

JEFFERSON TOWNSHIP
Regular Meeting
Municipal Building

February 4, 2009

CALL TO ORDER

The February 2009 Regular meeting of the Jefferson Township Board of Supervisors was called to order at 7:30 PM by Chairman Alan Loesch.

Members present: Chairman Alan Loesch, Vice Chairman Greg Gusler, Supervisor Keith Crum

Guests present: Sheila Keiter, John Witmer, Deb Everly, Justin Witmer, Tim Wentzel, Woodrow Deiter, Robyn Loesch, Travis Wentzel , Mike Long (Burch Assoc.)

APPOINTMENT OF SECRETARY

Keith Crum made a motion to appoint Robyn Loesch as Secretary Treasurer, seconded by Alan Loesch. Keith Crum, yes; Greg Gusler, abstain; Alan Loesch, yes (Conflict of Interest Statement presented at start of meeting). Motion carried 2-0.

APPROVAL OF PREVIOUS MINUTES

Alan Loesch made a motion to approve the minutes of the January 5, 2009 Reorganizational Meeting. Greg Gusler seconded the motion. Motion carried 3-0.

Greg Gusler made a motion to approve the minutes of the January 5, 2009 Regular Meeting. Keith Crum seconded the motion. Motion carried 3-0.

Alan Loesch made a motion to approve the minutes of the January 12, 2009 Special Meeting. Greg Gusler seconded the motion. Motion carried 3-0.

PERSONS TO BE HEARD

Mike Long, of Burch Associates, presented the Troutman/Hess subdivision plans. Greg Gusler asked that Mike Long forward this plan to Ed Fisher at Light-Heigel for his review. Mike Long agreed. The Board of Supervisors will wait for input from Ed Fisher before approval of the subdivision plan.

TREASURERS REPORT

A motion to pay the following bills presented for payment was made by Alan Loesch. Keith Crum seconded the motion. Motion carried 3-0.

General Fund - \$7,678.56 State Fund - \$ 0

NOTE - The Secretary's salary for the month of January (net \$281.34) is to be split between the previous secretary, Cathy Gusler (net \$25.50); and acting secretary, Alan Loesch (net \$255.84). The check to Alan Loesch will be held pending required approval of the Township Board of Auditors.

Greg Gusler made a secondary motion to pay Cathy Gusler, as soon as possible, for miscellaneous expenses (\$100.28). Seconded by Alan Loesch. Motion carried 3-0. This payment will be included in next month's treasurers report.

ENGINEERING REPORT – NONE

FIRE COMPANY REPORT

John Witmer reported that there were three calls during the past month; a chimney fire on Miller Rd., a grass fire on Sheetz Rd., and an accident in Middle Paxton Township.

PLANNING COMMISSION REPORT

Deb Everly reported that last month the final draft copies of the Comprehensive Plan were given to each Supervisor for their review. Greg Gusler noted several typographical errors and asked Deb Everly for clarification about some of the terminology included in the Plan (important agricultural soils, Core 5 data). Deb Everly answered that the "important agricultural soils" were already defined by other State Agencies and that Core 5 data was included because the County specifically asked that data from the surrounding municipalities be included in our Comprehensive Plan. Deb Everly said that the next step in the Comprehensive Plan process was to distribute copies of the Plan and to officially begin the process of public review. Greg Gusler made a motion to start the Public Review of the Comprehensive Plan. Seconded by Alan Loesch. Motion carried 3-0.

EMERGENCY MANAGEMENT REPORT

John Witmer said that Don Shutt has not gotten back to him about being our Emergency Management Coordinator. Deb Everly said that Barry Everly will contact an EMT from Halifax Township that had seemed interested in the position. Keith Crum asked John Witmer to contact Dave Warfel and see if he is interested and also noted that anyone accepting this position would have to complete the NIMS training if not already taken.

ROAD REPORT

Keith Crum reported that in the past month we have had a lot of ice and a small amount of snow, and we have had high salt usage. The large truck needs to be taken to A&L Diesel for repair of the hydraulic tank. Justin Witmer stated that he had a CDL and could be available to plow snow.

