrone Township

Martin R. Siegel Date
Assistant Counsel

TYRONE TOWNSHIP, ADAMS COUNTY
RESOLUTION NO. 2015-01

A RESOLUTION OF THE TOWNSHIP OF TYRONE, ADAMS COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2015.

BE IT RESOLVED by the Supervisors of the Township of Tyrone, Adams County, Pennsylvania, as follows:

SECTION 1. That a tax be and the same is hereby levied on all property within the said Township, subject to taxation for Township purposes for the Year 2015 as follows:

Tax rate for general Township purposes, the sum of .6727 mills on each dollar of assessed valuation which is 6.727 Cents on each One Hundred (\$100.00) Dollars of assessed valuation of taxable property.

Total tax rate for 2015 being .6727 mills which is 6.727 Cents on each One Hundred (\$100.00) Dollars of assessed valuation of taxable property.

SECTION 2. That any Resolution or any part of any Resolution inconsistent with the provisions of this Resolution be and the same is hereby repealed insofar as the same affects this Resolution.

RESOLVED this 5th day of January, 2015.

ATTEST:

TYRONE TOWNSHIP
BOARD OF SUPERVISORS:

Secretary

By: _____
Clarence Lee Roe, Chairman

ESSENTIAL

Number of Employees: 10
Payroll Frequency: BI-WEEKLY

RUN Payroll Platform:

Internet or Phone Input	Included
Payroll Preview (view payroll gross to net prior to transmitting to ADP)	Included
Employee Access (employees view employee data and pay stubs online)	Included
Vacation, Sick, PTO Tracking	Included

ADP Tax Service:

Electronic Federal and State Tax Deposit	Included
Quarterly and Annual Filings to Federal and State Agencies	Included
Direct Reporting of New Hire Information	Included
ADP assumes full payroll tax liability	Included

Electronic Reports:

Online Payroll Reports	Included
Access to hard copy 941	Included

Employee Payment Options:

Live Checks	Included
Full Service Direct Deposit	Included

UPS next day delivery (checks, direct deposit vouchers, and payroll reports)

Included

Human Resource Support:

State & Federal Resources	Included
HR Checkups	Included
HR Dictionary	Included
Quarterly HR Newsletter	Included
Tip of the Week	Included

Total Per Payroll Process	\$58.40
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One-Time Implementation Fee

\$200 - \$25.00 —

Year End Reporting Package

\$40.00 Base Charge for W-2's
\$5.50 per W-2

40.00
55.00

95.00
W-2



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Eric Soltan
Sales Associate
ADP, Automatic Data Processing
Office: 610-572-7604
Fax: 443-641-9147
Eric.Soltan@ADP.COM

ATTORNEY-CLIENT MEMORANDUM

To: Board of Supervisors Tyrone Township
From: Timothy J. Shultis
Date: January 10, 2014
RE: Appointment of Accountant

1. The Second Class Township Code, 53 P.S. § 65917 allows for the appointment of an independent auditor. There are two ways that an independent auditor may be appointed. First, upon a petition of at least twenty-five taxpayers of the Township requesting the appointment. 53 P.S. § 65917 (a). Second, the Board of Supervisors may vote to appoint an accountant to replace the elected auditors. 53 P.S. §65917 (b). In order to do appoint an accountant under this subsection, the Supervisor must advertise their intent to appoint an accountant thirty days prior to the organizational meeting or thirty days prior to any vote to appoint. 53 P.S. §65917 (b)(1) and (b)(2).

2. 53 P.S. §65917 (c) states: “When an accountant of a firm is appointed under subsection (a) or (b) the Board of Auditors *shall* not audit, settle or adjust the accounts audited by the appointee but shall perform the other duties of the office” [Emphasis Added]. I will note, in legislative language, the term “shall” is an imperative. As to legislative intent, I would suggest that the language of the section was designed to avoid having two, possibly competing, official audits.

3. As a result, the elected Auditors may not audit or settle the Township’s accounts for fiscal year 2013, but they do set the compensation of the Supervisors.

