

The reorganizational meeting of the Wheatfield Township Supervisors was held Monday, January 7, 2013 in the Township Building. Jim Fuller called the meeting to order at 7:30 p.m. Present were Jim Fuller, Barry Schrope, Annette Mullen, Johanna Rehkamp, Vicki Jenkins, Lester Nace, Loraine Vogel, Luke Roman (Duncannon Record), Dave Jenkins, Bob Foltz, Darlene Johnson, John Weldon, Kraig Nace, Dexter Potter, Dianne Dahlin and David Mills.

Jim Fuller led the pledge to the American flag. A brief moment of silence was observed after the pledge in honor of the men and women who serve our country in the armed forces.

Jim Fuller advised Dianne Dahlin would be recording tonight's meeting.

The first order of business was to reorganize. Barry Schrope was appointed as Temporary Chair to start the reorganization.

Jim Fuller made a motion to appoint Barry Schrope as Chairman, Annette Mullen second the motion, with all in favor.

Barry Schrope made a motion to appoint Jim Fuller as Vice-Chairman, Jim Fuller second the motion, Annette Mullen opposed.

Jim Fuller made a motion to retain Vicki Jenkins as Secretary/Treasurer, Barry Schrope second the motion, with all in favor. Jim Fuller made a motion to increase the hourly rate by 1.7% for the Secretary/Treasurer, Barry Schrope second the motion, with all in favor.

Barry Schrope made a motion for Vicki Jenkins to receive fifteen (15) paid vacation days, five (5) paid sick days and two (2) paid personal days, Annette Mullen second the motion, with all in favor. Carry over vacation, sick and personal time to be in conjunction with the rules set forth by the Auditors, with the maximum allowed to carry over being 5 vacation days, 24 sick days and no personal time.

Jim Fuller made a motion to keep the Treasurer bond at \$500,000, Barry Schrope second the motion, with all in favor.

Jim Fuller made a motion to keep the Recreation Board bond for Bob Foltz at \$50,000, Barry Schrope second the motion, with all in favor.

Jim Fuller made the motion to retain Orrstown Bank as depository for the month of January for the township funds, Annette Mullen second the motion, with all in favor. The supervisors asked the secretary to check into other banking options for next month's meeting.

Annette Mullen made a motion for Jim Fuller to remain Roadmaster, Barry Schrope second the motion, Jim Fuller abstained.

Annette Mullen made a motion to appoint Bob Rhoades as Township Vacancy board Chairman, Barry Schrope second the motion, Jim Fuller opposed.

Jim Fuller made a motion to retain Turner and O'Connell as Township Solicitor, Barry Schrope second the motion, with all in favor. There was no increase to the 2013 meeting fee; fee to remain at \$175 per meeting up to two hours, \$75/hr. after that.

Annette Mullen made a motion to retain Madden Engineering Services as Township Engineer, Barry Schrope second the motion, with all in favor. The Engineer fee increased to \$135.00 per meeting.

Jim Fuller made a motion to reappoint J.C. Smith as Township SEO, Barry Schrope second the motion, with all in favor. There was no increase to the 2013 fee schedule.

Jim Fuller made a motion to appoint Lenny Sizer of Madden Engineering Services as Alternate SEO, Annette Mullen second the motion, with all in favor.

Jim Fuller made a motion to reappoint Lester Nace as Zoning Officer, Barry Schrope second the motion, with all in favor. Annette Mullen made a motion to increase the Zoning Officer's hourly rate by 2%, Jim Fuller second the motion, with all in favor.

Barry Schrope made a motion to reappoint Lou Harford as Assistant Zoning Officer, Jim Fuller second the motion, with all in favor. Jim Fuller made a motion to increase the Assistant Zoning Officer's hourly rate by 2%, Barry Schrope second the motion, Annette Mullen opposed.

Barry Schrope made a motion for Dexter Potter to remain full time laborer, Jim Fuller second the motion, with all in favor. Jim Fuller made a motion to increase Dexter Potter's hourly rate by 1.7%, Barry Schrope second the motion, with all in favor.

Annette Mullen made a motion for Dexter Potter to receive ten (10) paid vacation days, five (5) paid sick days and two (2) paid personal days, Barry Schrope second the motion, with all in favor. Carry over vacation, sick and personal time to be in conjunction with the rules set forth by the Auditors, with the maximum allowed to carry over being 5 vacation days, 24 sick days and no personal time.

