

Jefferson Township  
Re-organization Meeting  
Carsonville Fire Company Building  
January 2, 2018

Dennis Morgan made a motion to appoint Alan Loesch as temporary Chairman. Seconded by Keith Crum. All in favor.

Alan Loesch, Temporary Chairman, called the meeting to order at 7:05 PM.

## **APPOINTMENT OF POSITIONS**

### **A. Motion to nominate Temporary Secretary:**

1. Dennis Morgan made a motion to appoint Alan Loesch as temporary Secretary to take minutes. Seconded by Keith Crum. All in favor.

### **B. One motion was made by Alan Loesch seconded by Dennis Morgan to appoint all the following for 2018. All in favor.**

1. Alan Loesch as Chairman
2. Dennis Morgan as Vice Chairman
3. Keith Crum as Roadmaster
4. Stan Laskowski from the law firm of Caldwell & Kearns as Township Solicitor.
5. Brad Crum to serve as Chairman of the Vacancy Board.
6. Brian McFeaters, John Madden (FSA) and Light-Heigel as Sewage Enforcement Officers. They can be each other's alternates.
7. Brenda Osman to serve as Emergency Management Coordinator
8. Alan Loesch as representative to the Upper Dauphin Council of Governments.
9. Alan Loesch and Deb Everly as representatives to the Valleys Regional Planning Committee.
10. Light Heigel as Township engineer.
11. Light Heigel as Permit and Code Enforcement Officers
12. Halifax National Bank as the Township Financial Depository
13. Meetings
  - Monthly meetings will be held on the first Thursday of each month, except for October when the meeting will be on the second Thursday and December when the meeting will be held the third Thursday.
  - Meetings will start at 7:00 PM with a working session for the Supervisors that is open to the public but with no public participation. The Regular meeting will follow at 7:30 PM.

14. Certify all Supervisors and the Secretary as Delegates to the annual State Association Convention and appoint Alan Loesch as the voting delegate.
15. Wages for Labor
  - All supervisors are appointed to work in any of the categories listed below with the listed recommended wages (Supervisors' wages must be set by the Auditors).
  - Supervisors and equipment operators: \$10.00/hr
  - Skilled labor for specialized services: \$10.00/hr and higher depending on the specific job as defined by the Supervisors
  - Unskilled labor according to the job, as defined by the Roadmaster from Minimum Wage up to \$10.00/hr
  - Road Foreman: Up to \$12.00/hr as defined by the Roadmaster
  - Snow removal \$12.00/hr for all snow removal activities.
  - Roadmaster: \$12.00/hr for labor.
  - Overtime: Time and one half will be paid for hours worked over (8) per day, and hours worked over (40) per week. Overtime must be approved by the Roadmaster before it is worked, except in the case of emergencies such as snow removal.
16. The Treasurers Bond set at \$150,000

- C. Alan Loesch made a motion to pass Resolution 340-2018 to appoint Kaye Thoma as representative to the Dauphin County Tax Collection Committee and Alan Loesch as alternate. Second by Dennis Morgan. All in favor.
- D. Keith Crum made a motion to appoint Robyn Loesch as Secretary/Treasurer with the following pay and appointments. Second by Dennis Morgan. Vote 2-0 with one abstention. Alan Loesch provided written explanation of his conflict of interest requiring abstention on this vote.

Keith Crum mad a motion to set the pay rate for the Secretary/Treasurer at \$675 per month payable at each regular monthly Township meeting for services performed during the previous month, plus the following:

- If the person appointed as Secretary/Treasurer changes, the incoming and outgoing persons shall be paid on a prorated basis based on the number of days each worked during the month when the change occurred.
- If the Township receives a grant or emergency financial aid from County, State or Federal Government or from any other source and that grant or aid includes an allowance for administrative support, the Secretary/Treasurer shall be eligible for that administrative payment in addition to the normal monthly amount if the Supervisors appoint the Secretary/Treasurer as the person to perform that administrative

work. (Note; The Supervisors may appoint anyone to perform the Administrative work, not just the Secretary/Treasurer.)

- The Secretary is appointed as the Township's Right to Know Officer.

Vote 2-0 with one abstention. Alan Loesch provided written explanation of his conflict of interest requiring abstention on this vote.

- E. Alan Loesch made a motion for Resolution 338-2018 setting Township Fee Schedules. All fees remain the same as last year, however additional fees were added for Tax Certification (\$10.00) and returned tax payment checks (actual cost + \$10.00) per an advisory provided by Janice Creason, Dauphin County Treasurer. Second by Dennis Morgan All in favor.

Alan Loesch made a motion to adjourn the reorganization meeting. Second by Dennis Morgan. All in favor. Meeting adjourned at 7:29 pm.