

**DISTRICT TOWNSHIP SUPERVISORS  
REORGANIZATION MEETING**

**JANUARY 3, 2023**

The Reorganization Meeting of the District Township Board of Supervisors was called to order at 7 p.m. by Leonard Robb, 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 and Assistant Secretary Kim Schroeder. Assistant Roadmaster Bob Ralston and Road Crew member Ken Schroeder also attended. No other citizens were in attendance.

1. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Ed Overberger **CHAIRMAN** for the year 2023. All in favor.
2. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Leonard Robb **VICE-CHAIRMAN** for the year 2023. All in favor.
3. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Elaine Schwien **SECRETARY** for the year 2023 at a rate of compensation of \$23.39/hr. All in favor.
4. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Kim Schroeder **ASSISTANT SECRETARY** for the year 2023 at a rate of compensation of \$19.08/hr. All in favor.
5. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Karen Krall **TREASURER** for the year 2023 at a rate of compensation of \$25.98/hr. All in favor.
6. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Ed Overberger **ROADMASTER** for the year 2023 at a rate of \$24.57/hr. All in favor.
7. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Robert Ralston III **ASSISTANT ROADMASTER** for the year 2023 at a rate of \$24.57/hr. All in favor.
8. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 \$21.98/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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, to ratify and confirm the 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 Mr. Robb, seconded by Mr. Leibowitz, to appoint for the year 2023 Elaine Schvien **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 Mr. Robb, seconded by Mr. Leibowitz, 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 DelGuerico as **TCC alternate delegate** to the **TCC Executive Committee**, representing District Township. All in favor.
15. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Overberger, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, to pay the **TAX COLLECTOR** 3.25% commission on tax collection. All in favor.
26. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Leonard Robb as **CHAIRMAN OF THE BUILDING COMMITTEE**. All in favor.
27. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Ed Overberger as **ASSISTANT CHAIRMAN OF THE BUILDING COMMITTEE**. All in favor.
28. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Ed Overberger as **VOTING DELEGATE** to the State Association of Township Supervisors. All in favor.
29. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, to appoint Michael Anderson to the **Zoning Hearing Board** for a 3-year term. All in favor.
32. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Overberger, 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 Mr. Robb, seconded by Mr. Leibowitz, to appoint Richard Weinstein to the **Environmental Advisory Committee** for a 3-year term. All in favor.
38. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to appoint Scott Fiegel to the **Environmental Advisory Committee** for a 3-year term. All in favor.
39. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, to allow the Environmental Advisory Committee to spend \$500.00 annually for supplies. All in favor.
45. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, 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 Mr. Robb, seconded by Mr. Leibowitz, to approve the annual advertisement of the aforementioned regularly scheduled monthly and quarterly meetings. All in favor.
47. A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to approve Planning Commission pay at **\$25 per meeting attended**, if so desired, per member. All in favor.
48. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Truist Bank **DEPOSITORY** of Township funds. All in favor.
49. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint PLGIT **DEPOSITORY** of Township funds. All in favor.
50. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Tompkins Community Bank **DEPOSITORY** of Township funds. All in favor.
51. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to set the **TREASURER'S BOND** at \$1,700,000 for the year 2023. All in favor.

52. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Jeff Reitnauer as **Fire Marshall** for District Township for the year 2023. All in favor.
53. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to appoint Tim Adam as **Emergency Management Coordinator** for District Township for the year 2023. All in favor.

#### **OTHER BUSINESS**

The Board discussed upgrading the older generator that provides service to the Municipal Building. The discussion included possibly updating the system to accommodate the whole building. The Secretary will look into some initial pricing with Automated Home Generators.

The Board also discussed establishing a PPE (safety equipment) policy for the Road Crew. It would include such items as safety shoes, reflective safety vests, work gloves, etc. The Assistant Secretary will begin putting a document together for further discussion/review by the Board.

#### **PUBLIC PARTICIPATION**

None.

#### **ADJOURNMENT**

With no further business to come before the Board, there was a motion made by Mr. Overberger, seconded by Mr. Leibowitz, to adjourn the meeting at 7:47 p.m. All in favor.

Respectfully submitted,

Elaine Schwien  
District Township Secretary