

The reorganization meeting of the Middle Smithfield Township Board of Supervisors was held on Monday, January 4, 2010 at 3:30 p.m. at the Schoonover Municipal Building.

Members present: Scott R. Schaller, Robert (Bob) F. Spano, Sr., and Mitchell K. Marcus. Also present were Township Solicitor Jennifer Ann Wise, Township Engineer R. Douglas Olmstead Jr., Michele Clewell, Sherry Predmore and several township residents.

**Chairman** – Scott Schaller upon a motion of Bob Spano, second by Scott Schaller. Motion carried 3-0.

**Vice Chairman** – Mitchell Marcus upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Public Works Directors** – Scott Schaller and Bob Spano upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Operations Director** – Bob Spano upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Administrative Director** – Scott Schaller upon a motion of Scott Schaller, second by Bob Spano. Mitchell Marcus made a motion to appoint himself as Administrative Director. Attorney Wise stated that the vote was called and there was a second for the Administrative Director position. Attorney Wise stated that there was already a motion on the floor and a second, she asked if Mr. Marcus was in favor of the vote on the floor because there can only be one vote at a time, he stated that he was not. Motion carried 2-1.

**Township Secretary and Administrative Coordinator** – Michele Clewell upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Human Resources Coordinator & Finance and Budget Secretary** – Sherry Predmore upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Treasurer** – Scott Schaller upon a motion of Bob Spano second by Scott Schaller. Motion carried 3-0.

**Assistant Treasurer** – Bob Spano upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Tax Collector Committee Delegate** – Robyn Pugh upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Tax Collector Committee Delegate Alternates** – Sherry Predmore and Michele Clewell upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Open Records Officer and Archives & History Coordinator** – Catherine Galinus upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Sewer Director** – Robyn Pugh upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Public Affairs Coordinator** – Ralph Wunder upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Township Solicitor** – Jennifer Ann Wise upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Alternate Township Solicitor** – Richard E. Deetz upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Planning Commission Solicitor** – Jennifer Ann Wise upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Zoning Hearing Board Solicitor** – The firm of Matergia and Dunn, John Dunn being the representative, upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Township Engineer** – R. Douglas Olmstead, Jr. upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Sewage Enforcement Officer** – Scott Schaller stated that the Board of supervisors will be interviewing for this appointment and made a motion to postpone this appointment. Bob Spano seconded the motion. Motion carried 3-0.

**Alternate Sewage Enforcement Officer** - Scott Schaller stated that the Board of supervisors will be interviewing for this appointment and made a motion to postpone this appointment. Bob Spano seconded the motion. Motion carried 3-0.

**Zoning, Code Enforcement Officer and BCO** – Wayne Rohner upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Building Inspector(s)** – David Manter and Building Inspectors Underwriters upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Appointment of Appeals Board for Codes** – Scott Schaller made a motion to appoint the Appeals Board for Codes. Bob Spano seconded the motion. Motion carried 3-0.

**Chairman of Vacancy Board** – Frances Malsch upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Planning Commission** – Reappoint Scott Schaller and Mark Oney to additional four (4) year terms, each, upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Zoning Hearing Board** – Reappoint Mal Law to an additional five (5) year term upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Emergency Management Director** – Rick Porvaznik upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Regional Park Commission** – Judy Summers, John Ferro, Al Decker and Mitchell Marcus upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Representative to COG** – Bob Spano with the other two supervisors as alternates upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Voting Delegates at the PSATS Convention** – Mitchell Marcus upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Regular Meetings of the Board of Supervisors for the year 2010** - January 14 at 9:00 a.m., February 11 at 9:00 a.m., March 9 at 6:00 p.m., April 8 at 9:00 a.m., May 13 at 9:00 a.m., June 8 at 6:00 p.m., July 8 at 9:00 a.m., August 12 at 9:00 a.m., September 14 at 6:00 p.m., October 14 at 9:00 a.m., November 9 at 9:00 a.m., December 9 at 9:00 a.m., and December 30 at 9:00 a.m. upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Scheduled Work Session Meetings** - Monday through Friday mornings at 9:00 a.m. upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Treasurers Bond set at \$3,500,000.00** – Upon a motion by Scott Schaller second by Bob Spano. Motion carried 3-0.

**Assistant Treasurer Bond set at \$3,500,000.00** – Upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Employee Bond set at \$500,000.00** – Upon a motion by Scott Schaller, second by Bob Spano. Motion carried 3-0.

