

**GLENBURN TOWNSHIP BOARD OF SUPERVISORS'
ORGANIZATIONAL MEETING MINUTES
JANUARY 4, 2016**

Supervisors in Attendance: Bill Wicks, David Jennings, Mike Savitsky

Guests in Attendance:

-Call to order with pledge to flag at 6PM

-Nominations for Chairman of the Board of Supervisors

Mo. by Jennings seconded by Wicks to appoint Savitsky.

All in Favor.

-Nominations for Vice Chairman of Board of Supervisors

Mo. by Savitsky, seconded by Wicks to appoint Jennings. All in Favor

-Nomination for Elector to Vacancy Board

Mo. by Savitsky, seconded by Wicks to appoint Merle Lewis. All in Favor

Appointment of Township Employees and Establishment of Wages:

Secretary/Treasurer of Board

Joanne Benson \$20.64/hr. Max 20 hr. /wk. (1040hrs. yr.)

Road Master

Mark Hopkins \$16.00/hr-OT 150 max (1.5x)

Road Crew

David Mennig \$20.64/hr-OT 150 max (1.5x) Thru Jan 22, 2016

Township Police

Abington Township \$57,225/yr all-inclusive per contract on file at Glenburn Twp.

SEO

Dave Lamereaux \$37.50/hr.

Alternate SEO

Gary Wilding \$37.50 /hr.

Property Tax Collector

Georgian Eccleston 5% Commission plus expenses

Wage Tax Collector

Berkheimer Assoc. per Act 32 County Contract

Code Enforcement Officer

Tom Wicks 30% Commission for Fees collected-15.69/hr for all other hourly matters.

Township Solicitor

Malcolm MacGregor \$90.00/hr

Township Engineer

BCM Engineers with Jack Scheuer as designated Engineer

Project Manager \$90.00/hr

Project Engineer \$80.00/hr

CAD Designer \$67.00/hr

Construction Inspector \$67.00/hr

Survey Crew (2 man) \$130.00/hr

Township Fire Protection

Clarks Summit Fire .75 Mils

Dalton Fire. .75 Mils

Zoning Hearing Board Solicitor

Bill Blaum \$60/hr., 375cap per hearing

Open Records Officer

Joanne Benson Same as Secretary/Treasurer

Township Auditor Replacement for Judith Lepri

Susan D'Amato \$10/Hr.

Mo. by Savitsky, seconded by Jennings to appoint all above named employees and contractors at the stated wages. All in Favor

COMMITTEE APPOINTMENTS

Emergency Management Coordinator

Chief Ken James and Sergeant Eric Judge of Waverly Township Police EMA Coordinator

Recreation Board

Jim Davis

Jose Delosrios

Tim McCoy

Zoning Hearing Board

(3yr term) Don Webster

(2yr term) Gretchen Jennings

(1yr term) Frank Berardelli

Planning Commission

(4yr term) Tom Wicks

(4yr term) Mike Williamson

(3yr term) Marilyn Druck

(3yr term) Kevin Siebecker

(2yr term) Peter Smith

(2yr term) Mike Johnson

(1yr term) Ed Osman

ADA Commission

Randy Campbell

Bill Booth

Patrice Sinkevich

Shade Tree Commission

Mike Johnson, Randy Campbell and Bill Booth

SAPA Representative and Alternate

Ed Osman Primary and Tom Wicks Alternate.

Abington Council of Governments Representative

David Jennings Primary and Mike Savitsky Alternate.

Act 32 Tax Collection Committee Representative

Randy Campbell Primary and Mike SavitskyAlternate.

Mo. By Savitsky, seconded by Jennings to approve all above named committee appointments. All in Favor.

Establishment of Meeting Dates

The Board of Supervisors will meet the third Monday of each month at 7:30pm, except where legal holidays fall on that day, the meeting will be moved to the following Tuesday. The budget formulation will take place at the November meeting with adoption at the December meeting.

The Board will meet to organize per Second Class Code on the first Monday following the New Year. The Board of Auditors will meet to organize the following day. Actual meeting dates for 2016 are: Jan 19(Tues), Feb 16 (Tues), Mar 21, Apr 18, May 16, June 20, Jul 18, Aug 15, Sept 19, Oct 17, Nov 21, Dec 19, and Jan 3 (Tues), 2017 6PM re-organization meeting.

Mo. by Savitsky, seconded by Jennings. All in Favor.

Establishment of Bank Depositories

PLGIT (Pennsylvania Local Government Investment Trust)

PennStar (Property Tax Deposits)

Community Bank N/A (Formerly First Liberty)

Peoples Security Bank (Formerly Peoples Neighborhood Bank)

First National Bank (Formerly Community Bank and Trust Co.)

PA Infrastructure Bank

Mo. by Savitsky, seconded by Jennings. All in Favor.

Establishment of benefits for Road Crew

Medical insurance, dental, eyeglass reimbursement \$100 per receipt

Sick days: 40 hrs/yr

Vacation: 80 hrs after one year of employment; 40hrs additional after 5 years

Personal days: 32 hrs per yr; 8hrs additional per 5 yrs of employment

Pension Plan: with Nationwide through PSATS to be funded by the Township and reimbursed by the State.

Mo. by Savitsky, seconded by Jennings. All in Favor.

Establishment of Employee Holidays

New Year's Day Jan 1 (Mon Jan 2 2017)

President's Day Feb 15

Good Friday Mar 25

Memorial Day May 30

Independence Day July 4

Labor Day Sept 5

Election Day Nov 8

Thanksgiving Nov 24

Christmas Dec 25 (Mon Dec 26th)

Mo. by Savitsky, seconded by Jennings. All in Favor

Establishment of Newspaper of Record, Millage, and Mileage Reimbursement

Abington Journal and/or Scranton Times.Tribune

Millage Rate of 6 mils

Mileage reimbursement at current Federal Guideline for Business.

Mo. by Savitsky, Seconded by Jennings to approve above Newspaper, Millage Rate and Mileage Reimbursement Rate. All in Favor.

Public Input:

Mo. by Savitsky, 2nd by Jennings to adjourn the meeting at 6:15 pm. All in Favor.

Respectfully Submitted,

Joanne Benson
Secretary/Treasurer