

## ORGANIZATION AGENDA

January 4, 2021

Call the meeting to order

Open with the pledge to the Flag

Turn the meeting over to Mr. Orlando who will state the first order of business is to appoint the Chairman and Secretary of the Organization Meeting. After the Chairman and recording secretary are appointed, the next order of business is to conduct the organization meeting.

1. Elect Chairman of the Board of Supervisors; presently John Membrino
2. Elect Vice-Chair of the Board of Supervisors; presently Keith Masemore
3. **Appoint Secretary/Assistant Treasurer** and set salary. Currently Louisa Masemore budgeted as full time at \$17.23 per hour plus pension, life insurance, disability, hospitalization, vision and dental, 10 holidays, 5 vacation days, 1 personal day, 3 sick days.
4. **Appoint assistant treasurer. Salary to be determined by the Board of Auditors. Presently Keith Masemore**
5. Appoint Treasurer/ Assistant Secretary and set salary and benefits. (Currently Norann Warmkessel) budgeted @ \$55,352. per year plus, life insurance, disability, and pension plan for employee, and dental for employee and spouse, 10 holidays, 15 vacation days, 1 personal day, and 5 sick days.
6. Appoint Road Superintendent and set wages and designate benefits. Currently Christopher D. Day budgeted @ \$28.28 /hour, plus pension, life insurance, and disability for employee and hospitalization, vision and dental for employee and family, 10 holidays, 22 vacation days, 1 personal day, 5 sick days, and employer clothing allowance @\$500/year.
7. Set wages for full time employee Brian Povenski and designate benefits. Budgeted @ \$21.38/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee and spouse, 10 holidays, 12 vacation days, 1 personal day, 5 sick days and employer clothing allowance @\$500/year.
8. Set wages for full time employee Austin Szilli and designate benefits. Budgeted @ \$20.27/hour plus pension, life insurance and disability for employee and hospitalization, vision and dental for employee & child. 10 holidays, 11 vacation days, 1 personal day, 5 sick days and employer clothing allowance @\$500/year.
9. Appoint Roadmaster - Presently Keith Masemore. Salary to be determined by the Board of Auditors.
10. Appoint Supervisors as part-time employees of the Township at a rate to be determined by the auditors for non-elected services not covered under the 2<sup>nd</sup> Class Township Code.
11. Appoint Jackie Watkins as Act 511 Tax Collector for 2021 at a commission rate of 5% of collections
12. Set the compensation for the tax collector for the term beginning in 2022 at a commission rate of \_\_\_\_\_. (currently 5%)

13. Adopt Resolution # 2021-01 to appoint Solicitor and specify meetings he or she shall attend. Currently Orlando Law Offices and 1st meeting of each month at \$185.00/hour and paralegal at \$150.00 per hour.
14. Adopt Resolution # 2021-02 to appoint Engineer and specify meetings he or she shall attend. Currently Technicon Enterprises, II and 1st meeting of each month @ \$70.00 to \$98.25/hour.
15. Appoint Zoning/Enforcement Officer and set salary. Currently Technicon Enterprises, II @\$53.50/hr.
16. Appoint Building Inspector and set salary. Currently Technicon Enterprises, II @ \$58.00/hour.
17. Appoint Assistant Zoning/Enforcement Officer and set salary; currently Norann Warmkessel @\$37.50/hr
18. Appoint Sewage Enforcement Officers. Technicon Enterprises, II - Michael Reinert, Jennifer Van Dyke and Quinn Haller @ \$58.50/hour
19. Appoint Chairman of the Vacancy Board. Currently Michael Lynch.
20. Appoint two Auditors for a one-year term. Currently Timothy White, Harry Waterman.
21. Appoint to a Zoning Hearing Board member to a three (3) year terms on the Zoning Hearing Board currently Richard Rachor
22. Appoint a Planning Commission member to a four-year term on the Planning Commission. Currently Albert Ciccarone
23. Appoint Robert Bolen to the UCC Joint Board of Appeals
24. Appoint Agricultural Security Area Committee. Currently Karla Dexter, Keith Masemore, Glenn Hoffman, Steven Cunningham and Warner Tuttle.
25. Appoint a member to the Environmental Advisory Council for a three-year term. Currently vacant
26. Appoint two members to the Recreation Committee for five-year terms and junior member to a one-year term. Currently Kathy Berry and. Jr. member position also open
27. Appoint Open Records Officer & Assistant Open Records Officer– Presently Open Records Officer - currently Louisa as Open Records Officer and Norann as assistant
28. Appoint Emergency Management Coordinator and Assistant Emergency Management Coordinator. Currently Andrew Johnson and Assistant is Ray Strickland.
29. Appoint voting delegate to the State Convention and alternate voting delegate.
30. Set bond for treasurer and assistant treasurer. Presently \$600,000 for each
29. Set forth banks into which Township funds shall be deposited. Currently ESSA Bank & Ambler Savings Bank.

30. Establish meeting dates, location, and time for 2021 meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 PM at the Hereford Township Municipal Building.
31. Set general travel expense. Currently the IRS allowable rate as amended from time to time.
32. Appoint Commercial Driver License Contact Person. Currently John Membrino.
33. Set compensation for attendance of County Conventions. Motion to use the Commonwealth of PA Second Class Township Code Section 1401.(c) which is \$50 for each day's attendance, plus registration fee, mileage for use of a personal vehicle plus all other actual expenses that the Board of Supervisors agree in advance to pay.
34. Give Roadmaster power to spend up to \_\_\_\_\_ for emergencies between meetings. Currently \$5,000.00.
35. Motion to adopt Resolution #2021-03 appointing a CPA to audit the records of Hereford Township for fiscal year 2020, at a cost not to exceed the sum of \$4,710.
36. Public Comment
37. Adjourn