Jim Fuller made a motion for Barry Schrope and Bob Hines to be called first if a part time laborer would be needed, Annette Mullen second the motion, with all in favor. The auditors will set Barry's hourly pay rate as part time employee at their organizational meeting.

Jim Fuller made a motion to increase Bob Hines hourly rate by 2%, Annette Mullen second the motion, with all in favor.

Annette Mullen made a motion to increase the hourly rate to \$12.50/hr. without a CDL for outside part time laborers (if needed), Jim Fuller second the motion, with all in favor.

Annette Mullen made a motion to increase the hourly rate to \$14.50/hr. with a CDL for outside part time laborers (if needed), Jim Fuller second the motion, with all in favor.

Jim Fuller made a motion to retain Capital Tax Collection Bureau to collect the local earned income taxes, Barry Schrope second the motion, with all in favor.

Jim Fuller made a motion to reappoint Vicki Jenkins as the Chief Executive Officer for the township pension fund, Barry Schrope second the motion, with all in favor.

Barry Schrope made a motion to reappoint Vicki Jenkins as the CDL testing contact person, Jim Fuller second the motion, with all in favor. Jim Fuller made the motion to have all random CDL tests conducted on site, Annette Mullen second the motion, with all in favor.

Jim Fuller made a motion to appoint Dave Jenkins to a 4-year term on the Planning Commission, Annette Mullen second the motion, with all in favor.

Jim Fuller made a motion to reappoint Marsha Snyder to a 5-year term on the Zoning Hearing Board, Annette Mullen second the motion, with all in favor.

Jim Fuller made a motion to reappoint Jeremy Potter to a 5-year term on the Recreation Board, Barry Schrope second the motion, with all in favor.

Jim Fuller made a motion to reappoint Vicki Jenkins as Zoning Hearing Board secretary, Barry Schrope second the motion, with all in favor. Jim Fuller made a motion to increase the hourly rate for the Zoning Hearing Board secretary by 1.7%, Barry Schrope second the motion, with all in favor.

This concludes the reorganizational meeting. The supervisors continued with their regular monthly meeting of the Board of Supervisors.

The minutes of the December 3, 2012 regular meeting and the December 17, 2012 workshop meeting were presented to the supervisors and posted for attendees in the township building prior to the January 7, 2013 regular meeting for public viewing. Jim Fuller made a motion to approve the December 3, 2012 minutes as presented by the secretary, Barry Schrope second the motion, with all in favor. Barry Schrope made a motion to approve the December 17, 2012 minutes as presented by the secretary, Jim Fuller second the motion, with all in favor.

Darlene Johnson asked if anything has been done so far to get the treasurers report on a monthly basis.

Kraig Nace of the Duncannon EMS presented the supervisors with the 2012 year end call numbers. Kraig stated with the upcoming subscription program they are looking into offering residents a discount in those townships who offer financial support. Kraig thanked the supervisors for their ongoing support.

Dianne Dahlin asked if next month they can expect to see a monthly treasurer's report. Dianne stated raises were given to Lester Nace, Lou Harford, and asked if J.C. Smith paid. Annette Mullen advised he submits a rate schedule. Dianne asked Barry Schrope when doing the part time pay rates he doesn't do his, is that because he is a supervisor. Barry advised the auditors set his pay rate. Dianne also stated she is disappointed in this board, there are three people on the board and between Barry and Jim the president and vice-president just goes back and forth.

Dave Mills would like to thank the supervisors for continuing to support recreation in the township.

Jim Fuller presented the road master report for last month. Jim stated the road crew has worked on the Sulphur Springs Bridge repairs per Pennoni's inspection, re-set the guard rail at the Sulphur Springs Bridge, replaced a sign on Barley Drive, fixed the guard rail that was damaged on Dark Hollow Road, plowed snow, installed new rubber flaps on the glass crusher, the road crew continues to record size, location, condition and type of tiles on township roads, graded shoulders on Narrows Road, Jim stated he attended 5 workshops for his public spray license, there was a rock slide on Linton Hill Road and the material was used on Dark Hollow Road to fill in along the road and provide a barrier to keep vehicles from going over the embankment, some of the material was also used for a 4 foot tile on Roseglen Road. Jim advised the road crew spent Christmas Eve and most of the week dealing with snow, ice and drifts. Annette Mullen asked if there was information on the aluminum tile for Creek Road and asked if the supervisors should schedule a meeting with John Madden to finalize their decision on what material will be used. Jim advised the permit has been received from DEP and that he will schedule a meeting with John Madden. Annette asked if the information being gathered on the tiles is being put into a data base on the computer. Jim advised not yet, they are taking a map a long and recording the locations of the tiles onto the map. Annette asked about a billing for the Ford F450 truck repair. Jim advised they have not done any brake work to the truck since being bought and the brakes pads were in need of replacement and there was also a problem with the emergency brake. Jim advised a hydraulic line blew on the Ford F450 while plowing and they had to replace the transmission fluid.

