

GIBSON TOWNSHIP

2022 Reorganization Minutes

Monday January 3, 2022

Present: Dave Ellenberger (Supervisor), Jeff Snell (Supervisor), Scott Yandric (Supervisor), Heather Williams (Secretary/Treasurer)

Absent: None

Visitors: Kim Yandric, Michele Snell, Lori March, Greg March, Ernie Forrest, Chris Bishop, Linda Burrows, Joe Lowe, Jeff Oyler, Monica Ellenberger

Appoint a temporary Chairperson to run the reorganization meeting.

Dave Ellenberger nominates Jeff Snell as temporary Chairperson to run the reorganization meeting. Motion seconded by Scott Yandric. No discussion. All in favor, aye, passed, motion carried.

Appoint a temporary Secretary.

Scott Yandric nominates Heather Williams as temporary Secretary. Motion seconded by Jeff Snell. All in favor, aye, passed, motion carried.

Accept nominations for Chairperson of the 2022 Board of Supervisors for Gibson Township.

Dave Ellenberger nominates Jeff Snell as Chairperson. Motion seconded by Jeff Snell. No discussion. All in favor, aye, passed, motion carried.

Elected **Chairperson: Jeff Snell**

Accept nominations for Secretary/Treasurer.

Scott Yandric nominates Heather Williams as Secretary/Treasurer.

Jeff Snell nominates Brandie Sherry as Secretary/Treasurer. Motion is seconded by Dave Ellenberger.

Discussion:

Does she even want it back? (JS) Yes

Laundry list of reasons why not to be ignored? (JS) Nothing has ever been proven. (SY) There was an investigation started (Trooper Wallace) but no follow through from township.

Heather Williams will need to be bonded tomorrow.

Jeff Snell rescinds his motion for Brandie Sherry as Secretary/Treasurer, makes motion for **Heather Williams** as **Secretary/Treasurer**, motion is seconded by Scott Yandric. All in favor, aye, passed, motion carried.

Appoint Vice-Chairperson.

Jeff Snell nominates Dave Ellenberger as Vice-Chairperson. Motion seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Elected **Vice-Chairperson: Dave Ellenberger**

Appoint **Employees**.

Currently:

Ernest Forrest (full time) – sadly leaving us in 2 weeks

Derrick Gribble (full time)

George Schillinger (part time)

Full time employees are at \$21/hr

Part time employees are at \$16/hr

Motion made by Scott Yandric to appoint our current employees and seconded by Dave Ellenberger.

Discussion: When were these rates set? \$16.30/hr (FT) beginning of the year. (SY) Rates for township workers were changed in July 2021 to reflect PSATS standards. Auditors only need to approve for Working Supervisors, not township employees.

Call for Vote: All in favor, aye, passed, motion carried.

Accept nominations for Township Legal Counsel.

Currently: Paul J. Malizia requiring no retainer.

Jeff Snell nominates Jeanne Miglicio for Township Legal Counsel due to potential conflict of interest if something criminal should arise, our current solicitor would need to recuse themselves due to conflict of interest. Paul Malizia is the current Cameron County District Attorney. Jeanne Miglicio charges \$500 retainer (~\$60/hr).

Jeff Snell makes motion for **Jeanne Miglicio** for **Township Solicitor**, seconded by Dave Ellenberger.

Discussion: Why her? (JS) Because that's my motion. She does a good job with Portage and I believe she will do a good job here.

Call for Vote: All in favor, aye, passed, motion carried.

Appoint **Troxell & Associates** as **CPA** to do the yearly audit.

Dave Ellenberger makes motion to accept Troxell & Associates as CPA to do the yearly audit, seconded by Jeff Snell. No discussion. All in favor, aye, passed, motion carried.

Appoint **Henry Burrows** as **Chairman of Vacancy Board**.

Currently: Henry Burrows

Motion made by Scott Yandric to appoint Henry Burrows as Charmain of Vacancy Board, seconded by Jeff Snell. No discussion. All in favor, aye, passed, motion carried.

Appoint **Brandie Sherry** as the **Emergency Management Coordinator**.

Currently: Brandie Sherry

Motion made by Scott Yandric to appoint Brandie Sherry as Emergency Management Coordinator, seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Establish amount of **Treasurer's bond**.

Currently: \$500K

This should be increased due to the fact that it is for maximum amount of all the accounts throughout the year and there is a possibility that we go higher than that.

Motion made by Scott Yandric to increase bond to **\$700K**, seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Establish regular **monthly meetings: 3rd Monday of the month at 7:00 p.m.** at the Township Building. 2022 meeting dates are January 17th, February 21st, March 21st, April 18th, May 16th, June 20th, July 18th, August 15th, September 19th, October 17th, November 21st, December 19th, and the 2023 Reorganization meeting will be January 2, 2023. *If a meeting day/time need to be changed, we will notify the public.*

Motion made by Scott Yandric and seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Appoint **C&N Bank** as **Township Depository**.

