

SALFORD TOWNSHIP BOARD OF SUPERVISORS

Regular Business Meeting

January 20, 2016

Chairman 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
Nate Yothers, Vice Chairman
Jim Styer, Supervisor
Stephen P. Imms, Jr., Esquire

Karen Landis, Secretary
Wayne Mensinger, Zoning Officer

PUBLIC COMMENT:

Fred Moyer questioned lights in the Township Parking Lot. Barb advised that Doug was already looking into that, as well as the best way to light the parking area adjacent to the Township Building.

APPROVAL OF JANUARY 7TH MINUTES – revisions received from Barb Lynch. Jim Styer also inserted a sentence for revision. **Motion 16-032** by Styer, second by Yothers – motion carried 3 – 0.

APPROVAL OF ACCOUNTS PAYABLE INVOICES – **Motion 16-033** by Yothers, second by Styer – motion carried 3 – 0.

APPROVAL OF DECEMBER FINANCIAL REPORT – Jim Styer commented on year-end financial results and recommended transferring funds to capital reserve funds. Barb Lynch suggested discussing reserve transfers at the February 3rd work session meeting and advised attempts will be made to clearly differentiate between work session and business meeting content. **Motion 16-034** by Lynch, second by Yothers – motion carried 3 – 0.

APPROVAL OF COMMITTEE AND STAFF REPORTS – **Motion 16-035** by Yothers, second by Lynch – motion carried 3 – 0.

OLD BUSINESS:

- A. **RESOLUTION 16-1759** – authorizing Tylersport Fire Police to provide assistance at the identified special events for 2016. **Motion 16-036** by Yothers, second by Styer approved resolution. Jim Styer commented on Fire Police training. Nathan advised that training is an ongoing activity for all members and that all members are in compliance with Firehouse policy. Motion carried 3 – 0.
- B. **2016 PARK BOARD PROJECTS** – Frank Jarrett presented a list of proposed projects for completion and asked if there were any items the BOS were not in agreement for completing in 2016. Barb Lynch recommended tabling this for further discussion in detail at the February 3rd work session meeting. Picnic pavilion was discussed due to grant timing and professional services assistance.

Frank Jarrett will attempt to attend Planning Commission meeting to discuss grant writing assistance with Matt Schelly (MCPC).

NEW BUSINESS:

- A. **2016 ROAD BIDS** – **Motion 16-037** by Styer, second by Yothers authorizing Road Superintendent to advertise for road projects. Motion carried 3 – 0. Daniel Harrell commented on process of road inspections with BOS.
- B. **RE-EVALUATE IT SUPPORT** – previous IT support was terminated abruptly. Barb Lynch felt it is time to revisit the decision. Proposal received from current vendor – previous vendor would like opportunity to discuss and present ideas again. Jim Styer asked if there was a problem to be solved, commented the current vendor is doing well and prior hardware recommendations did not work. Barb Lynch commented on disappointment with 5 day website outage and that proactive identification of issues which may happen such as this should be the responsibility of the company overseeing the Township IT functions. Jim Styer advised the website outage was unrelated to the current IT vendor. Barb disagreed. **Motion 16-038** by Lynch, second by Yothers for PA Computer Guy to meet with office staff to discuss IT services. Motion carried 3 – 0.
- C. **ZONING OFFICER ASSISTANCE** – Township Engineer has been used in the past to assist zoning officer. Barb Lynch commented Curt Klingerman is a qualified, knowledgeable person to assist zoning officer. Jim Styer asked again what problem is trying to be solved? Jim commented the issue is with processes rather than manpower. Both Barb and Wayne felt Curt could bring a great deal of assistance. Barb Lynch commented Curt's assistance would be less than the current expense for using township engineer as a backup when Wayne was not available. **Motion 16-039** by Lynch, second by Yothers appointing Curt Klingerman as zoning officer assistant. Bette Bleam commented on the compensation rate and process. Barb clarified Curt's rate would be the same as the current Zoning Officer. Daniel Harrell commented that both points could be accomplished. Motion carried 2 – 1. Styer opposed due to lack of assessment to determine skills and qualifications required for future planning. Wayne and Curt to work together to prepare zoning improvements for March 2nd meeting.
- D. **FULL TIME OFFICE POSITION** – Barb Lynch proposed offering Deb McCall full time position. This would be an additional ~\$45,000 increase to the budget, inclusive of additional salary plus benefits. Discussion was held on the expense increase to the budget, work flow, etc. Barb Lynch commented on areas where Deb could add value and some of the additional time could be spent both assisting the zoning officer and road superintendent. Nate Yothers commented another full time position would allow the office to be covered at all times. Bette Bleam inquired about benefits and/or keeping hours under 35 hours/week. **Motion 16-040** by Lynch, second by Yothers to offer fulltime employment with benefits to Deb McCall. Motion carried 2 – 1. Styer opposed due to lack of assessment of long range planning. As a result, the approved 2016 budget requires amendment to reflect changes. **Motion 16-041** by Lynch, second by Yothers amending budget for advertisement and approved at February 3rd meeting. Motion carried 3 – 0. Jeannine Harrell inquired about job descriptions.

E. **CODIFICATION REVIEW PROCESS** – Barb Lynch commented on the codification portfolio received from General Code. The process and team for the codification review to be discussed further in length at the February 3rd work session meeting. Barb Lynch commented on the opportunity of using both BOS and Planning Commission to discuss at the joint meeting on February 17th. Steve Imms advised he had spoken with representative from General Code, who advised the timeline provided to the Township was strictly suggestive and could be adjusted as the Township saw fit during the review process.

NEXT MEETING (FEBRUARY 3RD) WORK SESSION AGENDA:

- a. Park Board expenditure requests
- b. PA Turnpike Acquisition
- c. Township Building renovations
- d. Fire Marshall definition/responsibilities
- e. Sewer Status Update
- f. Retirement Program
- g. Codification Review Process
- h. Proposed Capital Reserve Transfers
- i. Approve amended 2016 budget
- j. Status of King Road Bridge

PUBLIC COMMENT: NONE

ADJOURNMENT – There being no further business, **Motion 16-042** by Yothers, second by Styer adjourned the meeting at 8:35 PM. Motion carried 3 – 0.

APPROVED: FEBRUARY 3, 2016

MOTION: 16-043 BY: YOTHERS SECOND BY: STYER VOTE: 3 - 0

(TOWNSHIP SEAL)