4. I have set forth the full text of the section of the Second Class Township, as well as the selected section from the Center for Local Government Services publication, Auditors Guide, at page 19.

53 P.S. § 65917

§ 65917. Appointment of accountant

Currentness

(a) The board of supervisors may contract with a certified or competent public **accountant** or a firm of certified or competent public **accountants**, either of which shall be registered in this Commonwealth, to be **appointed** by the court of common pleas at least thirty days before the close of the fiscal year to audit the accounts of the township and the township officers if a petition has been presented to the supervisors by at least twenty-five taxpayers of the township asking for the **appointment**. The amount paid to the **accountant** or firm in any year shall not exceed the

maximum allowed by law to be paid to the board of auditors in any year unless the payment of an additional amount is approved by the court.

(b)(1) Subject to the provisions of paragraph (2), at its annual organization meeting, or anytime thereafter, the board of supervisors may by resolution **appoint** a certified or competent public **accountant** or a firm of certified or competent public **accountants**, either of which shall be registered in this Commonwealth, to make an examination of all the accounts of the township for the fiscal year stated in the resolution. The board of supervisors shall determine the compensation of the **appointed accountant**.

(2) At least thirty days prior to the organizational meeting or thirty days prior to any vote to **appoint** a certified or competent public **accountant** or a firm of certified or competent public **accountants** to replace the elected auditors, the board of supervisors shall advertise in a newspaper of general circulation the intent to **appoint** a certified or competent public **accountant** or a firm of certified or competent public **accountants** to replace the elected auditors.

(c) When an accountant or firm is appointed under subsection (a) or (b), the board of auditors shall not audit, settle or adjust the accounts audited by the appointee but shall perform the other duties of the office. The **accountant** or firm has the powers given to the board of auditors under this act, except the audit shall be made in accordance with generally accepted auditing standards, and further provide that the **accountant** or firm **appointed** under subsection (a) or (b)¹ shall not have the power to determine compensations, and they are subject to the same penalties as the elected auditors under this act. The report of the **accountant** or firm is subject to appeals the same as reports of the board of auditors under this act.

(d) For the purposes of meeting Federal or State requirements, the board of supervisors may contract with an independent certified or competent public **accountant** to audit the fiscal affairs of the township, independent of that conducted by the elected or **appointed** auditors.

Credits

1933, May 1, P.L. 103, No. 69, § 917, added 1995, Nov. 9, P.L. 350, No. 60, § 1, effective in 180 days. Amended 1996, Dec. 18, P.L. 1142, No. 172, § 1, effective in 60 days.

Independent Auditor for Second Class Townships Appointment

The township board of supervisors may employ an independent auditor to be appointed by the court of common pleas if a petition has been presented to the superior court by at least 25 taxpayers of the township asking for such appointment.¹ After receiving the petition, the court must appoint an auditor, but retains the choice of who is appointed.² The auditor must be a certified public accountant, a firm of certified public accountants, a competent public accountant or a competent firm of public accountants.

The auditor must be appointed at least 30 days prior to the close of the fiscal year. The amount of compensation shall not exceed the maximum allowed to be paid to the board of township auditors for the year, unless an additional amount is approved by the court.

The township supervisors may also appoint an independent auditor, without a taxpayers' petition or court approval, by adopting a resolution to replace the elected auditors at their annual organization meeting or anytime thereafter. The supervisors must advertise their intention to replace the elected auditors in a newspaper of general circulation at least 30 days prior to the organization meeting or any later vote to appoint the independent accountant. When appointed by resolution, the township supervisors determine the independent auditor's compensation.

Powers

When an independent auditor is appointed, the township auditors do not audit and settle township accounts, but they still set the compensation of the supervisors. The independent auditors have the powers given the elected auditors under the Code, except for the power to fix the compensation of supervisors. They are subject to the same penalties outlined in the Code for elected auditors and must conduct their audit in accordance with generally accepted auditing standards. The independent auditor's report may be appealed in the same manner as the report of the elected auditors.

For purposes of meeting federal or state audit requirements applicable to programs, grants and contracts funded by those sources, the supervisors may employ an independent auditor to perform an audit separate from that conducted by the elected auditors.

