

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 2018, the following members met at 6:00 pm, at the Dingman Township Municipal Building: Supervisor Dennis L. Brink, Supervisor Thomas E. Mincer, Secretary/Treasurer Karen Kleist, and members of the public.

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that due to the fact that the Organization Meeting for 2018 is held two (2) days into the New Year, **all positions are declared valid and retroactive to January 1, 2018.**

BOARD OF SUPERVISORS:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, 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. MOTION was seconded by Thomas Mincer, and carried. There being only one nominee, a ballot was cast and **Thomas Mincer** was declared elected **CHAIRMAN** for the Year 2018.

Thomas Mincer made a MOTION to nominate Dennis Brink for **VICE-CHAIRMAN**. Dennis Brink seconded, motion carried. There being only one nominee, a ballot was cast and **Dennis Brink** was declared elected **VICE-CHAIRMAN** for the Year 2018.

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **Edward D. Nikles** as Supervisor, filling the unexpired term of Kerry Welsh expiring on December 31, 2019. Chairman Mincer administered the Oath of Office to Ed Nikles in the presence of a Notary Public.

MOTION was made by Thomas Mincer, seconded by Edward Nikles, 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 7:00 P.M. for the year 2018.

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 2018; and that the **Treasurer's Bond** be set at **two million five hundred thousand dollars (\$2,500,000.00)** for the Year 2018.

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 2017 Audit at the rate set forth in the Letter of Engagement previously received and approved hereunder by Resolution No. 2018-01.

DEPOSITORIES:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried that **NBT Bank, PLGIT, 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 Thomas Mincer, seconded by Dennis Brink, and unanimously carried that **JOHN H. KLEMEYER, Esq.** be appointed as **Township Solicitor** for the Year 2018, at the rate of \$175.00 per hour, with reimbursement for travel time made only for matters of litigation; and that **ANTHONY MAGNOTTA, Esq.** be appointed as the **Alternate Township Solicitor** for the Year 2018, at the rate of \$150.00 per hour, with reimbursement for travel time made only for matters of litigation.

TOWNSHIP ENGINEERS:

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried that the firm of **MCGOEY, HAUSER & EDSALL** be appointed as primary **Township Engineers** for the year 2018, at the rates set forth in their proposal dated September 29, 2017; and that an **Alternate Township Engineer** will be appointed at a later date.

RECREATION and PLANNING CONSULTANTS

MOTION was made by Thomas Mincer, seconded by Edward Nikles, 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 Dennis Brink, 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 2018; to renew the subscriptions to the TOWNSHIP NEWS, for the year 2018 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 2018.

MILEAGE REIMBURSEMENT RATE

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried to set the rate of reimbursement for mileage at **\$0.52** cents per mile for the Year 2018. 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 Dennis Brink, 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 2018; to appoint **DALE SNYDER** as **Road Department Employee**; and that all **On-Call Snow Plow Operators** wages for the year 2018 be set as follows: Non-CDL operators \$14.00 per hour and CDL Operators \$15.00 per hour. It was noted that overtime hours must comply with the Township's Overtime Policy.

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to hire **DANIEL PAFFENROTH** as **Road Department Employee**, effective December 26, 2017, at the rate of \$16.50/hour, with a 90-day probationary period.

MOTION was made by Thomas Mincer, seconded by Edward Nikles, 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 CODES ENFORCEMENT OFFICER

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **CODE INSPECTIONS, INC.** as **Building Code Official** for the year 2018, at the existing contracted rates.

SEWAGE, ZONING, WELL & CODE ENFORCEMENT OFFICER:

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried to re-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 2018, 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 Thomas Mincer, seconded by Edward Nikles, and unanimously carried to appoint **JUSTIN STRIHARSKY** and **DAVE MANTER** as **Alternate Sewage Enforcement Officers** for the year 2018, 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 2018, to work on an as-needed basis at the rate of \$15.00 per hour plus mileage.

SECRETARIAL STAFF

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried to re-appoint **JULIE FORBES, SUSAN MIKULAK,** and **BONNIE MULLINS** as **Office Secretarial Staff** for the Year 2018. It was noted that any overtime hours must comply with the Township's Overtime Policy.

