Minutes of Re Org Meeting

**Durham Township Board of Supervisors**

Tuesday, January 2nd, 2024, 7:00 pm

Township Building Meeting Room

**Please join my meeting from your computer, tablet, or smartphone.**

https://meet.goto.com/364475573

**You can also dial in using your phone.**

Access Code:

364-475-573

United States:

[+1 (224) 501-3412](tel:+12245013412,,364475573)

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 7:02 PM.

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

The Temporary Chairman asked for nominations for the position of **Chairman of the Board of Supervisors**. Supervisor R. Johnson **nominated** Bartley E. Millett for the position of Chairman; **Supervisor** K. 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 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.

Chairman Millett advised the public that R. Johnson presented his Oath of Office paperwork and 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.

**2024 Township Administrator/Secretary: Rate**: **$19.46** per hour at 20 hours per week

Vice Chairman K. Gentner **nominated** Danielle Cox to continue as the **Township Administrator** at the above rates. Chairman B. Millett **seconded** the motion, and all agreed. Danielle Cox accepted the position.

**2024 Township Bookkeeper: Rate: $22.71** per hour at 8 hours weekly

Vice Chairman Gentner **nominated** Kate Budlong to continue as the **Township Bookkeeper** at the above rates. 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 R. 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; Supervisor 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 K. Genter. All were in favor. **Motion passed**.

The amount of the **Bookkeepers Bond** was maintained at **$100,000**. A brief discussion was had about lowering the amount however this will cover the maximum grant funds we may have in 2024 therefor 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 fees will be at the hourly rate of **$165.00 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 **$180.00 per hour**. Legal fee for Real Estate and developers will be **$210.00** **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 R. Johnson remarked the Solicitor is doing a great job.

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 **$185.00** per hour for Zoning Hearing Board. It was **seconded** by Vice Chairman Gentner and agreed to by all. **Motion passed**.

Ed Child was reappointed **Township Zoning Officer** at a rate of **$25.07 per** hour on a **motion** by Supervisor Johnson, **seconded** by Vice Chairman Gentner and agreed to by all. **Motion passed**.

Supervisor R. Johnson made a **motion** to maintain Code Inspections of Horsham Pa as **building inspector**, seconded by Vice Chairman Genter and agreed to by all. **Motion passed**. Supervisor Johnson asked if any complaints were received for their services. None have been received.

Supervisor Johnson made a **motion** to reappoint Pete Cox as the **Township Road Master** for 2024 at **$32.07** per hour, 7 hours per day / 35 + hours per week. Vice Chairman Gentner **seconded** the motion. All were in favor. **Motion passed**. The board is extremely happy with Peter’s performance as RM.

Supervisor Johnson made a **motion** to re-appoint Neil Mettin as **Asst. Road Master** to work 7 hours per day / 35 + hours per week at a rate of $22.00. Vice Chairman Gentner seconded the motion. All were in favor. **Motion passed.**

The Board reviewed the **2024 General Labor Rates**: (Landscaping, Road Repair, General Maintenance, Clean-up, Etc.)

**Full Time General Skilled Laborer**: 7 hours per day / 35 + hours per week up to **$ 21.50** per hour.

**Part Time Skilled Laborer:** Andrew Kusek **$16.46** per hour

**As Needed Unskilled Laborer: As needed $15.00.**

**Roadside Mowing** Rate; $**20.00** per hour

**Motion** to approve 2024 General labor rates made by R. Johnson seconded by Vice Chairman K. Genter. All in favor **motion passed**.

**Snow Removal / Salting Rates for 2024:**

CDL Drivers & CDL Riders Operating the 2002 GMC: **$25.00** per hour.

Regular Drivers / Riders all other vehicles: **$20.00** per hour (Including loaders)

**Recycling /Clean-up Day Rate**: All employees will be paid their regular hourly wage.

Chairman Millett read the Durham Township Employee Benefits Schedule Resolution 2204-01

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**.

The Board set the **Outside Contractor sub-rate for Equipment & Operator** not to exceed **$125.00** per hour. A **motion** was made by the Supervisor Johnson to accept the above, **seconded** by the Vice Chair Gentner. All were in favor. **Motion passed**.

The Board approved $.67 per mile *(IRS 2024 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 hour.

**Appointment of Supervisors as General Laborers** for the Township to be compensated per the above 2024 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**. Due to his re-election Supervisor Johnson legally can request an increase in compensation. Supervisor Johnson declined to do so.

**Planning Commission Appointments:**

Supervisor Johnson made a **motion** to re appoint **Matt Crouse** to the Planning Commission for a four (4) year term to expire 12-31-2027 Vice Chairman Gentner **seconded** the motion. A vote was taken, and all agreed. **Motion passed.**

**Environmental Advisory Council Appointments**:

Vice Chairman Gentner made a motion to reappoint **Lois Oleska** for a 3-year terms expiring 12-31-2026, **seconded** by the Supervisor Johnson. All agreed and the motion passed.

The board appointed Blake **Timochenko** as **Chairperson for the** **Environmental Advisory Council for 2024** 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 **David Oleska** for a three (3) year expiring 12-32-2026

**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 **2024 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 7:00 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 12/17/2023 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 2024 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 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 24,2024. All associated costs are to be paid by the individual attending unless approved in advance by a majority of the board. Chairman Millett asked when registration will be open, admin will check.

**PRFR Advisory Board:** Supervisor Johnson made a motion to appoint **Vice Chairman Gentner** as the PRFR representative for Durham township for a term of two years. Chairman Millett seconded. All were in favor and Vice Chairman Genter accepted the position.

**A motion** was made by Supervisor Johnson for the **Durham Township Real Estate Tax millage** rate for 2024 to be **8.00** Mills (**Resolution 2203-07) seconded** by Vice Chairman Gentner and agreed to by all. **Motion passed.**.

The Durham Township **Fee Schedule for 2024:** 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.**

Bucks County Recorder of Deeds will collect the **1% Real Estate Transfer Tax** (.5% to School District / .5% to Township) at a commission of 2% of taxes collected.

The board unanimously agreed that all the above pay, fees and tax rates are **effective on January 1, 2024,** unless otherwise noted.

**Public Comment**: The Chairman opened the floor for any public comment. None

**Motion to close** was made by Chairman Millett and seconded by Supervisor Johnson, meeting was adjourned at 7:54pm

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CHAIRMAN VICE CHAIRMAN MEMBER