MINUTES of MEETING

**Durham Township Board of Supervisors**

Tuesday, January 3rd, 2022

Township Building Meeting Room

2022 REORGANIZATION MEETING

Present: **Supervisors:** Bartley E. Millett

Richard M. Johnson

Kathleen A. Gentner Via Phone

**Secretary:** Danielle Cox

**Road Master:** Peter Cox

Meeting called to order by Township Supervisor Kathy Gentner at 7:31 PM.

Supervisor Gentner defers to Supervisor Millet to run meeting due to her not being present in the building.

Township Supervisor Richard Johnson **nominated** Supervisor Bartley Millett as **Temporary Chairman**, Supervisor Gentner **seconded** the motion, all agreed, and Supervisor Millett 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; **Supervisor** Gentner **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 Kathy Gentner for the position of Vice Chairman, Supervisor Millet **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.

Chairman Bartley Millett acknowledged that Supervisor Kathleen Gentner was re-elected as a Durham Township Supervisor at the November 2021 elections. The office has on file Supervisor Gentner’s Oath of Office and Election Certificate.

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

Supervisor Johnson **nominated** Danielle Cox as Secretary to the BOS, Vice Chairman Gentner **second.** A vote of the Board was taken, and all Members agreed.

**2022 Township Administrator/Secretary: Rate**: **$18.00** per hour at 20 hours per week

Supervisor Richard Johnson **nominated** Danielle Cox to continue as the **Township Administrator / Secretary** at the above rates. Vice Chairman Kathy Gentner **seconded** the motion, and all agreed. Danielle Cox accepted the positions.

**2022 Township Bookkeeper: Rate: $21.00** per hour at 8 hours weekly

Supervisor Richard Johnson **nominated** Kate Budlong to continue as the **Township Bookkeeper** at the above rates. Vice Chairman Kathy Gentner **seconded** the motion, and all agreed.

**Selection of Depositories**: Penn Community Bank was selected for the deposit of Township funds on a **motion** by the Supervisor Johnson, **seconded** by Vice Chairman Kathy Gentner. 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 Supervisor Johnson to approve the above amount; Vice Chairman Kathy 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 Danielle Cox A **motion** was made by the Supervisor Johnson to accept the above, **seconded** by the Vice Chairman. All were in favor. **Motion passed**.

The amount of the **Bookkeepers Bond** was maintained at **$100,000**. 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, Solicitor Peter Nelson to continue as the **Township Solicitor**. Legal fee will be at the hourly rate of **$160.00 per hour** for attending township meetings and doing general township business when requested by a majority of the board, Legal fees for litigation work relating to the township will be **$170.00 per hour**. Legal fee for Real Estate and developers will be **$200.00** **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 Scott Mease, of Mease Engineering as the **Township Engineer** at the rate of **$115.00** per hour. It was **seconded** by Vice Chairman Kathy Gentner and agreed to by all. **Motion passed**.

Supervisor Johnson made a **motion** to maintain Scott McNair, of Clemons, Richter & Reiss at the rate of **$175.00** per hour for Zoning Hearing Board It was **seconded** by Vice Chairman Kathy Gentner and agreed to by all. **Motion passed**.

Supervisor Johnson made a **motion** to reappoint Pete Cox as the **Township Road Master** for 2022 at **$27.76** per hour, 7 hours per day / 35 + hours per week. Vice Chairman **seconded** the motion. All were in favor. **Motion passed**.

**Asst. Road Master Labor Rate**: **7** hours per day / **35** + hours per week

**Hourly rate: To be determined** (When available for appointment)

The Board reviewed the **2022 General Labor Rates**: (Landscaping, Road Repair, General Maintenance, Clean-up, Etc.)

**General Laborer**: Anders Odhner **$12.36**  per hour. Part time unskilled seasonal laborer

**Skilled Laborer**: Neil Mettin (35 hrs/wk) **$15.45** per hour.

**Skilled Laborer**: Donald Crouse Part time/ as needed $**15.00** per hour

**Roadside Mowing** Rate; $**18.00** per hour

Benefits per Resolution 2202-01

**Snow Removal / Salting Rates for 2022:**

CDL Drivers & CDL Riders Operating the 2002 GMC: **$20.00** per hour.

