

Jefferson Township  
Re-organization Meeting  
Carsonville Fire Company Building  
January 3, 2017

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

Alan Loesch, Temporary Chairman, called the meeting to order at 7:07 PM.

## **APPOINTMENT OF POSITIONS**

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

1. Alan Loesch made a motion to appoint Alan Loesch as temporary Secretary to take minutes. Seconded by Margaret Peterson. All in favor.

### **B. One motion was made by Alan Loesch, seconded by Margaret Peterson to appoint all the following for 2017. All in favor.**

1. Alan Loesch as Chairman
2. Margaret Peterson 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. Light-Heigel as Sewage Enforcement Officer.
7. John Madden as the Alternate SEO.
8. Brenda Osman to serve as Emergency Management Coordinator
9. Alan Loesch as representative to the Upper Dauphin Council of Governments.
10. Alan Loesch and Deb Everly as representatives to the Valleys Regional Planning Committee.
11. Light Heigel as Township engineer.
12. Light Heigel as Permit and Code Enforcement Officers
13. Halifax National Bank as the Township Financial Depository
14. 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.
15. Certify all Supervisors and the Secretary as Delegates to the annual State Association Convention and appoint Alan Loesch as the voting delegate.
  16. 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 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.
  17. The Treasurers Bond set at \$150,000
- C. Alan Loesch made a motion to pass Resolution **#330-2017** to appoint Kaye Thoma as representative to the Dauphin County Tax Collection Committee and Alan Loesch as alternate. Second by Margaret Peterson. All in favor.
- D. Keith Crum made a motion to appoint Robyn Loesch as Secretary/Treasurer with the following pay and appointments. Second by Margaret Peterson. Vote 2 in favor; 1 abstention.
1. Motion to set the pay rate for the Secretary/Treasurer at \$650.00 per month payable at each regular monthly Township meeting for services performed during the previous month.
    - 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.)

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

E. Alan Loesch made a motion for Resolution **#331-2017** setting Township Fee Schedules. Second by Margaret Peterson. All in favor.

Alan Loesch made a motion to adjourn the reorganization meeting. Second by Margaret Peterson. All in favor. Meeting adjourned at 7:21 pm.