

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 2016, the following members met at 9:00 am, at the Dingman Township Municipal Building: Supervisor Dennis L. Brink, Supervisor Kerry W. Welsh, Supervisor Thomas E. Mincer, and Secretary/Treasurer Karen Kleist.

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that due to the fact that the Organization Meeting for 2016 is held FOUR (4) DAYS into the New Year, **all positions are declared valid and retroactive to January 1, 2016.**

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

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that Dennis L. Brink be **CHAIRMAN PRO-TEM**. Dennis Brink made a motion nominating THOMAS E. MINCER as **CHAIRMAN** of the Board of Supervisors. MOTION was seconded by Kerry Welsh, and unanimously carried. There being only one nominee, a ballot was cast and **THOMAS E. MINCER** was declared elected **CHAIRMAN** for the Year 2016.

Thomas Mincer made a MOTION to nominate DENNIS L. BRINK for **VICE-CHAIRMAN**. Kerry Welsh seconded, motion carried. There being only one nominee, a ballot was cast and **DENNIS L. BRINK** was declared elected **VICE-CHAIRMAN** for the Year 2016.

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 4<sup>th</sup>** for the year 2016.

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

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

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried to appoint **KAREN KLEIST** as **Secretary/Treasurer** for the Year of 2016; and that the **Treasurer's Bond** be set at **two million five hundred thousand dollars (\$2,500,000.00)** for the Year 2016.

#### **ACCOUNTANT:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **Kirk, Summa & Company** as the Certified Public Accountant to conduct the FY 2015 Audit at the rate set forth in the Letter of Engagement previously received and approved under Resolution No. 2016-01.

#### **DEPOSITORIES:**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried that **NBT Bank, Wayne Bank, and ESSA 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 may include the Institution as depositor for the Township funds.

**TOWNSHIP SOLICITOR:**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried that **JOHN H. KLEMEYER, Esq.** be appointed as **Township Solicitor** for the Year 2016, 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 2016, at the rate of \$125.00 per hour for MEETING TIME and all other work; and that reimbursement for travel time will be made only in matters of litigation.

**TOWNSHIP ENGINEERS:**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried that the firm of **MCGOEY, HAUSER & EDSALL** be appointed as primary **Township Engineers** for the year 2016, at the rates set forth in their proposal dated October 19, 2015; and that **KILEY ASSOCIATES, LLC** be appointed as **Alternate Township Engineers** for the year 2016, at their rates not to exceed that approved for the primary Engineer.

**RECREATION and PLANNING CONSULTANTS**

MOTION was made by Kerry Welsh, 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 Dennis Brink, 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 2016; to renew the subscriptions to the TOWNSHIP NEWS, for the year 2016 as follows: Board of Supervisors, Township Secretary, Planning Commission Chairman, Sewage Enforcement Officer, and Roadmaster; and to subscribe to the Pike County Dispatch for the year 2016.

**MILEAGE REIMBURSEMENT RATE**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to set the rate of reimbursement for mileage at \$0.52 cents per mile for the Year 2016. 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.

**ROADMASTER / ROAD DEPARTMENT:**

MOTION was made by Thomas Mincer, seconded by Kerry Welsh, and unanimously carried that **DONNY JAMES SNYDER** be appointed **Township Roadmaster** and as Dingman Township **Representative to the Pike County Road Task Force** for the year 2016; to appoint **DALE SNYDER** and **JAMES ROSSO JR.** as **Road Department Employees**; and that all **On-Call Snow Plow Operators** wages for the year 2016 be set as follows: Non-CDL operators \$13.00 per hour and CDL Operators \$14.00 per hour. It was noted that overtime hours must comply with the Township's Overtime Policy.

**MOTION** was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to grant 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.

**BUILDING & WELL CODES ENFORCEMENT OFFICER**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to appoint **CODE INSPECTIONS, INC.** as **Building Code Official**, at the existing contracted rates; and to set up a meeting to review last year's contract performance.

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

MOTION was made by Kerry Welsh, seconded by Dennis Brink, 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 2016, with mileage reimbursement not to exceed \$6,750 annually. It was noted that any overtime hours must comply with the Township's Overtime Policy.

