MINUTES of MEETING
Durham Township Board of Supervisors
Tuesday, January 07, 2019
Township Building Meeting Room

2019 REORGANIZATION MEETING

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

Secretary: Dani McClanahan
Road Master: Pete Cox

Not Present:
Solicitor: *Not in Attendance*
Zoning Officer: *Not in Attendance*

Meeting called to order by Township Supervisor Bartley E. Millett at 7:35PM.
Pledge of Allegiance to the American Flag.

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

Supervisor Johnson **nominated** Dani McClanahan as **Temporary Secretary**; Supervisor Millett seconded the motion, and all agreed. Dani McClanahan accepted the position.

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

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

Supervisor Richard Johnson was acknowledged as **Member**, Board of Supervisors.

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

Resolution 2019-01, Employee Benefits: Motion by Vice Chairman Gentner to adopt Resolution 2019-01. Supervisor Johnson seconded the motion. A vote of the Board was taken, and all members agreed. **Resolution 2019-01 adopted.**

2019 Township Administrator/Secretary: Rate: **$25.97** per hour at 08 hours per day 40 hours per week with Benefits per Resolution 2019-01.

Vice Chairman Gentner **nominated** Dani McClanahan to continue as the **Township Administrator / Secretary** at the above rates and benefits; Supervisor Johnson **seconded** the motion. A vote of the Board was taken, and all members agreed. **Dani McClanahan appointed Township Administrator/Secretary.**

Selection of Depositories: Penn Community Bank was selected for the deposit of Township funds on a **motion** by Supervisor Johnson. Vice Chairman Gentner seconded the motion. A vote of the Board was taken, and all members agreed. **Motion passed.**

The amount of the **Treasurers Bond** was maintained at **$300,000** to cover Treasurer Richard Johnson. A **motion** was made by the Supervisor Johnson to approve the above amount; Vice Chairman Gentner **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 Dani McClanahan. A **motion** was made by the Supervisor Johnson to accept the above, **seconded** by the Vice Chairman Gentner. All were in favor. **Motion passed.**

The amount of the **Bookkeepers Bond** was maintained at **$50,000**. A **motion** was made by Supervisor Johnson to accept the above, **seconded** by Vice Chairman Gentner. All were in favor. **Motion passed.**

The Board selected the Firm of Grim, Biehn & Thatcher, to continue as the **Township Solicitor**. Legal fee will be at the hourly rate of **$150.00 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 **$190.00 per hour**. A **motion** was made by the Supervisor Johnson to accept the above, **seconded** by Vice Chairman Kathy Gentner. All were in favor. **Motion passed.**

Supervisor Johnson made a **motion** to maintain Mease Engineering as the **Township Engineer** at the rate of **$95.00** per hour. Motion **seconded** by Vice Chairman Kathy Gentner and agreed to by all. **Motion passed.**

Vice Chairman Kathy Gentner made a **motion** to reappoint Pete Cox as the **Township Road Master** for 2019 at **$25.40** per hour, 7 hours per day / 35 + hours per week. Supervisor Johnson **seconded** the motion. All were in favor. **Motion passed.**

Asst. Road Master Labor Rate: 7 hours per day / **35** + hours per week
Hourly rate: $15.91 (When available for appointment)

The Board reviewed the **2019 General Labor Rates**: (Landscaping, Road Repair, General Maintenance, Clean-up, Etc.)

General Laborer: **$10.00** per hour.
Skilled Laborer: **$13.10** per hour.
Benefits per Resolution 2019-01

Snow Removal / Salting Rates for 2019:

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 Vice Chairman Gentner to accept the above labor rates, **seconded** by the Supervisor Johnson. All were in favor. **Motion passed.**

Edward Child was reappointed **Township Zoning Officer** at a rate of **$21.85 per** hour on a **motion** by Vice Chairman Kathy Gentner, **seconded** by Supervisor Johnson 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 Gentner to accept the above, **seconded** by Supervisor Johnson. All were in favor. **Motion passed.**

Note: The existing "Employee Benefits Schedule" – Resolution 2019-01 will continue in force & effect for all applicable township employees until modified or withdrawn.