Regular Drivers / Riders all other vehicles:**$17.50** per hour (Including loaders)

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

Edward Child was reappointed **Township Zoning Officer** at a rate of **$23.18 per** hour on a **motion** by Supervisor Johnson, **seconded** by the Vice 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 Supervisor Johnson to accept the above, **seconded** by the Vice Chairman Gentner. All were in favor. **Motion passed**.

The Board approved $.58 per mile *(IRS 2022 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 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 houron a **motion** by Supervisor Johnson **seconded** by the Vice Chairman Gentner and agreed to by all. **Motion passed**.

**Appointment of Supervisors as General Laborers** for the Township to be compensated per the above 2022 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/hearing, per Supervisor, not to exceed $1875.00 per Supervisor, per year, to attend **Township Meetings**. On a **motion** by Supervisor Johnson, **seconded** by the Vice Chairman Gentner and agreed to by all. **Motion passed**.

**Planning Commission Appointments:**

Supervisor Johnson made a **motion** to appoint Wendy Badman to the **Planning Commission** for a four (4) year term to expire 12-31-2025. Vice Chairman Gentner **seconded** the motion. A vote was taken and all agreed. **Motion passed.**

The minimum number of planning commission members present to establish a quorum shall be: **Four (4).**

**Environmental Advisory Council Appointments**:

Supervisor Johnson made a motion to reappoint David Juall to a 3 year term expiring 12-31-2024, **seconded** by the Vice Chairman. All agreed and the motion passed.

Supervisor Johnson made a motion to reappoint Arlene Anderson to a 3 Year Term Expiring 12-31-2024, seconded by the Vice Chairman. All agreed and the motion passed. Supervisor Johnson made a motion to reappoint Jeff Heehs to a 3 Year Term Expiring 12-31-2024, seconded by the Vice Chairman Gentner. All agreed and the motion passed.

The board reappointed David Juall as **Chairperson for the** **Environmental Advisory Council for 2022** on a **motion** by Supervisor Johnson, **seconded** by the Vice Chairman Gentner. All agreed and the **motion passed**.

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

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

The Board decided to maintain the same schedule for **2022 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 Administrator/Secretary Danielle Cox advised the Board that all meetings have been properly advertised per Public Notice legal requirements in the 12/17/21 edition of the Intelligencer.

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

Member Kathy Gentner will attend the PA State Association of Township Officials (PSATS) annual convention in April of 2022; the Board designated her as the voting delegate for the township. **Motion** to approve made by the Supervisor Johnson, **seconded** by the Vice Chairman Gentner, and agreed to by all. **Motion passed.**

Bucks County Association of Township Officials (BCATO) Annual Convention to be held virtually on Saturday, February 26, 2022. All associated costs to be paid by the individual attending unless approved in advance by a majority of the board. **Motion** to approve made by Supervisor Johnson, **seconded** by Vice Chairman Gentner, and agreed to by all. **Motion passed.**

A motion was made by Supervisor Johnson for the **Durham Township Real Estate Tax millage** rate for 2022 to remain at **6.00** Mills (**Resolution 2202-02) seconded** by Vice Chairman Gentner and agreed to by all. **Motion passed.**

The Durham Township **Fee Schedule for 2022:** On a motion by Supervisor Johnson, seconded by Vice Chairman Gentner and agreed to by all, the fees in effect at present will continue until amended otherwise.

**Durham Township Tax Collector Pay Scale** effective January 01, 2022: **$5,000 per year.** (Paid quarterly) A **motion** was made by Supervisor Johnson, **seconded** by Vice Chair Chairman Gentner, and agreed to by all. **Motion passed.**

A motion was made by Supervisor Johnson to appoint Anne Salva as the **Deputy Tax Collector, Durham Township pursuant to Act 164 of 2014.**  S**econded** 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 12-31-2024 was made by 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 the 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, 2022** unless otherwise noted.

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

attendee K Beerer asked about the 2021 minutes and if they will be added to the website. Inquired about communication policies between board members and Right to Know Requests.

The Chairman then made a **Motion** to close the 2018 Reorganization Meeting, **seconded** by the Vice Chairman, and agreed to by all. **Motion passed**.

Motion to close was made by Chairman Millett and 2nd by Supervisor Johnson meeting was adjourned at 8:26 PM.

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CHAIRMAN VICE CHAIRMAN MEMBER