**Minutes of Re Org Meeting**

**Durham Township Board of Supervisors**

Monday, January 6th, 2025, 7:00 pm

Township Building Meeting Room

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

Access Code:

517-081-677

United States:

+1 (224) 501-3412

\***6 to unmute to make a public comment when appropriate**

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

Richard M. Johnson

Kathleen A. Gentner

**Secretary:** Danielle Cox, Pete Cox Roadmaster

**Absent**: Zoning Officer Ed Child

Meeting called to order by Township Supervisor Bart Millett at 7:03 PM.

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

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

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

Supervisor R. Johnson **nominated** Danielle Cox to continue as the **Township Administrator** at the rate of **$20.04** per hour at 20 hours per week Vice Chairman B. Millett **seconded** the motion, and all agreed. Danielle Cox accepted the position.

**2025 Township Bookkeeper: Rate: $23.39** per hour at 8 hours weekly

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

**Selection of Depositories**: Penn Community Bank was selected for the deposit of Township funds on a **motion** by Supervisor R. Johnson, **seconded** by Vice Chairman B. Millett. 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 Supervisor Johnson to approve the above amount; Vice Chairman Millett **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 Vice Chairman Millett. 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 Millett ,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 Millett. All were in favor. **Motion passed**.

Supervisor Johnson made a **motion** to maintain Scott Mease and Tyler Freed, of Mease Engineering as the **Township Engineer** at the rate of **$125.00** per hour. It was **seconded** by Vice Chairman Millett 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 Millett and agreed to by all. **Motion passed**.

Ed Child was reappointed **Township Zoning Officer** at a rate of **$25.82 per** hour on a **motion** by Supervisor Johnson, **seconded** by Vice Chairman Millett 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 Millett and agreed to by all. **Motion passed**.

Supervisor Johnson made a **motion** to reappoint Pete Cox as the **Township Road Master** for 2025. Vice Chairman Millett **seconded** the motion. All were in favor. **Motion passed**.

Supervisor Johnson made a **motion** to re-appoint Neil Mettin as **Asst. Road Master**. Vice Chairman Millett seconded the motion. All were in favor. **Motion passed.**

The Board reviewed the **2025 General Labor Rates**: (Landscaping, Road Repair, General Maintenance, Clean-up, Etc.)

**Road Master Labor Rate: Peter Cox 7 hrs. per day/35+ hrs. per week Hourly Rate: $33.03 per hour**

**Assistant Road Master Labor Rate: Neil Mettin 7 hrs. per day/35+ hrs. per week Hourly Rate: $22.66 per hour**

**General Skilled Labor Rate: (Anthony Aravich )7 hrs. per day/35+ hrs. per week Hourly Rate: $22.14 per hour**

**General Labor: Andrew Kusek (Part-time) Rate: $16.95 per hour**

**As needed unskilled labor: Rate: $15.00 per hour**

**Motion** to approve 2025 General labor rates made by R. Johnson seconded by Vice Chairman Millett. All in favor **motion passed**.

Chairman Genter believes we should be looking at increasing the skilled and unskilled rate in 2026.

**Snow Removal / Salting Rates for 2025:**

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.

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

Chairman Gentner read the Durham Township Employee Benefits Schedule Resolution 2025-01

A **motion** was made by Supervisor Johnson to accept the benefit resolution, **seconded** by the Vice Chairman Millett. All were in favor. **Motion passed**.

The Board set the **Outside Contractor sub-rate for Equipment & Operator** not to exceed **$150.00** per hour. A **motion** was made by Supervisor Johnson to accept the above, **seconded** by the Vice Chair Millett. All were in favor. **Motion passed**.

The Board approved $.70 per mile *(IRS 2025 Rate)* for **Use of Personal Vehicle for Approved Township Business** on a **motion** by Supervisor Johnson and **seconded** by the Vice Chairman Millett. 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 2025 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 Millett and agreed to by all to all the above Motion **passed**.

