

SALFORD TOWNSHIP BOARD OF SUPERVISORS

Regular Business Meeting

January 16, 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 Iannozzi, 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.

Motion 13-028 by Lynch, second by Styer authorizing RFP to demolish the house adjacent to the Township property to be put out for bid. Motion carried 3 – 0.

PUBLIC COMMENT:

Barb Lynch explained Initial Public Comment will be changed going forward allowing Public Comment after each action item.

CONSENT AGENDA – Chairman Lynch reviewed items 4a through 4c and asked for comment. Tom Neff corrected his vote on the January 7th minutes. Motion 13-029 by Styer, second by Lynch approved Consent Agenda. Motion carried 3 – 0.

2013 BOS OBJECTIVES – Jim Styer explained the proposed 2013 BOS Objectives and scheduling worksheet. Barb Lynch applauded this effort to help keep focused on accomplishments throughout the year. These objectives will be sent to Committee's for review and input where they could assist and/or add their own objectives by February 20th meeting.

MEETING GUIDELINES – As per Sunshine Law requirements, Solicitor recommended guidelines on participation in public meetings. Public Participation guidelines were adopted in 2012. Motion 13-030 by Styer, second by Lynch adopting Conduct and Participation in Public Hearings and the Use of Recording Devices guidelines. Motion carried 3 – 0.

Barb Lynch explained the opinion to suspend the video recording of meetings due to not being camera ready, cost, and insufficient demand. Tom Neff disagreed, felt this was an erosion of transparency and explained the cost is minimal for memorialization of meetings. Motion 13-031 by Lynch, second by Styer to suspend video recording of BOS meetings. Gerry Longaker questioned Karen Landis if the current form of audio recordings were stored for historical reference. Jim Styer suggested the video to continue until we are sure the audio back up is functioning. Bette Bleam commented it's silly to take a step backwards for a few dollars/month. Barb McMonagle commented she agreed with Tom Neff to continue the video. This motion was tabled for further confirmation that the audio files can be saved.

PROFESSIONAL SERVICES – With recent concern over engineering expenses every effort should be made to exhaust staff resources for zoning assistance. Motion 13-032 by Styer, second by Lynch terminating Zoning Officer backup agreement with Bursich Associates. Motion carried 3 – 0.

Jim Styer explained a proposal to improve Township IT Technology and proposed obtaining quotes for these services. Motion 13-033 by Styer, second by Lynch approving requesting quotes for communication software. Motion carried 3 – 0.

Barb Lynch provided an update on the Whites Mill Dam spillway capacity.

COMMITTEE RELATED – Barb Lynch re-iterated asking each committee for list of objectives by end of February.

Because of the majority of the operational portion of the sewer project is complete; loose ends are mostly finance related and should be handled by Finance Committee, Engineer, and a SWAB representative, SWAB has recommended de-activation of the committee. Motion 13-034 by Lynch, second by Styer accepting SWAB recommendation to deactivate the Sewer & Water Advisory Board. Motion carried 3 – 0.

Barb Lynch recommended establishing a Sewer Task Force to address the remaining open items. Motion 13-035 by Lynch, second by Styer establishing Sewer Task Force with participation as needed to address open items. Motion carried 2 – 1. Neff opposed. Gerry Longaker commented there are pieces that Finance Committee can help with but not take the lead on the project. Barb Lynch advised the two (2) particular items that Finance Committee should address:

1. Re-visiting of the VCR assessment
2. Quarterly billing per sewer district

ADMINISTRATIVE – Jim Styer explained the next steps in the Performance Review Process (all employees) and schedule meetings with employees in February.

Revised Personnel Manual was discussed – Karen to update accordingly for BOS review at February 20th meeting.

Time Tracking for both office staff and road crew has been revised on timesheets and reflected in QuickBooks time tracking appropriately.

A detailed report and snapshot summary of the VCR sewer connections was provided.

Sample Township Manager Job Descriptions were provided – BOS to review, think of necessary qualifications, make additions/deletions for compilation by February 6th.

GeoPlan – road information to be populated by 6/30/2013.

PUBLIC COMMENT:

Bette Bleam requested an update from Solicitor on Lillian McLaughlin

Barb McMonagle inquired about the decision of the Water Tower location.

Fred Moyer inquired when the last time a road survey was conducted with BOS.

John Feldi inquired about Camp Road Bridge construction.

ADJOURNMENT – There being no further business, Motion 13-036 by Lynch, second by Styer adjourned the meeting at 8:55PM. Motion carried 3 – 0.

APPROVED: FEBRUARY 6, 2013

MOTION: 13-038 BY: STYER SECOND BY: LYNCH VOTE: 3 - 0

(TOWNSHIP SEAL)