**Depository of the General Fund and Payroll Account** – Wayne Bank with investments in PLGIT, Investors Account at Wayne Bank, upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

**Depository of the Sewer Fund** – Wayne Bank upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

Depository for the State Fund – PNC Bank: Muni-Plus Accounts upon a motion of Scott Schaller, second by Bob Spano. Motion carried 3-0.

Employee handbook – upon a motion of Scott Schaller second by Bob Spano. Motion carried 3-0.

A motion was made by Scott Schaller, second by Bob Spano to authorize payment of bills that impact normal operation, are subject to discounts or penalties are payable when due with approval confirmation at the following meeting. (Examples: payroll, taxes, electric, telephone, postage, etc.) Motion carried 3-0.

Scott Schaller made a motion to set the mileage rate using the IRS guidelines for use of personal vehicles on township business (as of January 1, 2010 the rate is .50 cents per mile). Bob Spano seconded the motion. Motion carried 3-0.

#### **Other Business**

Scott Schaller made a motion to approve the December 31, 2009 minutes. Bob Spano seconded the motion. Motion carried 3-0.

Scott Schaller made a motion to approve the listed payables. Bob Spano seconded the motion. Motion carried 3-0.

#### **Correspondence**

Scott Schaller stated that a resignation letter was received from Joe Squires who was elected as a township auditor. Scott Schaller made a motion to accept Mr. Squire's resignation. Bob Spano seconded the motion. Motion carried 3-0.

#### **Solicitor's Report**

Attorney Wise presented Resolution 01-2010-01; Plan Application and Retainer Fee Calculation Form. Scott Schaller made a motion to approve Resolution 01-2010-01. Bob Spano seconded the motion. Motion carried 3-0.

Attorney Wise presented Resolution 01-2010-02; Zoning Fees. Scott Schaller made a motion to approve Resolution 01-2010-02. Motion carried 3-0.

Attorney Wise presented Resolution 01-2010-03; Residential Building Code Fee Schedule. Scott Schaller made a motion to approve Resolution 01-2010-03. Bob Spano seconded the motion. Motion carried 3-0.

Attorney Wise presented Resolution 01-2010-04; Other Than Residential Building Code Fee Schedule. Scott Schaller made a motion to approve Resolution 01-2010-04. Bob Spano seconded the motion. Motion carried 3-0.

### **Engineers Report**

Doug Olmstead presented a new draft of Article VII “Off Street Parking and Loading” and requested that any changes be directed to him prior to the January 14, 2010 Board of Supervisors meeting.

Attorney Wise stated that the draft will be made available to the township planning commission for their review on January 21, 2010 and they as well as the county will have thirty days to review it.

Attorney Wise stated that this document is being presented to the Board of Supervisors and public to review and submit comments back prior to the Supervisors January 14, 2010 meeting.

The draft will be made available on the township website. No action required.

### **New Business**

Sewer related issues. Scott Schaller made a motion to postpone this agenda item until the January 14, 2010 meeting. Bob Spano seconded the motion. Motion carried 3-0.

### **Public Comment**

Nomination process, advertising for employment, township supervisors serving on boards and commission, and parking enforcement officers was discussed.

Attorney Wise stated that copies may be obtained after an open records request form is completed, of specific sections of the Second Class Township Code regarding the nomination process and supervisors serving on boards and commission.

Scott Schaller stated that the appointment of a township park director will be on the agenda for the January 14, 2010 meeting.

Attorney Wise stated that she would recommend a plaque be prepared for Ron Clewell for his many years of service to the township. Scott Schaller made a motion authorizing a plaque for Ron Clewell. Bob Spano seconded the motion. Motion carried 3-0.

Mitchell Marcus thanked the current supervisors, Ron Clewell, Doug Olmstead Jennifer Ann Wise and Michele Clewell with his transition to his first position of public official.

Mr. Marcus stated that he welcomes public input and invited the residents to email him at [mstmkm@ptd.net](mailto:mstmkm@ptd.net).

**Executive Session**

Scott Schaller made a motion to go into executive session at 4:24 p.m. to discuss personnel matters at 4:24 p.m. Bob Spano seconded the motion. Motion carried 3-0.

Scott Schaller made a motion to come out of executive session, seconded by bob Spano. Motion carried 3-0.

Scott Schaller made a motion to adopt wage revisions as discussed in executive session, seconded by Bob Spano. Motion carried 2-0 with Mitchell Marcus abstaining from voting on wages stating that he did not feel he was in a position to judge capabilities or job satisfaction since he is newly elected and has not worked with the township employees.

Scott Schaller made a motion to adjourn the meeting at 5:25 p.m., second by Mitchell Marcus. Motion carried 3-0.

Respectfully submitted

Michele L. Clewell, Secretary  
January 4, 2010