Tyrone Township

From: Timothy Shultis <tshultis@shultislawllc.com>
Sent: Friday, January 02, 2015 9:22 AM
To: Jim Lady; R Raub; leeroe@yahoo.com; Tyrone Township
Subject: Auditors
Attachments: TyroneAuditAppointmentMemoAd.pdf; _Certification_.htm

Gentlemen--As I think we have discussed, because of the audit requirements of our Funding Agreement with PennVest (copied below), we need to appoint a CPA firm to audit the Township's accounts. We did this, as you know, for FY2013, but not for PennVest. At the reorganizational meeting, a motion to advertise the consideration of the appointment (this must be done at least 30 days prior) would be in order (perhaps for the first meeting in Feb). Since this is an ongoing responsibility, the motion should be for FY 2014 and all subsequent FYs. A copy of my Memo to the Board regarding the appointment of an CPA firm and a copy of the ad from last year is attached for your information. As you may consider who to appoint and the costs, according to Tess Schlupp (PennVest) we need : Full Financial Audit Report (no management letter or single audit needed). (We need more than the DCED Financial Reporting form.)

Tim

16. FINANCIAL STATEMENTS

Within one hundred eighty (180) days after the end of each fiscal year, or such other time period as may be acceptable to the Authority, until the Debt Obligation is paid in full, the Funding Recipient shall transmit a copy of its financial statements for such fiscal year to the Authority using the Authority's facsimile procedure on the Authority's website under the Annual Financial Statement/Audit Report Submission link. The Funding Recipient's financial statements shall consist of a balance sheet, income statement and statement of source and application of funds. Such financial statements:

- a. Shall be prepared by an independent public accounting firm, or such other entity, as may be acceptable to the Authority;
- b. Shall be prepared in accordance with generally accepted accounting principles and practices consistently applied or generally accepted governmental accounting principals and practices consistently applied, as may be applicable;
- c. Shall be in a form satisfactory to the Authority; and
- d. Shall be certified as true and correct by the chief financial officer of the Funding Recipient.

--

Timothy J. Shultis | Attorney at Law

Shultis Law, LLC

1147 Eichelberger Street, Suite F, Hanover, Pennsylvania 17331

p: 717.630.2434 c: 717.451.0990 fax: 717.814.3158

tshultis@shultislawllc.com

www.shultislawllc.com

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JEP Enterprises Inc.

Property Maintenance

30 Carrolls Tract Rd

Fairfield, PA 17320

Estimate

Date	Estimate #
1/1/2015	48

Name / Address
Tyrone Township Municipal 5280 Old Harrisburg Rd York Springs, Pa 17372

Description	Total
Yard Mowing for 2015 (Township Building Yard) This rate is the same as last year.	60.00
Yard Mowing for 2015 (Sewer Plant) This Rate is the same as last year.	50.00
Yard Mowing for 2015 (Pump Station)	45.00
Your rate's are the same as last year. If you would like me to take care of you lawn please sign and return this Estimate. I look for to working with you again this year. If you have any questions please let me know.	
Thanks Jimmy Phillips 717-752-5315	
	Subtotal \$155.00
	Sales Tax (6.0%) \$0.00
	Total \$155.00

Tyrone Township

From: R Raub <raub.mail@mailnull.com>
Sent: Wednesday, December 31, 2014 9:00 AM
To: 'Tyrone Township'; 'Jim Lady'; 'Lee Roe'
Subject: RE: Reorganization Meeting

Importance: High
Sensitivity: Confidential

Confidential Via Internet E-mail

I recommend doing so because:

