

MINUTES of MEETING
Durham Township Board of Supervisors
Tuesday, January 03, 2017
Township Building Meeting Room

2017 REORGANIZATION MEETING

Present: **Supervisors:** Bartley E. Millett
Richard M. Johnson
Kathleen A. Gentner

Secretary: Joseph M. Kulick

Not Present:

Solicitor: *Not in Attendance*

Zoning Officer: *Not in Attendance*

Road Master: *Not in Attendance*

Meeting called to order by Township Supervisor Bartley E. Millett at 7:34 PM. Most in attendance stood and recited the Pledge of Allegiance to the American Flag.

Township Supervisor Richard Johnson **nominated** Supervisor Richard Johnson as **Temporary Chairman**, Supervisor Millett **seconded** the motion, all agreed and Supervisor Johnson accepted the position.

Supervisor Millett **nominated** Supervisor Kathy Gentner as **Temporary Secretary**; Temporary Chairman Johnson seconded the motion and all agreed. Supervisor Kathy Gentner accepted the position.

The Temporary Chairman asked for nominations for the position of **Chairman of the Board of Supervisors**. The Temporary Chairman **nominated** Bartley E. Millett for the position of Chairman; Supervisor Millett **seconded** the motion. A vote of the Board was taken and all Members agreed. Supervisor Bartley E. Millett accepted the position of Chairman, Durham Township Board of Supervisors.

The Chairman asked for nominations for the position of **Vice Chairman**. Supervisor Richard Johnson **nominated** Supervisor Richard M. Johnson for the position of Vice Chairman; Chairman Bartley E. Millett **seconded** the motion. A vote of the Board was taken and all Members agreed. Supervisor Richard Johnson elected as Vice Chairman, Durham Township Board of Supervisors.

Supervisor Kathy Gentner was acknowledged as **Member**, Board of Supervisors.

The Vice Chairman **nominated** Richard Johnson for the position of **Treasurer**. The Chairman **seconded** the motion. A vote of the Board was taken and all Members agreed. Richard Johnson appointed as **Treasurer**, Durham Township.

2017 Township Manager/Secretary/Bookkeeper: Rate: \$31.92 per hour at 08 hours per day 40 hours per week with Benefits per Resolution 2016-01.

Chairman Bartley Millett **nominated** Joseph M. Kulick to continue as the **Township Manager / Secretary / Bookkeeper** at the above rates and benefits; the Vice Chairman **seconded** the motion and all agreed. Joe Kulick accepted the positions.

Selection of Depositories: Penn Community Bank was selected for the deposit of Township funds on a **motion** by the Vice Chairman, **seconded** by the Chairman. All were in Favor. **Motion passed.**

The amount of the **Treasurers Bond** was maintained at **\$300,000** to cover Treasurer Richard Johnson. A **motion** was made by the Vice Chairman to approve the above amount; the Chairman **seconded** the motion and it was agreed to by all. **Motion passed.**

The amount of the **Secretary Bond** was maintained at **\$50,000** to cover Secretary Joseph Kulick. A **motion** was made by the Vice Chairman to accept the above, **seconded** by the Chairman. All were in favor. **Motion passed.**

The Board selected Peter Nelson, Esquire of Grim, Biehn & Thatcher, P.C. to continue as the **Township Solicitor**. Mr. Nelson's legal fee will be at the hourly rate of **\$140.00 per hour** for attending township meetings and doing general township business when requested by a majority of the board. Also, for subdivision, land development and litigation work relating both to the township and developers will be **\$180.00 per hour**. A **motion** was made by the Vice Chairman to accept the above, **seconded** by the Chairman. All were in favor. **Motion passed.**

The Vice Chairman made a **motion** to maintain Mease Engineering as the **Township Engineer** at the rate of **\$95.00** per hour. It was **seconded** by the Chairman and agreed to by all. **Motion passed.**

Since Auditor Claudia Macik submitted her written resignation effective 12-31-2016, her **Auditor Position** was filled by Diane Corsello, a township resident, who requested to be appointed to the open position until the next municipal election term ending 12-31-2017.

