

January 2, 2024

ANNUAL ORGANIZATION MEETING

The Annual Organization Meeting of the Hempfield Township Board of Supervisors was held on Monday evening, January 2, 2024, at 7:00 P.M. in the Township Building.

Supervisors Gary E. Hittle, David A. Geisel and Todd P. Hittle were present. Richard Stanley of 7 Fox Creek Drive was also in attendance.

Gary E. Hittle, as Chairman of the Board of Supervisors for 2023, called the meeting to order.

Supervisor Geisel said that he would appoint Gary E. Hittle as temporary Chairman. Supervisor Hittle seconded the motion. Motion carried.

Temporary Chairman Hittle opened the meeting for Public Comment. There was none.

Temporary Chairman Hittle said the first order of business is to elect a Chairman of the Board of Supervisors for 2024. Supervisor Geisel said he would make a motion to elect Gary E. Hittle as Chairman of the Board of Supervisors. This motion was seconded by Supervisor Todd Hittle. Gary E. Hittle abstained. Motion carried.

Supervisor Todd Hittle said he would make a motion that David A. Geisel be elected Vice-Chairman of the Board of Supervisors for 2024. This motion was seconded by Chairman Hittle. Motion carried.

Chairman Hittle said that the Supervisors must next designate each Supervisor as a Superintendent with specified areas of responsibilities. Chairman Hittle reviewed the designations from 2023. Following this reading, Chairman Hittle asked if anyone had any questions or comments. There was no response. Supervisor Hittle made a motion to designate Supervisor Geisel with areas of responsibility including Protection to Persons & Property, Flood Control, Water and Recreation, and Library for 2024. The motion was seconded by Chairman Hittle. Motion carried. Supervisor Geisel made a motion that Todd P. Hittle be responsible for Township Buildings & Properties, General Administration, Pension Funds, Emergency Management and Animal Control for 2024. The motion was seconded by Chairman Hittle. Motion carried. Supervisor Geisel made a motion that Gary E. Hittle be the responsible for Highways and Bridges, Sanitation, and Planning and Zoning for 2024. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle next read the list of appointments to be made for 2024 and reviewed the persons or firms appointed for 2023. Supervisor Geisel made a motion that Todd P. Hittle be appointed as Township Secretary. The motion was seconded by Chairman Hittle. Motion carried.

Supervisor Geisel made a motion that Todd P. Hittle be appointed as Township Treasurer. The motion was seconded by Chairman Hittle. Motion carried.

Supervisor Geisel made a motion to appoint Roger R. Shaffer, Jr. as Township Solicitor for 2024. Supervisor Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion that the appointment for Zoning Hearing Board Solicitor be Jason Dibble. Supervisor Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion to reappoint Richard G. Stanley as Zoning Administrator for 2023. Supervisor Hittle seconded the motion. Motion carried. Supervisor Hittle made a motion to appoint John Prosek, of Prosek's Inspection as the Municipal Building Code Official.

It was seconded by Supervisor Geisel. Motion carried.

A motion was made by Supervisor Geisel to appoint Richard G. Stanley as the Municipal Property Maintenance Code Enforcement Officer for 2024. The motion was seconded by Supervisor Hittle. Motion carried. Supervisor Hittle made a motion to appoint Patrick T. Kelly of 2868 Sandy Lake-Grove City Road, Stoneboro, as Sewage Enforcement Officer for 2024. The motion was seconded by Supervisor Geisel. Motion carried. A motion was made by Supervisor Hittle to appoint Michael Simmons of 345 W. Jamestown Road, Jamestown, PA as Alternate Sewage Enforcement Officer for 2024. The motion was seconded by Supervisor Geisel, Motion carried. A motion was made by Supervisor Hittle to appoint Gannett Fleming, Professional Engineers from Mercer, PA, for storm water management plan review and Township Engineering Consultants for 2024. The motion was seconded by Supervisor Geisel. Motion carried. A motion was made by Supervisor Hittle to appoint Berkheimer Tax Administrators as Receiver of Taxes for 2024 Earned Income Taxes, Local Services Taxes and Per Capita Taxes. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to appoint the elected Tax Collector, Robert Ohr, to collect the Township Property Taxes for 2024. Supervisor Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion to appoint Gary E. Hittle as representative to the Mercer County Regional Council of Governments for 2024, and Supervisor Todd P. Hittle as alternate. Chairman Hittle seconded the motion. Motion carried. Supervisor Geisel made a motion to appoint Todd P. Hittle to serve as the Township's representative to the COG's Joint Municipal Cable TV Regulatory Advisory Board. The motion was seconded by Chairman Hittle. Motion carried. A motion was made by Supervisor Geisel to appoint Richard G. Stanley as the Chairman of the Vacancy Board for 2024. The motion was seconded by Supervisor Hittle. Motion carried. A motion was made by Supervisor Geisel to appoint Township Secretary Todd Hittle to serve on the Mercer County Joint Road Sealing Committee for 2024. The motion was seconded by Chairman Hittle. Motion carried.

