

It being the date of the Organization Meeting of the Dingman Township Board of Supervisors, County of Pike, Commonwealth of Pennsylvania, for the year of 2013, the following members met at 3:00 pm, at the Dingman Township Municipal Building: Supervisor Dennis L. Brink, Supervisor Kerry W. Welsh, Supervisor Thomas E. Mincer, Secretary/Treasurer Karen Kleist, and a member of the press.

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that due to the fact that the Organization Meeting for 2013 is held SEVEN (7) DAYS into the New Year, all positions are declared valid and retroactive to January 1, 2013.

#### **BOARD OF SUPERVISORS:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that Dennis Brink be **CHAIRMAN PRO-TEM**. Dennis Brink made a motion nominating Thomas Mincer as **CHAIRMAN** of the Board of Supervisors for the Year 2013. MOTION was seconded by Kerry Welsh, and unanimously carried. There being only one nominee, a ballot was cast and **THOMAS MINCER** was declared elected **CHAIRMAN** for the Year 2013.

Thomas Mincer made a MOTION to nominate Dennis Brink for **VICE-CHAIRMAN**. Kerry Welsh seconded, motion carried. There being only one nominee, a ballot was cast and **DENNIS BRINK** was declared elected **VICE-CHAIRMAN** for the Year 2013.

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that the Board of Supervisors **REGULAR MEETINGS** be held in the TOWNSHIP BUILDING on the **FIRST AND THIRD TUESDAYS of EACH MONTH** at 7:30 P.M. except that the first November meeting shall be on Wednesday the 6<sup>th</sup> for the year 2013.

#### **SECRETARY / TREASURER:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **KAREN KLEIST** as **Secretary/Treasurer** for the Year of 2013, at a salary to be set following Executive Session; and that the **Treasurer's Bond** be set at **two million dollars (\$2,000,000.00)** for the Year 2013.

#### **ACCOUNTANT:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to re-appoint **Kirk, Summa & Company** as the Certified Public Accountant to conduct the FY 2012 Audit at the rate set forth in the Letter of Engagement previously received and approved under Resolution No. 2013-01.

#### **DEPOSITORIES:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that **PennStar Bank, Wayne Bank, and Franklin Security Bank** be approved security as the Depositor for all Township funds with the understanding that anytime throughout the year that another depositor yields higher rates, the Township will include the Institution as depositor for the Township funds.

**MOTION** was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to set the salaries of all employees following Executive Session.

**ROADMASTER:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that **DONNY JAMES SNYDER** be appointed **Township Roadmaster** for the Year of **2013**, to re-appoint **DONNY JAMES SNYDER** as Dingman Township **Representative to the Pike County Road Task Force** for the year **2013**; to appoint **DALE SNYDER** and **JORDAN WISNIEWSKI** as **Road Department Employees**; and that all **On-Call Snow Plow Operators** wages for the year 2013 be set as follows: Non-CDL operators \$ 13.00 per hour and CDL Operators \$14.00 per hour.

**MOTION** was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to allow the **Roadmaster** the authority to declare "CMV-Only" Emergencies when absolutely necessary to allow CMV drivers to exceed the otherwise-applicable driving time limits while responding to the declared emergency.

**TOWNSHIP SOLICITOR:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that **JOHN H. KLEMEYER, Esq.** be appointed as **Township Solicitor** for the Year **2013**, at the rate of \$150.00 per hour for MEETING TIME, LITIGATION, and all other work; and that reimbursement for travel time will be made only in matters of litigation; and that **ANTHONY MAGNOTTA, Esq.** be appointed as the **Alternate Township Solicitor** for the Year **2013**, at the rate of \$100.00 per hour for MEETING TIME, and \$100.00 per hour for all other work; and that reimbursement for travel time will be made only in matters of litigation.

**TOWNSHIP ENGINEERS:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that the firm of **MCGOEY, HAUSER & EDSALL** be appointed as primary **Township Engineers** for the year **2013**, at the following rates as included in their proposal to the Township: Principal, Associate and Senior Engineers at \$100.00/hour; Project Engineer at \$88.00/hour; Staff Engineers at \$71.00/hour; Engineering Technician at \$65.00/hour; Field Representative at \$60.00/hour; CAD Technicians at \$69.00/hour; and Clerical Secretarial at \$35.00 per hour; and that **KILEY ASSOCIATES, LLC** be appointed as **Alternate Township Engineers** for the year **2013**, at the rates included in their proposal to the Township (Principal Engineer \$92/hr; Project Engineer \$80/hr; Field Technician \$57/hr; CAD Technician \$57/hr; and Office Technician \$45/hr.)

**RECREATION and PLANNING CONSULTANTS**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **THOMAS MCLANE & ASSOCIATES** as Township **Recreation/Parks Consultant**, and to appoint **THOMAS SHEPSTONE** as Township **Planning Consultant**, at their prevailing rates.

**NEWSPAPERS / MEDIA:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that the **PIKE COUNTY DISPATCH AND THE PIKE-WAYNE NEWS EAGLE** be the OFFICIAL NEWSPAPERS for advertising and news media for the Township for the Year **2013**; to renew the subscriptions to the TOWNSHIP NEWS, for the year **2013** as follows: Board of Supervisors, Township Secretary, Planning Commission Chairman, Auditor Chairman, Zoning Hearing Board Chairman, Sewage Enforcement Officer, and Roadmaster; and to subscribe to the Pike County Dispatch for the year 2013.