- We have invested a lot over the past year to qualify for a grant(s), and if the Conservation District does not receive our applications by January 15th, we will not receive any LVR grant(s)
- The State Conservation Commission has provided Adams County with ~ \$110,000 of *new* funding this year for LVR grants and all of the money will be committed and used within Adams County
- Tyrone Township is one of only 5 or 6 municipalities in Adams County that has qualified for the new LVR grants
- Receipt of one or more LVR grants provides the opportunity to reduce some of the Rock Valley costs from Liquid Fuel and/or General Fund burdens, which frees up Liquid Fuel and/or General Fund funds for use on other projects you wish to undertake
- There is no way to know in advance the amount of LVR grant funding Tyrone Township will receive (if the Conservation District tries to evenly divide the funding we could receive \$18K - \$22K), but we can increase our chances of receiving a greater amount of LVR grant funding by including in our applications low-cost in-kind Township contributions, i.e., geotextile fabric, perforated 4" and 6" pipe, culvert pipe, "clean" stone, etc., and some labor by Jim's team. Such in-kind contributions could lead to greater LVR grant funding for use for the more expensive components, i.e., headwall purchase, machine and operator costs for trenching, spring and seep remediation, culvert replacement, turnouts, reforming/establishing roadside gutters, grading, etc. All of the foregoing can prepare the area to hopefully reduce reconstruction costs and protect the new roadway from the existing challenges such as spring/seep intrusion and roadway degradation, overtopping, road erosion and edge breakage.
- The following is an actual example of how a Second Class Township provided \$4,000 of in-kind contributions and received a \$26K of value with the remainder funded by a grant

Cost Estimates:	
Materials:	~\$17,000
Equip:	~\$ 9,000
Total:	~\$26,000
In-Kind:	~\$ 4,000

Thanks for your continued patience during these trying times for me. I've been doing a lot of running back and forth to/from my parents, things aren't improving, and I've been told to expect more of the same for months.

Russ

From: Tyrone Township [mailto:tyrone.township@comcast.net]
Sent: Wednesday, December 31, 2014 7:40 AM
To: Russell Raub
Subject: FW: Reorganization Meeting

Tyrone Township 2015 Budget Message

Prepared for :

The Tyrone Township Board of Supervisors, and

The Residents of Tyrone Township

Attn: Tyrone Township Board of Supervisors

Tyrone Township

Subject: **2015 Budget Message**

Dear Members:

As required by the Second Class Township Code, the proposed Fiscal Year 2015 Budget is respectfully submitted for review and recommendation. This budget reflects a balanced budget which will now begin a new process in an ongoing effort to create and provide the best policy document possible for the residents of the Township. The definition of a balanced budget by the Commonwealth of Pennsylvania is simply Revenues equal Expenditures. Balanced Budgets do not include cash assets on hand, equipment, etc. To date, Tyrone Township has not passed a balanced budget as its past budgets included cash balances as revenues. In so doing, the financial picture for the Township becomes distorted because the cash assets inflate the revenues. This sets forth a dangerous precedent as it appears that expenditures are limitless and are not controlled based on revenues collected in any given year. The Commonwealth of Pennsylvania allows municipalities to use their Reserves to balance a budget after careful deliberation and policy decisions are made by their municipal leaders. This budget reflects the first step in a process that will become a budget that reflects projects with goals and objectives and less of the old standard of a line item budget.

Formatting for this budget document will begin to change this year and with subsequent budget documents so that it will better serve as a policy document, as an operations guide, as a financial plan and as a communications medium. There will be ongoing modifications to the format of this document in an effort to increase transparency of government and encourage public participation.

This message is intended to supplement the numbers and statistical analysis of the proposed budget with a narrative that describes all budgetary recommendations and public policy considerations that comprise the budget. Responsible municipal budgets fairly and accurately provide for the required basic services as well as the desired services by the citizens. This plan accomplishes that goal. The Borough's highest priority is good quality service to the public. The public expects their roads be maintained, snow to be plowed, etc... and services in general to be delivered efficiently and effectively. The Township should not permit the ambiguous economic climate to affect the high quality basic public services the residents have appreciated.

Tyrone Township has taken great strides to move forward during the past year. This administration continues to manage our way through a daunting fiscal obstacle course. To the credit of many contributors to Tyrone Township's local government, the Township has remained in the enviable position where we continue to provide quality services to residents while finding ways to cope with inconsistent revenues.