The employee handbook was completed at the December 17, 2012 workshop and forwarded to the solicitor for review and comments. Johanna Rehkamp advised she has reviewed the handbook and noted a couple of changes she would advise the township make before adopting the handbook regarding employee termination, mileage reimbursement and also under the CDL policy regarding prescription medications make sure the form asks for medications affecting operation of CDL equipment and not list all prescription medications being taken because of the HIPPA law. Annette Mullen advised she would also like to add under the job description for road master that the road master is required to attend the monthly meetings to give the road master report. Jim Fuller made a motion to adopt the employee handbook with the changes as discussed, Annette Mullen second the motion, with all in favor.

The supervisors have received a letter of resignation from Meagan Thorpe for her position as township auditor. Miss Thorpe was appointed to fill Mr. Johnson's resigned position. Jim Fuller made a motion to accept Miss Thorpe's resignation, Barry Schrope second the motion, with all in favor.

Annette Mullen made a motion to appoint Loraine Vogel to the resigned auditor position of Meagan Thorpe, Barry Schrope second the motion, with all in favor. Mrs. Vogel will finish out the remaining vacant term, term to expire January 1, 2014.

At the May 2012 supervisors meeting the supervisors motioned to change the renewal date for the health insurance from May to February for budgetary purposes. Brenton Horting brought to the township this evening the renewal rates for the new term of February 1, 2013 to January 31, 2014. Brenton went over the renewal rate for Geisinger and several other company rates shopped (copy on file). Geisinger has agreed to change the renewal date to February with a 4% increase resulting in an \$806.16 annual difference to the current rate. Other rates ranged from a 20% increase to a 55% increase for the same coverage with other companies. The dental coverage with United Concordia has also agreed to allow the township to move to a February renewal, the vision coverage with Highmark will not allow groups under 10 to change renewal dates. The renewal was a rate hold for the dental coverage so the renewal rate has not increased. Annette Mullen made a motion to stay with Geisinger and accept the new renewal rate for a February renewal date, Barry Schrope second the motion, with all in favor.

Jim Fuller made a motion to stay with United Concordia and accept the new renewal date of February (no rate increase), Annette Mullen second the motion, with all in favor.

The State Convention will be held April 21 – 24, 2013 in Hershey. There is currently no interest in attending the convention this year, but information will be kept for the incoming road master.

Statements of Financial Interest for the year 2012 will be distributed when received. They are due back April 1, 2013.

The Capital Area Tax Collection committee has requested each taxing authority to appoint their 2013 delegate and alternate. Annette Mullen made a motion for the delegate to remain as Vicki Jenkins, Jim Fuller second the motion, with all in favor. The supervisors tabled appointing an alternate until next month's meeting.

The contract from Perry County Planning Commission regarding the Municipal Planning Advisory Service for 2013 has been received. The supervisors stated at this time there is no interest in this service.

PSATS has completed the annual Disclosure Statement required by Chapter 7-A of Act 44 of 2009, the Municipal Pension Plan Funding Standard and Recovery Act (copy on file). PSATS has asked the supervisors to review the disclosure statement and if it is adequate adopt the Disclosure Statement and place it in the township's pension file. Jim Fuller made a motion to adopt the Disclosure Statement, Barry Schrope second the motion, with all in favor. Updates are provided on an annual basis.

The secretary provided the supervisors with a draft advertisement for the road master position. Barry Schrope made a motion to advertise the help wanted ad, Annette Mullen second the motion, with all in favor. Deadline for applications will be February 15, 2013. The ad will be placed in the Duncannon Record, Perry County Times and News Sun for 2 weeks, the Patriot News 1 Sunday, on the website and on the Blue Ridge CATV channel.

