

SALFORD TOWNSHIP BOARD OF SUPERVISORS

Working Session

February 6, 2013

Chairman Barb Lynch called the meeting of the Board of Supervisors to order at 7:30 PM with a Pledge of Allegiance. Present were:

Barb Lynch, Chairman
James B. Styer, Vice Chairman
Tom Neff, Supervisor
Robert Iannozi, Solicitor

Karen Landis, Secretary
Wayne Mensinger, Zoning Officer
Doug Hedrick, Road Superintendent

ANNOUNCEMENT OF EXECUTIVE SESSION: Chairman Lynch advised Executive Session was held at 7:00 PM on matters of Real Estate. BOS reached agreement to offer tenants an option to vacate the premises by June 30, 2013 with the understanding rent and pro-rata taxes would be paid during that period. **Motion 13-037** by Lynch, second by Styer extending the date for tenants to vacate the property at 146 Ridge Road until June 30, 2013. Motion carried 3 – 0.

CONSENT AGENDA – Chairman Lynch reviewed items 3a through 3e and asked for comment. **Motion 13-038** by Styer, second by Lynch approved Consent Agenda. Motion carried 3 – 0.

REVIEW IT PROPOSALS – Jim Styer reported on the proposals he requested and explained the expected three (3) step process: 1) get Township communications on a stronger footing, 2) ensure hardware is sufficient, and 3) website improvements. Two (2) quotes have been received for the communications portion. Given the short time frame, the BOS requested additional time (February 20th) to review both proposals more thoroughly.

TOWNSHIP MANAGER JOB DESCRIPTION – Jim Styer combined the PSATS township manager job descriptions into a format that would define a Township Manager for Salford Township. Suggested BOS consider duties and qualifications needed, define job descriptions and assess the value. Time reporting data to be collected for a 3 month period and re-assess by the end of May timeframe.

Barb McMonagle questioned consideration of a full-time or part-time position and suggested bringing someone in on a temporary basis (such as a retired manager) to analyze the situation.

Tom Neff suggested consideration should be given to infrastructure updates and possible need for a new building.

Fred Moyer questioned the main items of responsibility.

Action items: 1) response from BOS on job description, 2) time tracking over the next 3 months, and 3) evaluate infrastructure for new facilities.

AUDIO/VIDEO TAPING OF MEETINGS – Tabled for further research on confirming audio files can be loaded onto website – Barb Lynch proposed a three (3) month trial run of taping meetings in both video and audio format concurrently which is a more streamlined approach to make available for residents. **Motion 13-039** by Lynch, second by Styer to tape meeting in both audio and video format for a 3 month trial. Tom Neff commented he is still in support of video taping of meetings. Motion carried 2 – 1. Tom Neff opposed.

Action items: 1) purchase new audio recorder, 2) confirm response time to township website.

EMPLOYEE HANDBOOK – Tabled from previous meeting a revised template of employee handbook was drafted, Karen is cross referencing template and updating with current policies. Discussion was held on the benefit of a handbook versus policies already adopted by resolution and having policies identified in a single document.

Frank Jarrett suggested electronic document which could be accessed and printed as needed.

Barb McMonagle commented updates could be referenced similar to the codification process.

Jim Styer envisions all documents able to be accessed electronically at any time.

Action Item: *Cross referencing to be completed, distributed to BOS for review and adoption targeted for March 20th meeting.*

OUTSTANDING SEWER ITEMS – Barb Lynch advised the sewer task force was approved at the last meeting and members will vary depending on the nature of the items being addressed. A draft document of outstanding items was provided by the Finance Committee. Barb stressed items the task force is most interested in Finance Committee evaluating are: 1) re-evaluation of the VCR assessment and 2) analysis of quarterly billing rates by sewer district.

Action Item: *Barb Lynch to confirm and/or change target dates of open sewer items by February 20th meeting.*

RFP FOR DEMOLITION OF 145 RIDGE – the draft RFP was presented. Barb Lynch proposed advertisement on February 8th and February 15th; opening and award on February 20th. Demolition to be completed before April 30, 2013.

EMERGENCY MANAGEMENT UPDATE – Barb Lynch provided updates on the following FEMA/PEMA projects:

1. Hausman Road Bridge – pre-construction meeting for bridge repairs scheduled for Thursday, February 7th.
2. Whites Mill Dam – discussions continue between Township Engineer and DEP regarding PEMA worksheet and the required enlarged spillway to meet DEP standards.
3. Hurricane Sandy – municipalities can now receive 75% expense reimbursement from FEMA and possible 25% additional from PEMA. FEMA Planning meeting scheduled February 14th with County to submit expenses.

PUBLIC COMMENT:

Barb McMonagle questioned who pays the electric at the Post Office.
Wayne Mensinger advised of upcoming New Year celebration(s) at both Temples.
Frank Jarrett suggested posting special events at Temples on website.
Tom Neff reminded the PA Turnpike widening project is scheduled to begin in 2013 with detours – a pre-construction meeting is scheduled for February 15th.

ADJOURNMENT – There being no further business, **Motion 13-040** by Styer, second by Neff adjourned the meeting at 8:35PM. Motion carried 3 – 0.

APPROVED: FEBRUARY 20, 2013

MOTION: 13-043

BY: STYER

SECOND BY: LYNCH

VOTE: 3 - 0

(TOWNSHIP SEAL)

