Draft Minutes of Re Org Meeting

**Durham Township Board of Supervisors**

Tuesday, January 3rd, 2023

Township Building Meeting Room



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

Richard M. Johnson

Kathleen A. Gentner

**Secretary:** Danielle Cox

**Absent**: Roadmaster Peter Cox, Zoning Officer Ed Child

Meeting called to order by Township Supervisor Bart Millett at 7:31 PM.

Township Supervisor R. Johnson **nominated** Supervisor Bartley Millett as **Temporary Chairman**, Vice Chairman K. 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 K. Gentner **nominated** Bartley E. Millett for the position of Chairman; **Supervisor** R. Johnson **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 R Johnson **nominated** Supervisor Kathleen Gentner for the position of Vice Chairman, Supervisor Millet **seconded** the motion. A vote of the Board was taken, and all Members agreed. Supervisor Kathleen Gentner accepted the position of Vice Chairman, Durham Township Board of Supervisors.

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

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.

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

**2023 Township Administrator/Secretary: Rate**: **$18.90** 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.

**2023 Township Bookkeeper: Rate: $22.05** per hour at 8 hours weekly

Vice Chairman Gentner **nominated** Kate Budlong to continue as the **Township Bookkeeper** at the above rates. Vice supervisor Johnson **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 K 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 Vice chairman K. Gentner to approve the above amount; Chairman R. Johnson **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, or an associate 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 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 **$125.00** per hour. It was **seconded** by Vice Chairman 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 Gentner and agreed to by all. **Motion passed**.

Supervisor Johnson made a **motion** to reappoint Pete Cox as the **Township Road Master** for 2023 at **$29.15** per hour, 7 hours per day / 35 + hours per week. Vice Chairman Gentner **seconded** the motion. All were in favor. **Motion passed**.

Vice Chairman Gentner made a **motion** to appoint Neil Mettin as **Asst. Road Master** to work 7 hours per day / 35 + hours per week at a rate of 16.22. Chairman Johnson seconded the motion. All were in favor. **Motion passed.**

The Board reviewed the **2023 General Labor Rates**: (Landscaping, Road Repair, General Maintenance, Clean-up, Etc.)

**General Laborer**: Andrew Kusek **$14.96**  per hour. Skilled Laborer

**Unskilled Laborer:** As needed $**13.00**

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

Benefits per Resolution 2203-01

**Snow Removal / Salting Rates for 2023:**

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 and benefit resolution, **seconded** by the Vice Chairman. All were in favor. **Motion passed**.

Edward Child was reappointed **Township Zoning Officer** at a rate of **$24.34 per** hour on a **motion** by Supervisor Johnson, **seconded** by Vice Chairman Gentner 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 the Supervisor Johnson. All were in favor. **Motion passed**.

The Board approved $.65.5 per mile *(IRS 2023 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**. Supervisor Johnson informed the meeting that we can not pay above that rate, or it will be considered income.

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.

**Appointment of Supervisors as General Laborers** for the Township to be compensated per the above 2023 Labor /Snow Removal rates:

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 to all the above **Motion passed**.

**Planning Commission Appointments:**

Supervisor Johnson made a **motion** to appoint Charlie Orecchio to the Planning Commission for a four (4) year term to expire 12-31-2026 as we all reappoint Brian Grzelkowski for a four (4) year term expiring 12-31-2026 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 Carl Martin and Stephen Wiley for 3 year terms expiring 12-31-2025, **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 2023** on a **motion** by Supervisor Johnson, **seconded** by the Vice Chairman Gentner. All agreed and the **motion passed**.

**Zoning Hearing Board**: Supervisor Johnson made amotion to reappoint Wayne Krager for a three (3) year expiring 12-32-2025

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 **2023 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 7:00 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 12/16/2022 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.**

Vice Chairman Kathy Gentner will attend the PA State Association of Township Officials (PSATS) annual convention in April of 2023 as the voting delegate for the township. Roadmaster Peter Cox and Administrator Danielle Cox will also attend the conference. **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 in person on Saturday, February 23,2023. All associated costs to be paid by the individual attending unless approved in advance by a majority of the board.

A motion was made by Vice Chairman Gentner for the **Durham Township Real Estate Tax millage** rate for 2023 to remain at **6.00** Mills (**Resolution 2203-02) seconded** by Supervisor Johnson and agreed to by all. **Motion passed.** Vice Chairman Gentner explained to those in attendance there may be the need to raise the Fire tax mills in 2024 due to where the fire service industry was headed.

The Durham Township **Fee Schedule for 2023:** Current Township and Code inspections fees will remain in effect until amended. .

**Durham Township Tax Collector Pay Scale** **$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, fees and tax rates are **effective on January 1, 2023,** unless otherwise noted.

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

Gallows Hill Resident J. Burns asked about repetitive power outages and what can be done, the board agreed that the PUC and Met ed should be contacted and encouraged Mr. Burns to have residents come to the BOS meeting. This will be on future Agendas until the problem is addressed. Any resident with power outage concerns is urged to contact the administrator so their concerns can be documented. A petition from residents was also discussed. Chairman Millett will also discuss with representative Staats.

Coon Hollow resident M. Negri asked about Durham Spring construction, he was reassured by Chairman Millett that no applications have been received yet and the public will have ample time to review and address their concerns to the board. Mike also spoke about the constant power outages and debris left behind by the utility company.

**Motion to close** was made by Chairman Millett and seconded by Supervisor Johnson, meeting was adjourned at 9:06pm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN VICE CHAIRMAN MEMBER