Motion made by Scott Yandric and seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Appoint **Russ Braun** as **Sewage Enforcement Officer**.

Motion made by Jeff Snell and seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Appoint a new Roadmaster.

Motion made by Jeff Snell to appoint **Dave Ellenberger** as **Roadmaster**, seconded by Scott Yandric.
Discussion: [INSERT ROADMASTER JOB DESCRIPTION]
All in favor, aye, passed, motion carried.

Appoint **Scott Yandric** to the **Cameron County Tax Collection Committee**.

Motion made by Dave Ellenberger and seconded by Jeff Snell. No discussion. All in favor, aye, passed, motion carried.

Appoint someone to the Solid Waste Bureau.

We have **tabled** the appointment to the **Solid Waste Bureau**.

Motion made by Dave Ellenberger and seconded by Jeff Snell. No discussion. All in favor, aye, passed, motion carried.

Appoint Open Records Officer.

Scott Yandric makes motion to appoint **Heather Williams** as **Open Records Officer**, seconded by Dave Ellenberger. No discussion. All in favor, aye, passed, motion carried.

Establish **mileage rate** for Supervisors and workers using own vehicle for Township business.

Currently: \$0.56

Dave Ellenberger makes motion to increase to **\$0.585**, seconded by Scott Yandric. No discussion. All in favor, aye, passed, motion carried.

Establish hourly rates for Township equipment.

Currently:

Roller: \$65/hr

Grader: \$75/hr

Backhoe: \$65/hr

Skid Steer: \$65/hr

Large Dump with Plow: \$75/hr

Small Dump with Plow: \$55/hr

Tractor with Mower: \$55/hr

Tractor with Blower: \$55/hr

These are competitive rates to use while working with other municipalities.

Motion made by Dave Ellenberger to keep rates, seconded by Scott Yandric. No discussion. All in favor, aye, passed, motion carried.

Appoint a Voting Delegate.

This Supervisor will be our Voting Delegate during the annual PSATS conference in Hershey held April 24-27. Conference registration begins January 11 and fills quickly.

Motion made by Jeff Snell to appoint **Scott Yandric** as **Voting Delegate**, seconded by Scott Yandric. No discussion. All in favor, aye, passed, motion carried.

If any Supervisor or Secretary would like to attend the annual PSATS conference in Hershey, they may do so with room, cost of conference and mileage paid by the township.

Due to work schedules, Dave Ellenberger and Jeff Snell will not be able to attend. Heather Williams thinks she can make it.

Motion made by Jeff Snell, seconded by Scott Yandric. No discussion. All in favor, aye, passed, motion carried.

Old Business:

Liquid Fuel Audit – Still not done. Currently working to find \$876 transferred on 4/9/20 for Cooper Tires bought in 2019.

Discussion: In regards to these findings, do we just return the money from General Funds? Yes, in addition to any fines/fees assessed by PennDOT.

Mclsaac Vacation Time – Still a work in progress. Received letter from his attorney regarding status of this claim.

Summary: Former Secretary doles out ALL paid time off (PTO) at the start of the year, rather than it being time accrued. Employee handbook states this is accrued time. If suit brought against us will be for 109hrs of PTO and attorney fees.

Discussion: Last January meeting says Full Time employees will get 2 weeks of PTO. Yes, but as stated in Employee Handbook this is accrued and not simply given at start of year.

Will be handing off all information to Jeanne Miglicio, our Township Solicitor.

Public Comment:

Praise for Ernie's hard work.

Thank you, Ernie! You will be missed.

Establish hourly rate for Working Supervisor.

Dave Ellenberger will be a Working Supervisor. We currently do not have any rate set for Working Supervisor. Working Supervisor is not a FT or PT position, needs its own set rate. Defined as: any elected Supervisor who also performs a township job. A Working Supervisor in Gibson Township has historically been a township employee working in a FT capacity. As Dave Ellenberger has been appointed as Roadmaster, he will be serving in a PT capacity as Working Supervisor.

Discussion: Should rates be the same as for township employees? Ellenberger believes should be paid \$21/hr, expecting ~10hrs/wk. Is there a cap on how many hours can be worked? No, he

can work as many hours as he can. Due to work schedule estimates 1-2days/wk. Will this have impact on our budget? Could. Budgeted for 2 FT employees. If Roadmaster puts in FT hours, in addition to the 2 FT employees – this would have an impact on budget. Board of Supervisors suggest rates for Working Supervisor. Auditors will then approve at their meeting.

Motion made by Scott Yandric to set Working Supervisor rates at \$16/hr. Did not get seconded.

Motion made by Jeff Snell to set Working Supervisor rates at \$21/hr, seconded by Dave Ellenberger. All in favor, aye, passed, motion carried.

Motion to close the meeting.

Motion made by Scott Yandric, seconded by Jeff Snell. All in favor, aye, passed, motion carried.

Seal

Secretary

Supervisor

Supervisor

Supervisor