

**MINUTES
REORGANIZATION MEETING**

**SOUTH MIDDLETON TOWNSHIP BOARD OF SUPERVISORS
520 PARK DRIVE
BOILING SPRINGS, PA. 17007**

JANUARY 6, 2020

PRESENT: BRYAN GEMBUSIA, RICK REIGHARD, DUFF MANWEILER, RON HAMILTON, SHELLY CAPOZZI - SUPERVISORS; Cory Adams – Manager, Jarrett Sweeney – Assistant Manager, Tim Duerr – Community Development Director, Sandy Quickel – Recording Secretary, Bryan Salzmann – Solicitor, Doug & Helen Gale, Raymond Montoro, Michael Berk, Tim Berndt.

Chairman Gembusia called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE:

Chairman Gembusia led the audience in the pledge of allegiance.

MOMENT OF SILENCE:

A moment of silence was observed.

OPENING ANNOUNCEMENTS:

Chairman announced that the meeting is recorded & to turn off cell phones. An Executive Session was held from 5:00 to 6:00 pm to discuss personnel and real estate.

TEMPORARY CHAIRMAN:

Bryan made a motion to nominate Sandy Quickel as Temporary Chairman. Ron seconded, and the vote in favor was unanimous. Sandy asked for a nomination for Chairman for 2020.

CHAIRMAN, BOARD OF SUPERVISORS:

Rick made a motion to nominate Bryan Gembusia as Chairman for 2020. Shelly seconded, & the vote in favor was unanimous.

VICE CHAIRMAN:

Bryan made a motion to nominate Rick as Vice Chairman for 2020. Duff seconded, & the vote in favor was unanimous.

The following appointments were made:

MANAGER – CORY ADAMS

SECRETARY – SANDY QUICKEL

ASSISTANT SECRETARY – CORY ADAMS

TREASURER – JARRETT SWEENEY with \$2 million bond

ASSISTANT TREASURER – CORY ADAMS with \$2 million bond

DIRECTOR OF PLANNING/ZONING OFFICER – TIM DUERR

ROADMASTER – RUSS YINGER

SOLICITOR AND SOLICITOR RATE – SALZMANN HUGHES - \$150.00/hr

OPEN RECORDS OFFICER - SANDY QUICKEL
ASST. OPEN RECORDS OFFICER – NATALIE FRYE
ENGINEER - BRIAN O’NEILL & CONSULTANTS AS NEEDED
BUILDING CODE OFFICIAL (BCO) – WILLIAM COULSON
ALTERNATE BCO - BRIAN O’NEILL
VACANCY BOARD CHAIRMAN – TONY GONZALEZ
PRIMARY S.E.O.-VINCE ELBEL
ALTERNATE S.E.O. - JIM MAUN – 1ST ALT, BRIAN O’NEILL – 2ND ALT
EARNED INCOME TAX & LST TAX COLLECTOR – CUMBERLAND CTY TAX BUREAU
DEPOSITORY FOR TOWNSHIP FUNDS – ORRSTOWN BANK, CETERA, MEMBERS FIRST CREDIT UNION
PLANNING COMMISSION MEMBER – TROY TRUAX - term to expire 12/31/23)
PLANNING COMMISSION MEMBER – TONY GONZALEZ – term to expire 12/31/24
PLANNING COMMISSION SOLICITOR/RATE - SALZMANN HUGHES - \$150.00/hr
ZONING HEARING BOARD MEMBER – STEVE WILKINS - Term to expire 12/31/24)
Resolution #2020-01
ZONING HEARING BOARD SOLICITOR – (VACANT) \$130.00/hr
UNIFORM CONSTRUCTION CODE APPEALS BOARD MEMBER APPOINTMENT-
None
UNIFORM CONSTRUCTION CODE APPEALS BOARD SOLICITOR -
MICHAEL SCHERER \$115.00/HR
EMERGENCY MGT. COORDINATOR & EMS ADMINISTRATOR – RON HAMILTON
with a \$6,000 year stipend and use of Township vehicle & gas.
DEPUTY EMERGENCY MGT COORDINATOR – JUSTIN SHAULIS
EMERGENCY SERVICES CO-ADMINSTRATORS – RON HAMILTON & BILL COULSON
EMERGENCY SERVICES COMMITTEE – RON HAMILTON, TIM YINGST, BRIAN HAMILTON, & BILL COULSON
AGRICULTURAL SECURITY AREA CHAIRMAN – GENE HEYMAN
PARKS & RECREATION BOARD MEMBER – TAMMY EADS – term expires 12/31/24
PARKS & RECREATION BOARD MEMBER – MIKE BERK – term expires 12/31/21
PARKS & RECREATION SMT BOS REPRESENTATIVE – DUFF MANWEILER
- term to expire 12/31/20
PARKS & RECREATION SMSD REPRESENTATIVE – JOHN GREENBAUM – term to expire 12/31/21
S.M.T.M.A BOARD APPOINTMENT – DUFF MANWEILER - term to expire 12/31/24
AUDITOR – SMITH ELLIOTT KEARNS (Resolution #2020-02)
VOTING DELEGATE TO STATE ANNUAL CONVENTION – CORY ADAMS
DELEGATE TO CapCOG – CORY ADAMS, ALTERNATE – JARRETT SWEENEY