**MILEAGE REIMBURSEMENT RATE**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to set the rate of reimbursement for mileage at **\$0.55** cents per mile for the Year 2013. Eligible mileage reimbursements include, but are not limited to travel to/from meetings for appointed Board members serving on a volunteer basis, travel to/from authorized seminars/workshops, and in conducting Township related business.

**BUILDING & WELL CODES ENFORCEMENT OFFICER**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **BUILDING INSPECTION UNDERWRITERS, INC.** as **Building Code Official**, at the existing contracted rates.

**SEWAGE, ZONING, & CODE ENFORCEMENT OFFICER:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to appoint **CHRIS WOOD** as **Sewage, Zoning, Well, and General Codes Enforcement Officer**, and other duties that may be assigned by the Board of Supervisors and/or the Township Secretary, for the Year 2013, for a 40 workweek, plus mileage reimbursement not to exceed **\$6,750** annually. It was noted that overtime must be authorized by the Board of Supervisors, through the Township Secretary.

**ASSISTANT / ALTERNATE CODE OFFICERS:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to authorize the Board to appoint an **Assistant Sewage Enforcement Officer**, an **Assistant Well Officer**, and an **Assistant Zoning Officer** to work on an as-needed basis, as may become available during the year.

**SECRETARIAL STAFF**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to appoint **JULIE FORBES, SUSAN MIKULAK, and BONNIE MULLINS** as full-time **Office Secretarial Staff** for the Year 2013.

**PARKS CONSTRUCTION INSPECTION/COORDINATOR**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to re-appoint **DENNIS L. BRINK** as Construction Inspection/Coordinator for the Township parks for the year 2013, at a salary to be set by the Board of Auditors, and to commend Mr. Brink for a job well done.

**CIVIL DEFENSE & EMERGENCY MANAGEMENT:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to appoint **WILLIAM MIKULAK** as **Civil Defense & Emergency Management Coordinator** for the Year 2013 and to commend Mr. Mikulak for a job well done.

**VACANCY BOARD:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **TERESA CRERAND** to the **Vacancy Board** for the Year 2013.

**PLANNING COMMISSION:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to make the following re-appointments to the **Planning Commission: ELINOR SCHULTZ AND THOMAS KOENIG, Terms to expire 12/31/16;** and **BONNIE MULLINS** as **Staff Secretary** to the **Planning Commission** for the year **2013**.

**PARKS & RECREATION COMMISSION**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to make the following reappointments to the **Parks & Recreation Commission** for one-year terms to expire on December 31, 2013: **GEORGE KLEIST, ANTHONY CONTINO, TONY SCIANO, SHARON SCHROEDER, and MATT SICKLER;** and to appoint **JULIE FORBES** as **Staff Secretary** to the **Parks & Recreation Commission**.

**ZONING HEARING BOARD:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to make the following appointments to the Zoning Hearing Board: **JAMES LEIGHTY, term to expire 12/31/15,** and **DONNA CIANCITTO** as **Alternate Member** for the Year **2013;** to appoint **BONNIE MULLINS,** as **Staff Secretary** to the **Zoning Hearing Board** for the year of **2013;** and to appoint **MATTHEW GALASSO, Esq.** as **Solicitor** and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Zoning Hearing Board,** at the rates of **\$100.00** per hour for the Year **2013**.

**DINGMAN TOWNSHIP BUILDING APPEALS BOARD:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **Edwin Greeves** to the **Joint Building Appeals Board** for a term to expire **12/31/17,** and Lawrence Melillo as **ALTERNATE MEMBER** for a term to expire **12/31/17;** to appoint **SUSAN MIKULAK** as the **Staff Secretary** to the **Joint Building Appeals Board** for the year of **2013;** and to appoint **DOUGLAS JACOBS, Esq.** as **Solicitor,** and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Joint Building Appeals Board** at the rates of **\$100.00** per hour for the Year **2013**.

**NON-UNIFORM PENSION PLAN:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to appoint **Pennsylvania Municipal Retirement System** as Pension Advisor for the year **2013;** to adopt **Resolution 2013-02** waiving the two (2) PERCENT EMPLOYEE CONTRIBUTION TO THE **2013 PENSION FUND;** and that the sum of **forty-five thousand four hundred and seventy-five dollars (\$45,475.00)** be paid to Dingman Township Employees Pension Fund as the Township's contribution for the year **2013**.

**LEGAL HOLIDAYS:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that the **LEGAL HOLIDAYS** shall be designated as follows for the Year of **2013:**

New Year's Day	January 1, 2013
President's Day	Monday, February 18, 2013
Good Friday	Friday, March 29, 2013
Memorial Day	Monday, May 27, 2013

Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veteran's Day	Monday, November 11, 2013
Thanksgiving Holiday	Thursday, November 28, 2013 Friday, November 29, 2013
Christmas	Tuesday, December 24, 2013 – Close at Noon Wednesday, December 25, 2013
New Years Eve	Tuesday, December 31, 2013 – Close at Noon

**EXECUTIVE SESSION**

**SALARIES**

Upon reconvening the regular meeting, MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to set the 2013 employee wages as specified in the Employee Wage Worksheet.

**PUBLIC COMMENT PERIOD**

There were no comments or questions.

There being no further business MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to adjourn the 2013 Organizational Meeting.

Respectfully submitted,

Karen Kleist, Secretary/Treasurer