

DISTRICT TOWNSHIP SUPERVISORS
REORGANIZATION MEETING AGENDA

JANUARY 3, 2023

CALL TO ORDER BY TEMPORARY CHAIRMAN
PLEDGE OF ALLEGIANCE TO THE FLAG
ROLL CALL
PUBLIC PARTICIPATION

The Reorganization Meeting of the District Township Board of Supervisors was called to order at ____ PM by _____, who was appointed **TEMPORARY CHAIRMAN** at the December Board of Supervisors Business Meeting. Present were Supervisors Ed Overberger, Leonard Robb and Ron Leibowitz, as well as Secretary Elaine Schwien. Also present were approximately ____ citizens.

1. A motion was made by _____, seconded by _____, to appoint _____ **CHAIRMAN** for the year 2023. All in favor.
2. A motion was made by _____, seconded by _____, to appoint _____ **VICE-CHAIRMAN** for the year 2023. All in favor.
3. A motion was made by _____, seconded by _____, to appoint Elaine Schwien **SECRETARY** for the year 2023 at a rate of compensation of \$ _____/hr. All in favor.
4. A motion was made by _____, seconded by _____, to appoint Kim Schroeder **ASSISTANT SECRETARY** for the year 2023 at a rate of compensation of \$ _____/hr. All in favor.
5. A motion was made by _____, seconded by _____, to appoint Karen Krall **TREASURER** for the year 2023 at a rate of compensation of \$ _____/hr. All in favor.
6. A motion was made by _____, seconded by _____, to appoint Ed Overberger **ROADMASTER** for the year 2023 at a rate of \$ _____/hr. All in favor.
7. A motion was made by _____, seconded by _____, to appoint Robert Ralston III **ASSISTANT ROADMASTER** for the year 2023 at a rate of \$ _____/hr. All in favor.
8. A motion was made by _____, seconded by _____, to appoint Joanne Ralston, John Musselman, Ron Leibowitz, Ken Schroeder, Tim Adam and Leonard Robb **ROAD CREW EMPLOYEES** for the year 2023, each at the rate of \$ _____/hr. All in favor.
9. A motion was made by _____, seconded by _____, to appoint _____ as **Part-Time Employee, as needed**, for the year 2023, at the rate of \$ _____/hr. All in favor.
10. A motion was made by _____, seconded by _____, to appoint Eugene Orlando, Jr. as **TOWNSHIP SOLICITOR** for the year 2023 at a rate of \$205.00/hr., in minimum

increments of two-tenths of an hour and paralegal rate shall be billed at \$165.00/hr., where applicable. All in favor.

11. A motion was made by _____, seconded by _____, to adopt Resolution 2023-1, appointing the Solicitor for the Township and establishing the solicitor fees for the calendar year 2023. All in favor.
12. A motion was made by _____, seconded by _____, to ratify and confirm appointment of Jill Nagy of Summers Nagy Law Offices Inc. as **ZONING HEARING BOARD SOLICITOR** for the year 2023 at a rate of \$155.00/hr. and paralegal services of \$75.00/hr. All in favor.
13. A motion was made by _____, seconded by _____, to appoint for the year 2023 Elaine Schwien **Open Records Officer** at the hourly Secretary wage set forth above and Kim Schroeder **Assistant Open Records Officer** at the hourly Assistant Secretary wage set forth above. All in favor.
14. A motion was made by _____, seconded by _____, to ratify and confirm Resolution 2021-12 (passed 8/19/21), re-appointing for the year 2023 Rosemary Lamaestra as **Tax Collection Committee (TCC) primary delegate** and Nicole DelGuericco as **TCC alternate delegate** to the TCC Executive Committee, representing District Township. All in favor.
15. A motion was made by _____, seconded by _____, to allow the Roadmaster and Assistant Roadmaster to spend up to \$2,000.00 per month for **EMERGENCY REPAIRS AND PURCHASES**. All in favor.
16. A motion was made by _____, seconded by _____, that all Township employees while on Township business and using their own vehicles are to be **REIMBURSED** by the Township at the current Federal rate. All in favor.
17. A motion was made by _____, seconded by _____, to appoint LTL Consultants, Ltd. **Zoning Officer** of District Township for an indeterminate period of time, per the rate schedule as submitted for 2023. All in favor.
18. A motion was made by _____, seconded by _____, to appoint LTL Consultants, Ltd. **Township Engineer** of District Township for an indeterminate period of time, per the rate schedule as submitted for 2023. All in favor.
19. A motion was made by _____, seconded by _____, to appoint Bradley A. Pflum, [certification #02972]; Paul E. Labe III, [certification #03861]; Matthew P. Hoffert, [certification #03540]; Charyn Ayoub, [certification #03576]; and Erik Conklin, [certification #04135] as **FIRST PRIMARY SEWAGE OFFICERS** and to appoint W. David Wallace, [certification #03573] as **ALTERNATE SEWAGE ENFORCEMENT OFFICER** of District Township for an indeterminate period of time, per the rate schedule as submitted for 2023. All in favor.