Jim Fuller advised a volunteer from recycling would like to see some changes added to the recycling requirements. He would like to add to the print out about items being sorted in separate containers and if not separated they will have to separate and not the volunteers, no items will be accepted if they are not on the list and also window panes will not be accepted. The changes will be made to the website and the handout form.

Jim Fuller made a motion to release \$1200 budgeted as a donation to the Duncannon Senior Citizens Center, Annette Mullen second the motion, with all in favor.

Barry Schrope advised the township has received the signed contract extension from Gannett Fleming for the update to the townships comprehensive plan. The contract for the update will be extended until March 31, 2013.

The township has received correspondence from PA State Association of Boroughs for a webinar on CDL drug/alcohol suspicion training being held on January 8, 2013 at 12:00 p.m. Annette Mullen stated she would not be available. Barry Schrope made a motion to register himself, Jim Fuller, Vicki Jenkins and Dexter Potter for the webinar, Jim Fuller second the motion, with all in favor.

Jim Fuller stated he had Lloyd Peterson offer to plow snow if needed. Annette Mullen asked if he has a CDL license. Jim advised he had a CDL license; he is retired now and does not currently carry a CDL license. Annette stated the township would now have 2 part time employees without CDL and she would like to see the township hire people with a CDL who can drive the trucks and prevent paying overtime. Jim stated during a snow event the township should have the road master see whether paying them overtime or not, you need someone to lead the road crew. Annette stated the township has got to start hiring people with a CDL license and not keep on bringing people in that don't have a CDL license. Jim stated as road master he needs as many people on the list as he can get. Jim Fuller made a motion to add Lloyd Peterson to the list of people for snow removal, Barry Schrope second the motion, Annette Mullen opposed due to Mr. Peterson not having a CDL license.

Annette Mullen asked the other supervisors what the plan is for the new building and that they could discuss it at next month's meeting.

Vicki Jenkins asked if anything needs to be done with the electronic recycling. Annette Mullen stated she would contact the vendors this month for spring cleanup.

Vicki Jenkins stated the Department of the Auditor General's Office was at the Township and completed the audit of the township pension plan for the period of January 1, 2009 to December 31, 2011 and advised there were no findings.

Vicki Jenkins asked the supervisors if they gave any thought to giving the auditors gift certificates for their time put in to helping with creating the employee handbook. Annette Mullen stated personally she feels it is a public service and asked if anything was given to the citizen's advisory committee. Jim Fuller made a motion to give Erin Jenkins, Kent Johnson and Tammy Kauffman \$20 Mutzabaugh Money, Barry Schrope second the motion, Annette Mullen opposed.

Dianne Dahlin stated when the supervisors were going to do the insurance and pay raises six months ago you stated you couldn't take anything away because of pay raises and now the supervisors have the chance to consider it and you just gave them a pay raise and completely paid insurance for them and their family, she doesn't get it. Dianne stated about Lloyd Peterson, she had to fill out an application is she wanted to volunteer and yet you are bringing people in without application or paper work. Dianne asked what caption the help wanted ad for road master will be under in the paper. Barry advised the help wanted section. Dianne stated there are different categories. Annette advised the Patriot will give us our choices and we will put it under the closest one. Dianne asked Annette when the vote came up for Jim Fuller as Vice Chairman, did she vote against it. Annette advised yes she voted against it.

Annette Mullen stated she would like to answer Dianne Dahlin's question regarding the health insurance. Annette stated when you go back to last spring the Township saved a significant amount of money by switching to Geisinger so even going up 4% this year the township is still under what they paid for Health America. Annette stated as health insurance goes up her intention is for the employee to contribute something toward the premium for their family; so as it increases this might have to happen and to take some of the burden off the employee they could do a pre-tax deduction.

Darlene Johnson asked Jim Fuller if snow fence would help the road crew on Pennells Church Road. Jim advised they could probably put some snow fence on the Sauder and Maguire property.

Barry Schrope made a motion to approve the checks from the general fund for the month of December. They were as follows:

17260 – 17300, 0011-2012 and 11-2012, except 17260, 17261, 17262, 17271 and 17291, all five approved.

17260, 17271, 17291 – Barry and Annette approved, Jim abstained.

17261 – Jim and Barry approved, Annette abstained.

17262 – Jim and Annette approved, Barry abstained.

Jim Fuller second the motion to approve the checks, with all in favor.

There being no further business Jim Fuller made a motion to adjourn the meeting, Barry Schrope second the motion, with all in favor. Meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Vicki L. Jenkins
Twp. Secretary