A **motion** was made by the Vice Chairman to accept the above, **seconded** by the Chairman. All were in favor. **Motion passed.**

2017 Road Master Rate: \$22.95 per hour at 07 hours per day 35+ hours per week.
Benefits per Resolution 2016-01

The Vice Chairman made a **motion** to reappoint Andy Volak, Sr. as the **Township Road Master** for 2017, the Chairman **seconded** the motion. All were in favor. **Motion passed.**

The Vice Chairman then made a separate **motion** to approve the 3% rate increase to \$22.95 per hour for the Road Master position and the Chairman **seconded** the motion. A vote was taken and Member Kathy Gentner voted no to the increase as the present rate is already excessive for the size of the township. **Motion passed** on a 2-1 vote.

The Board reviewed the **2017 General Labor Rates:**

Landscaping, Road Repair, General Maintenance, Clean-up, Etc.

General Laborer: \$10.00 per hour.
Skilled Laborer: \$13.10 per hour. (3% increase)
Benefits per Resolution 2016-01

Snow Removal / Salting Rates for 2017:

CDL Drivers & CDL Riders Operating the 2002 GMC: **\$20.00** per hour.
Regular Drivers / Riders all other vehicles: **\$17.50** per hour (Including loaders)
Benefits per Resolution 2016-01

Recycling /Clean-up Day Rate: will be **\$16.00** per hour except Road Master will be paid at their normal rate.

A **motion** was made by the Vice Chairman to accept the above labor rates, **seconded** by the Chairman. All were in favor. **Motion passed.**

Edward Child was reappointed **Township Zoning Officer** at a rate of **\$21.22** per hour on a **motion** by the Vice Chairman, **seconded** by the Chairman and agreed to by all. **Motion passed.**

The Board set the **Outside Contractor sub-rate for Equipment & Operator** not to exceed **\$85.00** per hour. A **motion** was made by the Vice Chairman to accept the above, **seconded** by the Chairman. All were in favor. **Motion passed.**

The Board approved **\$.575** per mile (*IRS Rate*) for **Use of Personal Vehicle for Approved Township Business** on a **motion** by the Vice Chairman and **seconded** by the Chairman. All were in Favor. **Motion passed.**

The Supervisors requested the Township Auditors to approve the following **Rates for the Supervisors** performing Township duties:

General Operations (Road Inspection, Attend Court Hearings, Etc.): **\$15.00 per hour** on a **motion** by the Vice Chairman **seconded** by the Chairman and agreed to by all. **Motion passed.**

Appointment of Supervisors as General Laborers for the Township: on a **motion** by the Vice Chairman, **seconded** by the Chairman and agreed to by all. **Motion passed.**

The Board approved a rate of **\$90.00** per meeting/hearing, per Supervisor, not to exceed \$1875.00 per Supervisor, per year, to attend **Township Meetings**. On a **motion** by the Vice Chairman, **seconded** by the Chairman and agreed to by all. **Motion passed.**

Planning Commission Appointments:

The Vice Chairman made a **motion** to appoint Cindy Skoriak to the **Planning Commission** for a four (4) year term as Alternate to expire 12-31-2020. The Chairman **seconded** the motion. A vote was taken and all agreed. **Motion passed.**

The Vice Chairman made a **motion** to appoint Jim Beerer to the **Planning Commission** for a four (4) year term to expire 12-31-2020 to replace Cindy Skoriak's expiring term. The Chairman **seconded** the motion. A vote was taken and all agreed. **Motion passed.**

The Chairman expressed his interest to appoint Anthony Mills to the expiring term of Lois Oleksa on the Planning Commission. He thanked Ms. Oleksa for her dedicated years of service on the Planning Commission but felt that her talents would be better utilized on her Environmental Advisory Council (EAC) membership. This would also allow the opportunity for other aspiring residents to serve on the Planning Commission. With that, Member Kathy Gentner made a **motion** to re-appoint Lois Oleksa to the **Planning Commission** for a four (4) year term expiring 12-31-2020. There was **no second**. **Motion died.**

The Vice Chairman then made a **motion** to appoint Anthony Mills to the **Planning Commission** for a four (4) year term to expire 12-31-2020 to fill Lois Oleksa's expiring term. The Chairman **seconded** the motion. A vote was taken and Member Kathy Gentner voted no. Motion passed on a 2-1 vote. Member Kathy Gentner expressed her immense distain at the decision not to reappoint Lois Oleksa to the Planning Commission.