20. A motion was made by _____, seconded by _____, to adopt [Resolution 2023-2](#), setting the 2023 comprehensive fee schedule for an indeterminate period of time. All in favor.
21. A motion was made by _____, seconded by _____, to adopt [Resolution 2023-3](#), appointing the Township engineer for the Township and establishing the engineer fees for the calendar year 2023. All in favor.
22. A motion was made by _____, seconded by _____, to adopt [Resolution 2023-4](#), designating Barbara Akins Certified Public Accountant to audit the accounts of District Township for year 2022. The compensation for conducting the year-end 2022 audit shall not exceed \$4,695.00, unless approved by subsequent vote of a majority of the Supervisors. All in favor.
23. A motion was made by _____, seconded by _____, to set the penalty on DELINQUENT REAL ESTATE AND PER CAPITA TAXES at a rate of 10% for 2023. All in favor.
24. A motion was made by _____, seconded by _____, to appoint _____ CHAIRMAN OF THE VACANCY BOARD for the year 2023. All in favor.
25. A motion was made by _____, seconded by _____, to pay the TAX COLLECTOR 3.25% commission on tax collection. All in favor.
26. A motion was made by _____, seconded by _____, to appoint Leonard Robb, as CHAIRMAN OF THE BUILDING COMMITTEE. All in favor.
27. A motion was made by _____, seconded by _____, to appoint Ed Overberger, as ASSISTANT CHAIRMAN OF THE BUILDING COMMITTEE. All in favor.
28. A motion was made by _____, seconded by _____, to appoint _____, as VOTING DELEGATE to the State Association of Township Supervisors. All in favor.
29. A motion was made by _____, seconded by _____, to set the BOARD OF SUPERVISORS REGULAR MONTHLY MEETING, for the third Thursday of every month at 7:00 p.m., at the Municipal Building, 202 Weil Road. All in favor.
30. A motion was made by _____, seconded by _____, to set the PLANNING COMMISSION MONTHLY MEETING, for the first Thursday of every month at 7:00 p.m., at the Municipal Building. All in favor.
31. A motion was made by _____, seconded by _____, to appoint Michael Anderson to the Zoning Hearing Board for a 3-year term. All in favor.
32. A motion was made by _____, seconded by _____, to appoint Joshua Prince to the Zoning Hearing Board as Alternate for a 3-year term. All in favor.

33. A motion was made by _____, seconded by _____, to approve Zoning Hearing Board pay at **\$30 per meeting attended**, if so desired, per member. All in favor.
34. A motion was made by _____, seconded by _____, to adopt [Resolution 2023-5](#), appointing Zoning Hearing Board members and establishing compensation for services for the calendar year 2023. All in favor.
35. A motion was made by _____, seconded by _____, to appoint Ron Leibowitz to the **Planning Commission** for a 4-year term. All in favor.
36. A motion was made by _____, seconded by _____, to appoint _____ to the **Planning Commission** for a 4-year term. All in favor.
37. A motion was made by _____, seconded by _____, to appoint Richard Weinstein to the **Environmental Advisory Committee** for a 3-year term. All in favor.
38. A motion was made by _____, seconded by _____, to appoint Scott Fiegel to the **Environmental Advisory Committee** for a 3-year term. All in favor.
39. A motion was made by _____, seconded by _____, to appoint Michael Chovanes to the **Agricultural Security Area Committee** for a 4-year term. All in favor.
40. A motion was made by _____, seconded by _____, to appoint _____ to the **Agricultural Security Area Committee** for a 4-year term. All in favor.
41. A motion was made by _____, seconded by _____, to appoint _____ to the **Agricultural Security Area Committee** for a 4-year term. All in favor.
42. A motion was made by _____, seconded by _____, to appoint _____ to the **Recreation Committee** for a 3-year term. All in favor.
43. A motion was made by _____, seconded by _____, to set the **ENVIRONMENTAL ADVISORY COMMITTEE MONTHLY MEETING** for the first Monday of every month at 6:30 p.m., unless it is a holiday, then it will be held the following Monday. All in favor.
44. A motion was made by _____, seconded by _____, to allow the Environmental Advisory Committee to spend \$500.00 annually for supplies. All in favor.
45. A motion was made by _____, seconded by _____, to set the **RECREATION COMMITTEE QUARTERLY MEETING** for the third Thursday of March, June, September and December at 6:30 p.m., at the Municipal Building. All in favor.
46. A motion was made by _____, seconded by _____, to approve the annual advertisement of the aforementioned regularly scheduled monthly and quarterly meetings. All in favor.

47. A motion was made by _____, seconded by _____, to approve Planning Commission pay at \$25 per meeting attended, if so desired, per member. All in favor.
48. A motion was made by _____, seconded by _____, to appoint Truist Bank DEPOSITORY of Township funds. All in favor.
49. A motion was made by _____, seconded by _____, to appoint PLGIT DEPOSITORY of Township funds. All in favor.
50. A motion was made by _____, seconded by _____, to appoint Tompkins Community Bank DEPOSITORY of Township funds. All in favor.
51. A motion was made by _____, seconded by _____, to set the TREASURER'S BOND at \$ _____ for the year 2023. All in favor.
52. A motion was made by _____, seconded by _____, to appoint Jeff Reitnauer as Fire Marshall for District Township for the year 2023. All in favor.
53. A motion was made by _____, seconded by _____, to appoint Tim Adam as Emergency Management Coordinator for District Township for the year 2023. All in favor.

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD
PUBLIC PARTICIPATION
ADJOURNMENT