**Planning Commission Appointments:**

Supervisor Johnson made a **motion** to re appoint **Anthony Mills** to the Planning Commission for a four (4) year term to expire 12-31-2028 Vice Chairman Millett **seconded** the motion. A vote was taken, and all agreed. **Motion passed.**

Supervisor Johnson made a **motion** to re appoint **Jim Beerer** to the Planning Commission for a four (4) year term to expire 12-31-2028 Vice Chairman Millett **seconded** the motion. A vote was taken, and all agreed. **Motion passed**

Supervisor Johnson made a **motion** to re appoint **Cindy Skoriak ( ALT)** to the Planning Commission for a four (4) year term to expire 12-31-2028 Vice Chairman Millett **seconded** the motion. A vote was taken, and all agreed. **Motion passed**

Supervisor Johnson made a **motion** to appoint **Heath Millett** to the Planning Commission for a (1) year term to expire 12-31-2025 Chairman Gentner **seconded** the motion. A vote was taken, **Motion passed 2-0-1 with Vice Chairman Millett abstaining.**

**Environmental Advisory Council Appointments**:

Supervisor Johnson a **motion** to reappoint **Arlene Anderson** for a 3-year terms expiring 12-31-2027, **seconded** by Vice Chairman Millett. All agreed and the motion passed.

Supervisor Johnson a **motion** to reappoint **Blake Timochenko** for a 3-year terms expiring 12-31-2027, **seconded** by Vice Chairman Millett. All agreed and the motion passed.

Supervisor Johnson a **motion** to appoint **Jasen Kerr** for a 3-year terms expiring 12-31-2027, **seconded** by Vice Chairman Millett. All agreed and the motion passed

The board appointed Blake **Timochenko** as **Chairperson for the** **Environmental Advisory Council for 2025** on a **motion** by Supervisor Johnson, **seconded** by the Vice Chairman Millett. All agreed and the **motion passed**.

**Zoning Hearing Board**: Supervisor Johnson made a **motion** to appoint **Jim Pavlica** for a three (3) year expiring 12-32-2027 **seconded** by Vice Chairman Millett . All agreed and the motion passed

A **motion** was made by Supervisor Johnson to appoint **David Juall** as Alternate #1 for a 3-year term expiring December 31,2027 **seconded** by Vice Chairman Millett. All agreed and the motion passed

A **motion** was made by Supervisor Johnson to appoint **Tom Connelly** as alternate #2 for a 3-year term expiring December 31,2027, **seconded** by Vice Chairman Millett. All agreed and the motion passed

A **motion** was made by Chairman Genter to appoint **Garrett Lattanzi** as alternate #2 for a 3-year term expiring December 31,2027, **seconded** by Vice Supervisor Johnson. All agreed and the motion passed

T. Connelly was present and gave a brief statement about himself and thanked the board for the appointment. Chairman Gentner gave a brief description of the ZHB duties and responsibilities.

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 Millett, and agreed to by all. **Motion passed.**

**Park & Recreation Board:** (Temporarily Inactive

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 Millett, and agreed to by all. **Motion passed.**

The Board decided to maintain the same schedule for **2025 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 12/15/2024 edition of the Intelligencer.

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

**Chairman Kathy Gentner** will attend the PA State Association of Township Officials (**PSATS**) annual convention in May of 2025 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 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 22,2025. All associated costs are to be paid by the individual attending unless approved in advance by a majority of the board.

**PRFR Advisory Board:** No (0) opening (K.G’s current 2-year term expires 12/31/26)

The Durham Township **Fee Schedule for 2025:** Current Township and Code inspections fees will remain in effect until amended. Vice Chairman Millett asked the administrator to look over the fee schedule to see if it needs revision.

**A motion** was made by Supervisor Johnson for the **Durham Township Real Estate Tax millage** rate for 2025 to be **8.00** Mills (**Resolution 2024-04) seconded** by Vice Chairman Millett and agreed to by all. **Motion passed.**

**Durham Township Tax Collector Pay Scale** $**5,000 per year.** (Paid quarterly) A **motion** was made by Supervisor Johnson, **seconded** by Vice Chair Chairman Millett, and agreed to by all. **Motion passed.** There will be a resolution presented at the January BOS meeting to increase this rate for the 2026-2029 term**.**

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 Millett 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 1.34% of amount collected as set by the Bucks/TCC/Keystone Tax Collection Agreement ending Midnight 12-31-2029 was made by Supervisor Johnson, **seconded** by Vice Chairman Millett, 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, 2025,** unless otherwise noted.

**Public Comment**: The Chairman opened the floor for any public comment. T. Connelly thanked the board

**Motion to close** was made by Supervisor Johnson and seconded by Chairman Millett, meeting was adjourned at 7:55pm

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CHAIRMAN VICE CHAIRMAN MEMBER