Environmental Advisory Council Appointments:

Reappoint Stephen Willey to a 3 Year Term Expiring 12-31-2019

Reappoint Drew Williams to a 3 Year Term Expiring 12-31-2019

Appoint Carl Martin to a 3 year Term Expiring 12-31-2019 replacing Bartley Millett's expiring term.

The Vice Chairman made a **motion** to approve the above appointments and terms, **seconded** by the Chairman and agreed to by all. **Motion passed.**

The board reappointed Kathleen Connelly as **Chairperson for the Environmental Advisory Council for 2017** on a **motion** by the Vice Chairman and **seconded** by the Chairman. All agreed and the **motion passed.**

Code Inspections of Horsham, PA was reappointed as the **Township Building Inspection** firm on a **motion** by the Vice Chairman, **seconded** by the Chairman and agreed to by all. **Motion passed.**

Park & Recreation Board: (Temporarily Inactive)

The **Township Zoning Hearing Board** (ZHB) rate was maintained at **\$75.00** per appeal, per member and to reappoint Wayne Krager to a three (3) year term ending 12-31-2019 on a **motion** made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.** Alternate position remains open.

Ken Klein was reappointed **Vacancy Board Chairman** for a one (1) year term on a **motion** made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

The Board decided to maintain the same schedule for **2017 Business Meetings** of the Durham Township **Board of Supervisors**. They will meet on the second Tuesday of every month unless changed by the supervisors and properly advertised.

The Durham Township **Planning Commission** will meet on the first Tuesday of every month on an as-needed basis at 7:30 PM in the Township Meeting Room, unless properly advertised otherwise.

The Durham Township **EAC** will meet on the third Tuesday of every month, on an as-needed basis, at 7:30 PM in the Township Meeting Room.

Township Manager/Secretary Joe Kulick advised the Board that all meetings have been properly advertised per Public Notice legal requirements in the Intelligencer.

The Vice Chairman made a **motion** approving the above schedule, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

Member Kathy Gentner will attend the PA State Association of Township Officials (PSATS) annual convention in April 2017; the Board designated her as the voting delegate for the township. **Motion** to approve made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

The personnel attending the annual Bucks County Association of Township Officials (BCATO) Annual Convention on Saturday, February 28, 2017 will be determined at a later date. All associated costs to be paid by the individual attending unless approved in advance by a majority of the board.

The Durham Township **Fee Schedule for 2017**: The fees in effect at present will continue until amended otherwise.

The Durham Township **Real Estate Tax Millage** was maintained at **6.00 mills** total for tax year 2017, on a **motion** made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

Establish the **Durham Township Tax Collector Pay Scale** effective January 01, 2018: After a brief discussion it was decided to increase the tax collector's salary from the present \$1,400 per year to **\$4,000 per year** which is more in line with comparable local municipalities. A **motion** was made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

A motion was made by the Vice Chairman to agree to the reappointment of Stephen Salva as the **Deputy Tax Collector**, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

A **motion** to retain the **1% Earned Income Tax** (.5% to School District / .5% to Township) to be collected by Keystone Collections Group, Inc. at a fee of 1.39% of amount collected was made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

A **motion** to retain the Bucks County Recorder of Deeds to collect the **1% Real Estate Transfer Tax** (.5% to School District / .5% to Township) at a commission of 2% of taxes collected was made by the Vice Chairman, **seconded** by the Chairman, and agreed to by all. **Motion passed.**

The board unanimously agreed that all of the above pay, fee's and tax rates are **effective on January 1, 2017** unless otherwise noted.

There were no further comments or questions...

Public Comment: The Chairman opened the floor for any public comment. There was none.

The Chairman then made a **Motion** to close the 2017 Reorganization Meeting, **seconded** by the Vice Chairman, and agreed to by all. **Motion passed.**

The meeting was adjourned at 8:40 PM.

Minutes submitted by: Joseph M. Kulick, Township Manager/Secretary