

Jefferson Township  
Re-organization Meeting  
Carsonville Fire Company Building  
January 3, 2012

Alan Loesch, Temporary Chairman, called the meeting to order at 7:30 PM.

**2011 APPOINTMENT OF POSITIONS**

- A. Temporary Chairman appointed Alan Loesch as temporary Secretary to take minutes.
- B. Keith Crum made a motion to nominate Alan Loesch to serve as Chairman. Margaret Peterson seconded the motion. Result: Motion carried 3-0.
- C. Alan Loesch made a motion, seconded by Keith Crum to nominate Margaret Peterson for Vice Chairman. Result: Motion carried 3-0.
- D. Alan Loesch made a motion, seconded by Margaret Peterson to nominate Keith Crum as Roadmaster. Result: Motion carried 3-0.
- E. Alan Loesch made a motion, seconded by Margaret Peterson to make the following appointments, schedules and wages for 2012. Result: Motion carried 3-0.
  - 1. Stanley Laskowski from the law firm of Caldwell & Kearns as Township Solicitor.
  - 2. Brad Crum to serve as Chairman of the Vacancy Board.
  - 3. Michael J. Brown as Sewage Enforcement Officer.
  - 4. John Madden as the Alternate SEO.
  - 5. Brenda Osman to serve as Emergency Management Coordinator.
  - 6. Alan Loesch as representative to the Upper Dauphin Council of Governments.
  - 7. Alan Loesch as representative to the Dauphin County Tax Collection Committee.
  - 8. Alan Loesch as representative to the Upper Dauphin Tax Advisory Board.
  - 9. Alan Loesch and Scott Rineer as representatives to the Valleys Regional Planning Committee.
  - 10. Deb Everly and Terry Flanagan to 4 year terms on the Planning Commission.

11. Light-Heigel as Township engineer.
12. Light-Heigel as Permit and Code Enforcement Officers for all UCC and Assessment permits
13. Halifax National Bank as the Township Financial Depository
14. Meetings
  - Monthly meetings will be held on the first Wednesday of each month: except for the December meeting which will be held the third Wednesday, and the October meeting will be held on the second Wednesday.
  - 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: \$ 9/hr
  - Skilled labor for specialized services: \$9/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 \$9/hr
  - Road Foreman: Up to \$11/hr as defined by the Roadmaster
  - Snow removal: \$11/hr for snow removal activities.
  - Roadmaster: \$11/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 Treasurer's Bond set at \$100,000.

F. Keith Crum made a motion to make the following appointments, and wages for 2011. Seconded by Margaret Peterson. Alan Loesch abstained. Result: Motion carried 2-0.

1. Appoint Robyn Loesch as Secretary/Treasurer.
2. Set the pay rate for the Secretary/Treasurer at \$550.00/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.)

3. Appoint the Secretary as the Township's Right to Know Officer.

- G. Alan Loesch made a motion to pass Resolution #291 setting the Township Fee Schedules for various permits and services; seconded by Margaret Peterson. Motion carried 3-0.

There was some discussion on the fee for a request to change an Assessment Permit. Ordinance J-121-2008 states that the Township not the Township Enforcement Officer, must reply within 20 days. That may require a special meeting with attendant advertising and Supervisor pay costs. This section may need changed, but until it is, the fee must be large enough to cover all potential costs to the Township.

- H. Alan Loesch made a motion to adjourn the reorganization meeting at 7:40, seconded by Margaret Peterson. Result: Motion carried 3-0.