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Middle Paxton Township

**BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING MINUTES
January 7, 2013**

The January 7, 2013 annual reorganization meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:04 p.m. by the Board's appointed temporary chairman Jim Fisher in the Township meeting room. Also present were Andrew Megonnell, Supervisor; Mitchell Rissinger, Supervisor; Richard Pepper, Supervisor; Mary Jane Davis, Supervisor; and Julie Seeds, Township Manager.

Chairman of the Board Election

Following the Pledge of Allegiance, temporary chairman Fisher called for nominations for Chairman of the Board. Motion made by Supervisor Pepper to nominate and elect Supervisor Megonnell as Chairman was seconded by Supervisor Davis. *Motion passed unanimously.*

Vice Chairman of the Board Election

Chairman Megonnell called for nominations for Vice Chairman of the Board. Motion made by Supervisor Rissinger to nominate and elect Supervisor Fisher as Vice Chairman was seconded by Supervisor Davis. *Motion passed unanimously.*

Secretary and Assistant Secretary Appointments

Chairman Megonnell requested a motion to appoint the Secretary and Assistant Secretary of the Board. Motion made by Supervisor Davis to appoint Supervisor Fisher as Secretary and Manager Julie Seeds as Assistant Secretary was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Treasurer and Assistant Treasurer Appointments

Chairman Megonnell requested a motion to appoint the Treasurer and Assistant Treasurer of the Board. Motion made by Supervisor Pepper to appoint Supervisor Rissinger as Treasurer and Manager Julie Seeds as Assistant Treasurer was seconded by Supervisor Davis. *Motion passed unanimously.*

PSATS Annual Convention Voting Delegate and Alternate Delegate Appointments

Motion made by Supervisor Rissinger to appoint Supervisor Davis as Voting Delegate and Supervisor Fisher as Alternate Voting Delegate to the Pennsylvania State Association of Township Supervisors (PSATS) annual convention was seconded by Supervisor Peffer. *Motion passed unanimously.*

Establish Board Meeting Schedule for 2013

Motion made by Supervisor Rissinger to establish the first Monday of each month as the Board of Supervisors meeting dates with the exception of September 2 when the Board of Supervisors meeting will be held on Tuesday, September 3 and the third Tuesday of each month as the Workshop meeting dates for 2013 was seconded by Supervisor Fisher. *Motion passed unanimously.*

Resolution 2013-1 Appointments for 2013

Chairman Megonnell requested a motion to adopt Resolution 2013-1 designating the appointments and, where indicated, corresponding fee schedules for 2013. Motion made by Supervisor Rissinger to adopt Resolution 2013-1 was seconded by Supervisor Davis. *Motion passed unanimously.*

Resolution 2013-2 Fee Schedule for 2013

Chairman Megonnell requested a motion to adopt Resolution 2013-2 establishing the schedule of fees, charges and expenses for Planning and Zoning related administration; Building and Zoning Permits; Highway Occupancy and Road Permits; Parks and Recreation Reservations; Sewage Enforcement Tests, Permits, Inspections and Planning Module Reviews; and all other fees and charges for 2013. Motion made by Supervisor Rissinger to adopt Resolution 2013-2 was seconded by Supervisor Fisher. *Motion passed unanimously.*

Public Comments

Public comments were requested from those in attendance. There were no public comments presented to the Board of Supervisors.

Approval of Minutes

Chairman Megonnell requested a motion to approve the minutes from the December 3, 2012 Board of Supervisors meeting. Motion made by Supervisor Fisher to approve the minutes was seconded by Supervisor Davis. *Motion passed with Supervisor Rissinger abstaining due to his being absent from that meeting.*

Chairman Megonnell requested a motion to approve the minutes from the December 18, 2012 Workshop Meeting. Motion made by Supervisor Davis to approve the minutes was seconded by Supervisor Fisher. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

Julie Seeds, Assistant Secretary/Treasurer, presented the Treasurer's Report and reported that Mid Penn Bank CD# 1420 matured on January 6, 2013.

Motion made by Supervisor Rissinger to transfer Mid Penn Bank CD# 1420 in the amount of \$25,767.49 to a Mid Penn Bank Money Market account to be designated as the Parks and Recreation Board Fund was seconded by Supervisor Davis. *Motion passed unanimously.*

Motion made by Supervisor Davis to approve the Treasurer's Report and Monthly Financial Statement to be filed for audit was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Old Business

No items were presented.

New Business

No items were presented.

Reports

Solicitor – Steven Stine, Esquire – No report was presented.

Engineer – Ed Fisher – See attached report.

Road Master – Robert Hofer - See attached report.

The Board of Supervisors approved the Roadmaster's request for him and Jeff Warfel to attend the PSATS Roadside Vegetation Control workshop in Carlisle on January 22 barring winter weather requiring road maintenance operations on that date.

Zoning and Codes Enforcement Officer – Alicia Riegel-Kanth – See attached report.

Emergency Management Coordinator – Robert Rusbatch – No report was presented.

Manager's Report– Julie Seeds – See attached report.

Ms. Seeds presented a quote from A&S Electric in the amount of \$950 for wiring and installation of the electrical receptacles required for the video projectors being installed in the meeting room. Motion made by Supervisor Rissinger to accept the A&S Electric quote was seconded by Supervisor Davis. *Motion passed unanimously.*

Review/Approval of Bills

General Bills – Motion made by Supervisor Rissinger to pay the December 2012 General bills was seconded by Supervisor Fisher. *Motion passed unanimously.*

New Building Bills – Motion made by Supervisor Fisher to pay the December 2012 New Building bills was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Information Items/Letters Received

Ms. Seeds reported that Special Counsel Matt Chabal together with Structural Engineer Ron Carr, a principal with D'Huy Engineering, Inc. retained to investigate and provide recommendations for remediation of the municipal building façade water intrusion problem requested to meet with the Board of Supervisors in Executive Session to discuss matters pending litigation. The Board of Supervisors requested Ms. Seeds to schedule an Executive Session for 6 PM preceding the February 4, 2013 meeting of the Board of Supervisors.

Board Member Comments

Supervisor Fisher reported that he, Supervisor Davis, Ms. Seeds, Robert Rusbach, and Robert Hofer attended a PSATS Emergency Management webinar held at the municipal building on December 21, 2012.

Supervisor Davis reported that the second annual holiday party held at the municipal building on December 21, 2012 was a success and truly appreciated by all those in attendance.

Adjournment

There being no further business, the meeting was adjourned at 7:30 PM upon a motion by Supervisor Fisher, seconded by Supervisor Rissinger. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Secretary