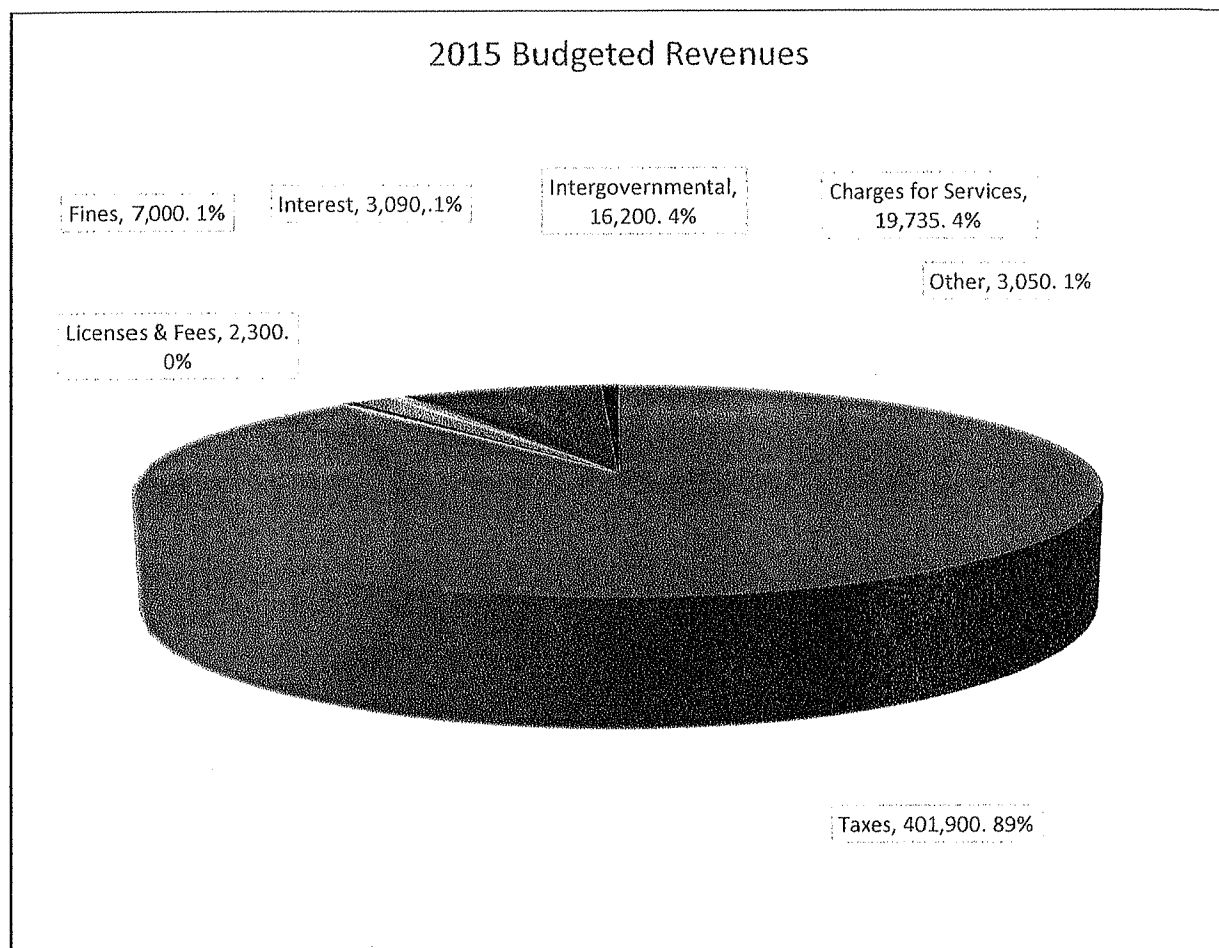
It would be nice to report that the most difficult financial times are over, but that is simply not true. In order to avoid raising tax rates, tough decisions must continue to be made to fulfill our obligation to the

Township's residents. Many of the decisions that lie ahead may not always be popular, but they may be necessary to secure a solid fiscal foundation for Tyrone Township.