PARK STAFF

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **PAUL BORK** and **MICHAEL D'ANTUONO** as seasonal part-time Park Maintenance employees for the year 2018.

PARKS CONSTRUCTION INSPECTION/COORDINATOR

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and carried to re-appoint **DENNIS L. BRINK** as Construction Inspection/Coordinator for the Township parks for the year 2018, at a salary to be set by the Board of Auditors. Supervisor Brink abstained.

CIVIL DEFENSE & EMERGENCY MANAGEMENT:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **WILLIAM MIKULAK** as **Civil Defense & Emergency Management Coordinator** for the Year 2018.

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 2018.

PLANNING COMMISSION:

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried to make the following re-appointments to the **Planning Commission**: **DAVE RUBY**, **Term to expire 12/31/21**; and **BONNIE MULLINS** as **Staff Secretary** to the **Planning Commission** for the year 2018. It was noted that Ed Nikles Jr.'s seat will be filled at a subsequent meeting.

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**: **JULIE FORBES** as **Staff Secretary** to the **Parks & Recreation Commission**.

ZONING HEARING BOARD:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to make the following appointments to the Zoning Hearing Board: **(VACANCY)**, **term to expire 12/31/20**; to appoint **BONNIE MULLINS**, as **Staff Secretary** to the **Zoning Hearing Board** for the year of 2018; and to appoint **JASON OHLIGER, Esq.** as **Solicitor** and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Zoning Hearing Board**, at the rate of \$150.00 per hour with reimbursement for travel time made only for matters of litigation.

DINGMAN TOWNSHIP BUILDING APPEALS BOARD:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to re-appoint **BILL WILSON** to the **Building Appeals Board** for a term to expire **12/31/22**; to appoint **JEFF MUNIZ** to fill the seat vacated by Ed Nikles Jr. expiring **12/31/21**; to appoint **SUSAN MIKULAK** as the **Staff Secretary** to the **Building Appeals Board** for the year of 2018; and to appoint **DOUGLAS JACOBS, Esq.** as **Solicitor**, and **ANTHONY MAGNOTTA, Esq.** as **Alternate Solicitor** to the **Building Appeals Board** at the rate of \$150.00 per hour with reimbursement for travel time made only for matters of litigation.

NON-UNIFORM PENSION PLAN:

MOTION was made by Thomas Mincer, seconded by Dennis Brink, and unanimously carried to appoint **Pennsylvania Municipal Retirement System** as Pension Advisor for the year 2018; to adopt **Resolution 2018-02** waiving the two (2) PERCENT EMPLOYEE CONTRIBUTION TO THE 2018 PENSION FUND; and that the sum of **forty-four thousand eight hundred and seventy-six dollars (\$44,876.00)** be paid to Dingman Township Employees Pension Fund as the Township's contribution for the year 2018.

LEGAL HOLIDAYS:

MOTION was made by Thomas Mincer, seconded by Edward Nikles, and unanimously carried that the LEGAL HOLIDAYS shall be designated as follows for the Year of 2018:

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| New Year's Day | January 1, 2018 |
| President's Day | Monday, February 19, 2018 |
| Good Friday | Friday, March 30, 2018 |
| Memorial Day | Monday, May 28, 2018 |
| Independence Day | Wednesday, July 4, 2018 |
| Labor Day | Monday, September 3, 2018 |
| Columbus Day | Monday, October 8, 2018 |
| Veteran's Day | Monday, November 12, 2018 |
| Thanksgiving Holiday | Thursday, November 22, 2018 Friday, November 23, 2018 |
| Christmas | Monday, December 24, 2018 Tuesday, December 25, 2018 |
| New Years Day 2019 | Tuesday, January 1, 2019 |

PUBLIC COMMENT PERIOD

.No public comment was received.

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 Dennis Brink, seconded by Edward Nikles, and unanimously carried that the wages of all employees be increased to the 2018 rates indicated on the 2018 Wage Determination worksheet, and to recommend to the Board of Auditors that the wage of Dennis Brink be set at \$27.68 per hour when working as Construction Project Coordinator.

There being no further business MOTION was made by Dennis Brink, seconded by Edward Nikles, and unanimously carried to adjourn the 2018 Organizational Meeting.

Respectfully submitted,

Karen Kleist, Secretary/Treasurer