The Board approved $.58 per mile *(IRS 2019 Rate)* for **Use of Personal Vehicle for Approved Township Business** on a **motion** by Supervisor Johnson and **seconded** by the Vice Chairman Gentner. All were in Favor. **Motion passed.**

The Supervisors request 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 Vice Chairman Gentner **seconded** by the Supervisor Johnson and agreed to by all. **Motion passed.**

Appointment of Supervisors as General Laborers for the Township to be compensated per the above 2019 Labor /Snow Removal rates: on a **motion** by Supervisor Johnson, **seconded** by the Vice Chairman Gentner and agreed to by all. **Motion passed.**

The Board approved a rate of **$90.00** per meeting, per Supervisor. Rate not to exceed $1875.00 per year per supervisor as determined by Second Class Township Code Sec 606. On a **motion** by Supervisor Johnson, **seconded** by Vice Chairman Gentner and agreed to by all. **Motion passed**.

Planning Commission Appointments: [4-year term, three (3) openings]
Vice Chairman Gentner made a **motion** to appoint the following residents to the **Planning Commission:**

Heath Millett, 4-year term expires 12-31-2022
Brian Grzelkowski, 4-year term expires 12-31-2022
Todd Weyman, 4-year term expires 12-31-2022

The minimum number of planning commission members present to establish a quorum shall be: **Four (4).** On a motion by Vice Chairman Gentner, seconded by Supervisor Johnson and agreed to by all. Motion passed.

Environmental Advisory Council Appointments:
Vice Chairman Gentner made a motion to reappoint the following residents to the EAC:

Kathleen Connally, a 3-year term expiring 12-31-2021
Mark Foley, a 3-year term expiring 12-31-2021

Seconded by Supervisor Johnson. All agreed, and the motion passed.

Vice Chairman Gentner made a motion to table the appointment of **Chairperson for the Environmental Advisory Council for 2019** until BOS business meeting January 8, 2019. Chairman Millett **seconded** the motion. All agreed, and the **motion passed.**

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

The **Township Zoning Hearing Board** (ZHB) rate was maintained at $75.00 per appeal, per member:
Chairman Millett made a motion to reappoint Ken Hager to a three (3) year term ending 12-31-2021.
Supervisor Johnson **seconded** the motion. All agreed, motion passed.

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

The Board decided to maintain the same schedule for **2019 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 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 Administrator/Secretary Dani McClanahan advised the Board that all meetings have been properly advertised per Public Notice legal requirements in the Intelligencer.

Supervisor Johnson made a **motion** to approve the above schedule, **seconded** by the Vice Chairman Gentner and agreed to by all. **Motion passed.**

Vice Chairman Gentner will attend the PA State Association of Township Officials (PSATS) annual convention in April 2019; the Board designated her as the voting delegate for the township. **Motion** to approve made by the Supervisor Johnson, **seconded** by the Chairman Millett, and agreed to by all. **Motion passed.**

The personnel attending the annual Bucks County Association of Township Officials (BCATO) Annual Convention on Saturday, February 17, 2019 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 2019:** fees in effect at present will continue until amended otherwise.

Establish the **Durham Township Tax Collector Pay Scale** effective January 01, 2019: **$4,000 per year [$1,000 quarterly].** A **motion** was made by Supervisor Johnson, **seconded** by Vice Chairman Gentner, and agreed to by all. **Motion passed.**

A motion was made by Supervisor Johnson to reappoint Stephen Salva as the **Deputy Tax Collector, Durham Township pursuant to Act 164 of 2014. Seconded** by Vice Chairman Gentner 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 as set by the Bucks/TCC/Keystone Tax Collection Agreement ending Midnight 12-31-2019 was made by the Supervisor Johnson, **seconded** by Vice Chairman Gentner, 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 Supervisor Johnson, **seconded** by Vice Chairman Gentner, 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, 2019** unless otherwise noted.

There were no further comments or questions…

Public Comment: The Chairman opened the floor for any public comment.

The Chairman then made a **Motion** to close the 2019 Reorganization Meeting, **seconded** by Supervisor Johnson, and agreed to by all. **Motion passed.**

The meeting was adjourned at 8:30 PM.

APPROVED:

CHAIRMAN

VICE CHAIRMAN

MEMBER

Minutes submitted by: Dani McClanahan, Township Administrator/Secretary

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