The Township's Proposed Budget for Fiscal Year 2015 addresses our citizens' fundamental needs while preserving the important financial reforms that will sustain the integrity of our Township as we continue to confront the challenges posed by a weak national economy. I have worked successfully with my staff to develop a spending plan that safeguards services; and strengthens current reserve balances.

Revenues

Figure 1.



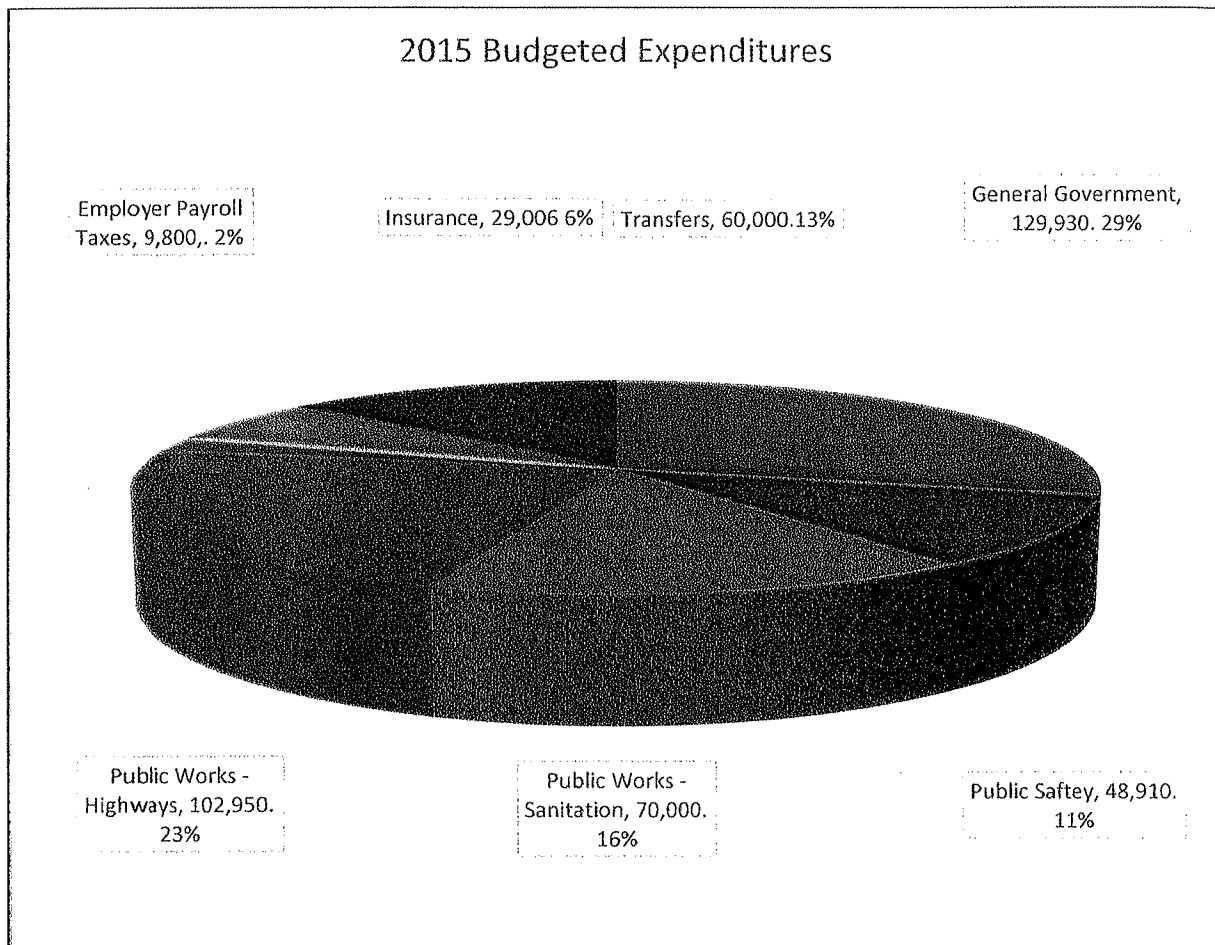
- The largest of the Township's major revenue sources comes from taxes. Total taxes are comprised of Real Estate Property Tax, Earned Income Tax, Local Services Tax, and Real Estate Transfer Tax. The second largest source of revenue is realized from Charges for Services.
- One of the Township's major revenue sources is the Real Estate Property Tax. In 2014, this rate was 0.6727 mills, or .0006727 of assessed value of land and buildings. For 2015 this budget

proposes NO TAX INCREASE, meaning the property tax rate is proposed to remain the same. The Township Tax is only a small portion of the total Property Taxes paid by our residents each year.