**ALTERNATE CODE OFFICERS:**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to appoint **JUSTIN STRIHARSKY** and **DAVE MANTER** as **Alternate Sewage Enforcement Officers** for the year 2016, working on an as-needed basis at the rate of \$15.00 per hour plus mileage; and to appoint **DAVE MANTER** as **Alternate Well Officer** and **Alternate Zoning Officer** for the year 2016, to work on an as-needed basis at the rate of \$15.00 per hour plus mileage.

**SECRETARIAL STAFF**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to appoint **JULIE FORBES**, **SUSAN MIKULAK**, and **BONNIE MULLINS** as **Office Secretarial Staff** for the Year 2016. It was noted that any overtime hours must comply with the Township's Overtime Policy.

**PARK STAFF**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to appoint **PAUL BORK** and **JEREMY SMITH** as seasonal Park Maintenance employees.

**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 2016, at a salary to be set by the Board of Auditors, and to commend Mr. Brink for an excellent job. Dennis Brink abstained.

**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 2016 and to commend Mr. Mikulak for a job well done.

**VACANCY BOARD:**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to appoint **TERESA CRERAND** to the **Vacancy Board** for the Year 2016.

**PLANNING COMMISSION:**

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to make the following re-appointments to the **Planning Commission**: **WALTER MYER**, Term to expire **12/31/19**; and **BONNIE MULLINS** as **Staff Secretary** to the **Planning Commission** for the year 2016.

**PARKS & RECREATION COMMISSION**

MOTION was made by Dennis Brink, seconded by Kerry Welsh, and unanimously carried to make the following reappointments to the **Parks & Recreation Commission** for one-year terms to expire on December 31, 2016: **GEORGE KLEIST**, **ANTHONY CONTINO**, **SHARON SCHROEDER**, **MATT SICKLER**, and **WILLIAM FEDUN**; and to appoint **JULIE FORBES** as **Staff Secretary** to the **Parks & Recreation Commission**.

**ZONING HEARING BOARD:**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to make the following appointments to the Zoning Hearing Board: **STEVE CONNOLLY**, term to expire **12/31/17**; to appoint **BONNIE MULLINS**, as **Staff Secretary** to the **Zoning Hearing Board** for the year of 2016; and to appoint **JASON OHLIGER, Esq.** as **Solicitor** and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Zoning Hearing Board**, at the rates of \$125.00 per hour for the Year 2016.

**DINGMAN TOWNSHIP BUILDING APPEALS BOARD:**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to re-appoint **ANDREW SCOTT BRANCY** to the **Building Appeals Board** for a term to expire **12/31/20**, and **GUY WOLFE** to fill the unexpired term of Donald Stambaugh, term to expire 12/31/19; to appoint **SUSAN MIKULAK** as the **Staff Secretary** to the **Building Appeals Board** for the year of 2016; and to appoint **DOUGLAS JACOBS, Esq.** as **Solicitor**, and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Building Appeals Board** at the rates of \$125.00 per hour for the Year 2016.

**NON-UNIFORM PENSION PLAN:**

MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to appoint **Pennsylvania Municipal Retirement System** as Pension Advisor for the year 2016; to adopt **Resolution 2016-02** waiving the two (2) PERCENT EMPLOYEE CONTRIBUTION TO THE 2014 PENSION FUND; and that the sum of **forty-three thousand eight hundred and sixty-six dollars (\$41,866.00)** be paid to Dingman Township Employees Pension Fund as the Township's contribution for the year 2016.

**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 2016:

New Year's Day	January 1, 2016
President's Day	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Holiday	Thursday, November 24, 2016 Friday, November 25, 2016
Christmas	Monday, December 26, 2016
New Years Day 2017	Monday, January 2, 2017

**PUBLIC COMMENT PERIOD**

No public or press were present.

**EXECUTIVE SESSION**

The Board recessed to Executive Session at this time to discuss personnel matters.

**SALARIES**

Upon reconvening the regular meeting, MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to increase the wages of all employees by \$0.25 per hour, and to recommend to the Board of Auditors that the wage of Dennis Brink remain the same.

There being no further business MOTION was made by Kerry Welsh, seconded by Dennis Brink, and unanimously carried to adjourn the 2016 Organizational Meeting.

Respectfully submitted,

Karen Kleist, Secretary/Treasurer