Shelly made a motion to appoint the above listed appointments. Rick seconded, & the vote in favor was unanimous.

Rick made a motion to approve Resolutions #2020-01 (ZHB appointment – Steve Wilkens) and #2020-02 (Auditor appointment). Duff seconded, and the vote in favor was unanimous.

ADJOURNMENT:

Shelly made a motion to adjourn the Reorganization meeting. Ron seconded, and the vote in favor was unanimous.

PUBLIC INPUT:

Doug Gale, Derbyshire Drive, asked for an update on the Connector Road Project. Mr. Gale reported that there is digging at the site. Rick asked if there should be concern over moving dirt. Tim replied that the applicant has their NPDES permit, and that they are allowed to do grading. Mr. Salzmann stated that the developer asked for an extension to post financial security. However, they do not have a Highway Occupancy Permit. It was suggested that Township staff contact the developer for an update.

MINUTES: 12/19/19

Ron made a motion to approve the minutes. Duff seconded, & the vote in favor was unanimous.

SOLICITOR REPORT:

No report was given.

ENGINEER REPORT:

No report was given.

COMMUNITY DEVELOPMENT/ZONING REPORT:

The new job description for the Community Development Coordinator position has been drafted. Duff made a motion to approve the job description. Shelly seconded, and the vote in favor was unanimous.

The zoning and building fee schedule has been updated. Shelly made a motion to approve Resolution #2020-03 adopting the new fee schedule. Rick seconded, and the vote in favor was unanimous.

MANAGER'S REPORT:

An updated job description has been developed for the Receptionist position. Ron made a motion to approve the Receptionist job description. Duff seconded, and the vote in favor was unanimous.

Rick made a motion to accept Shelly Capozzi's resignation from the Zoning Hearing Board with regret and joy that she is now a Township Supervisor. Ron seconded, and the vote in favor was unanimous.

Duff made a motion to authorize Ron Hamilton to be the additional signature on Township checks. Shelly seconded, and the vote in favor was unanimous.

The Zoning Hearing Board will be replacing their Solicitor. Proposals will be sent out for
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applicants to apply.

The Fish & Boat Commission will hold its public outreach session on February 5, 2020, at the Township building. The meeting will provide an update on the dam project and to receive feedback from the public.

BILLS FOR PAYMENT:

Shelly made a motion to pay the bills, as submitted. Rick seconded, & the vote in favor was unanimous.

SUPERVISORS DISCUSSION:

Rick wished everyone a Happy New Year.

Shelly thanked everyone for welcoming her to the Board.

Duff welcomed Shelly to the Board.

2020 LIAISON APPOINTMENTS:

- SMSD – Shelly
- Emergency Services – Ron
- Carlisle Regional Representatives – Cory
- Planning Commission – Rick
- Finance/Personnel – Rick & Duff
- Road Dept. – Ron & Rick
- Recreation – Duff
- Capital Region COG – Cory
- PSATS Convention Delegate – Cory
- Act 32 Delegate – Bryan

Currently Inactive:

- Citizen’s Advisory Committee – TBD
- Farmland Preservation – Duff
- Boiling Springs Liveable Community Delegate – Rick

SMTMA – Bryan and Duff are Board members

Rick made a motion to approve the liaison appointments, as listed. Ron seconded, & the vote in favor was unanimous.

ADJOURNMENT:

Duff made a motion to adjourn the meeting at 6:21 pm. Ron seconded, & the vote in favor was unanimous.

WITNESS:

Sandra A. Quickel, Township Secretary

**SOUTH MIDDLETON TOWNSHIP
BOARD OF SUPERVISORS:**

Bryan A. Gembusia, Chairman

Walter G. Reighard, Vice Chairman

Shelly L. Capozzi, Member

Ronald P. Hamilton, Member

R. Duff Manweiler, Member