- Real Estate Transfer Tax revenues are beginning to rebound, however, revenues generated from this source are considered one-time revenue generators and the Township will be looking in the future to utilize these one-time sources of revenue as a transfer to the capital reserve and away from the yearly operational budget in an attempt to not rely on this source of income to fund its operations.
- Also attributable to the economic climate, has been a significant downturn in building permits and inspections. Early in the recession, the Township saw a drop in new home construction permits, but saw increasing repairs/remodeling permits. After going through a brief period when issuance of all permits had slowed to historic lows, 2014 is showing an increase in both new home construction and remodel permits. Permit issuance is at its highest since 2011, with indications of an upward trend.

Expenditures

Figure 2.



- Normal road maintenance functions such as snow removal, line striping, highway mowing, and pothole repairs will continue as seen in 2014. The Township provides a maintenance program that will be funded mostly with Liquid Fuel Tax revenue that is received from the Commonwealth.
- The Township is also undertaking a more aggressive approach to road maintenance and reconstruction of its roads that are in need of rebuilding.
- Employee costs are steady and the Township has the benefit of being able to hire very capable and dedicated part time staff. The hiring of part time staff has enabled the Township to keep employee costs low and not suffer the rising costs of employee benefits that many other Townships and Boroughs in the County face.
- The Township General Fund also shows a transfer to the Wastewater Treatment Budget in the amount of \$50,000 to offset the payment for the debt incurred to finance the new Wastewater Treatment Facility mandated by the Pennsylvania Department of Environmental Protection.

Long Range Planning

This Administration has begun the process for Tyrone Township to look into long range planning as a means to ensuring a stable financial future for the Township. The Township has undertaken the following measures to ensure its future:

- In 2014 the Township partnered with the Pennsylvania Department of Community and Economic Development (DCED) to fund a 5 year Strategic and Financial Development Plan. DCED funded the study at 75% under its Early Intervention Program (EIP). The study is near completion and will be presented to the Board of Supervisors in early 2015. Undertaking this plan will assist the Township in making financial decisions based on the best information we have available, garner grants to help pay for recommendations coming from the study, and give the Township leaders a financial and operational plan for the future.
- The 2015 budget includes funding for an area wide Act 537 Plan. The Pennsylvania Department of Environmental Protection has mandated that the Township prepare a Township wide Act 537 Plan that focuses on sewage management for the future.
- The 2015 budget has provided funding for a regional Comprehensive Plan with Huntington Township and the Borough of York Springs.
- The 2015 budget has provided \$10,000 to fund a capital equipment budget. The Township is in need of replacing equipment and by setting aside funding each year from the General Fund budget, the Township is taking proactive steps to provide funding for future equipment

purchasing. Creating a Capital Equipment Budget eliminates the large one time expenditures for purchasing of expensive equipment. This budget helps to “save” money towards specific planned large equipment purchases.

Many of the residents of Tyrone Township have moved here for the rural character and high quality of life the Township provides. As local decision-makers, our decisions have a profound effect on the local quality of life. By providing a safe, clean community we can do our part to help reenergize the local economy. After all, the communities where people want to live the most are recovering the quickest from the down-swing in the economy.

In closing, Tyrone Township continues to be very vigilant in providing services on a basis of what is affordable to the citizens today, and will not become a burden to them in the future. The Township will continue to follow this policy, as it must make a commitment to consider where the Township is, to consider where the Township must be in the future, and to be willing to accept and promote the changes that are necessary to be ready for the future.