OLD BUSINESS

1. Right to Know - Alan Loesch noted that requests will come to the Secretary (Right to Know Officer) and that this is posted at the Township Building, on our website, and registered with the Office of Open Records.
2. Township Office lease with Fire Company – The proposed lease agreement was discussed and Greg Gusler wanted to have clarity on any insurance liability issues. The Secretary will contact Deibler & Straub, as they are the current insurance agent for both the Township and the Fire Company, for guidance. John Witmer stated that beyond regularly scheduled Fire Company meetings, the Fire Company wanted to reserve the meeting room on Monday nights. The supervisors stated that this would not be a conflict except for the annual January regular and reorganizational meeting, but that this could be worked out by holding the meeting in the school-house building. It was also noted that when meetings are moved to the Fire House, that we will have to re-advertise meeting places and location of any documents for public review (such as advertised ordinances and budgets). Sheila Keiter asked who will have keys to the new office. Alan Loesch answered that only the Secretary will have a key and that arrangements will have to be made to keep a spare key with the Township Solicitor or obtain a safety deposit box. Alan Loesch stated even though we are leasing office and meeting room

space at the Fire House, the Township will continue to keep and maintain the Township Building as an alternative meeting place, as well as due to the building's historic nature and public usage.

3. Gypsy Moths - Greg Gusler said that we need to get the spray block bills out to residents as soon as possible.
4. Upper Dauphin Income Tax Office - Alan Loesch noted that the township will be getting a special distribution check and gave a recap of the tax office issues. The Tax Office was two years behind in audits and had to hire a new auditor as the previous auditors, Custer & Faust, had taken over administrative duties. McKonly & Asbury was hired and completed a two year procedural and financial audit. Greg Gusler asked why did they hire these new auditors at such a high cost, especially when special distributions were already given every two years. Alan Loesch answered that the Townships had not been given a special distribution in the past five years, and that Custer & Faust could not audit themselves as they actually ran the tax office for a period of time. Greg Gusler asked for copies of the two year procedural and financial audits. Sheila Keiter asked what happens to old Tax Office data when the county-wide new Earned Income Tax starts in 2012. Alan Loesch said that he would find out. He also noted that each municipality also has the right to see individual resident's EIT data, but the Township has no interest in obtaining it; and that when the Upper Dauphin Income Tax Office closes it's assets will be redistributed to the municipalities.

NEW BUSINESS

1. Greg Gusler stated that a lot of municipalities approve normal (expected) bills between meetings. Keith Crum said that he believed that we previously passed a resolution to allow the payment of these type of bills. (discussion due to not having invoices from Lancaster Truck Body and Krieg Signs).
2. Greg Gusler noted that we need to review our Agricultural Security Area Agreement, and our current review was ten years ago. Tim Wentzel agreed, and they will get together and start the process. Greg Gusler asked the Secretary to find and give him the Township file for the Agricultural Security Area.
3. Alan Loesch reported that Atty. Laskowski has sent a list of recommendations to rectify issues dealing with some previous entries made into our Ordinance Book, and the Supervisors will have to proceed with clearing up these issues.
4. Alan Loesch made a motion to approve up to \$250 to have a consultant come and fix problems with our QuickBooks program. Seconded by Keith Crum. Motion carried 3-0.
5. Winter maintenance bill to Rush Township - Greg Gusler asked when we will bill Rush Township. Keith Crum will talk to Rush Township and negotiate the amount for next year's bill and ask to change to bill-in-advance rather than billing after the winter maintenance season.
6. Keith Crum stated that the auditors will be making some requests for changes for future audits.
7. Greg Gusler asked to be kept informed between meetings.
8. EMS Coverage - Alan Loesch reported that the reciprocity issue for BLS service is being worked on by two COG municipalities. They will be talking to Medic 6 and their local BLS units to see if an agreement can be worked out. Sheila Keiter asked if the Township would consider having Medical Express as the second-due for BLS coverage in our area. The Supervisors said that they are invited to the March meeting to provide information and details.

ADMINISTRATIVE/TAX ASSESSMENT PERMITS

No new administrative permits and three new Clean & Green assessment changes. Justin Witmer explained the new lot tax number entered into Clean & Green as a new parcel of unclaimed land.

PUBLIC COMMENT - NONE

ADJOURNMENT

Alan Loesch motioned to adjourn the meeting, second by Keith Crum. All were in favor and the meeting adjourned at 9:12 PM.

Robyn Loesch

Secretary/Treasurer