Chairman Hittle said that Depositories for Township Funds for 2024 must be designated and that a resolution has been prepared. Secretary Hittle read in full Resolution R1-2024 designating the First National Bank of Pennsylvania, Greenville, Pennsylvania, and Pennsylvania Local Government Investment Trust (PLGIT) of Valley Forge, Pennsylvania, as depositories for Township Funds for 2024. Supervisor Geisel made a motion that Resolution No. R1-2024 be adopted and enacted as read, without change. This motion was seconded by Supervisor Hittle. Motion carried.

A bond for the Secretary/Treasurer must be set and approved, noted Chairman Hittle. He said that for the year 2023, this bond was in the amount of \$200,000.00. Supervisor Geisel made a motion to set the bond for the Township Secretary/Treasurer in the amount of \$200,000.00 for the year of 2024. This motion was seconded by Chairman Hittle. Motion carried.

Next on the Agenda, said Chairman Hittle, is to approve compensations for various positions for 2024. The first compensation to be considered is that of the Sewage Enforcement Officer. The fee schedule submitted by the Sewage Enforcement Officer must be approved and this requires a resolution which has been prepared. The Secretary read in full Resolution No. R2-2024. Supervisor Geisel made a motion to adopt Resolution No. R2-2024 as read without change. This motion was seconded by Supervisor Hittle. Chairman Hittle asked if there was any discussion. There was no response. Motion was passed. Supervisor Hittle made a motion to approve a compensation of 2% of the Property Taxes collected as compensation for the Tax Collector. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to approve a \$9,000.00 annual retainer, payable monthly, plus compensation for each trip to attend meetings in the Township, with all legal proceedings

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and court actions at extra cost to the Township, for the Township Solicitor for 2024. Supervisor Hittle seconded the motion. Motion carried. Supervisor Hittle made a motion to approve compensation of \$2000.00 per year, payable quarterly, for up to four (4) hearings per year, plus compensation for any appeals to court which would be at a fee of \$125.00 per hour for the Solicitor of the Zoning Hearing Board. The motion was seconded by Supervisor Geisel. Motion carried. Supervisor Geisel made a motion to approve compensation of \$4,500.00 annual salary, payable monthly, on the first payroll of each month, plus annual expense allowance payable in December (\$300.00), for Zoning Administrator & Property Maintenance Code Enforcement Officer Richard G. Stanley. The motion was seconded by Supervisor Hittle. Motion carried. Supervisor Geisel made a motion that an hourly rate of \$13.00 be set for the youth summer help. This motion was duly seconded by Supervisor Hittle. Motion carried. Supervisor Geisel made a motion that an hourly rate of \$12.00 for the Secretary to the Zoning Hearing Board be set. This motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said that per John Prosek's letter of December 21, 2023, the fee schedule will not change. A resolution has been prepared. Chairman Hittle instructed the Secretary to read Resolution No. R5-2024 and he did. A motion was made by Supervisor Geisel to adopt Resolution No. R5-2024. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said that per a letter from Daniel Goncz and Tom Thompson from Gannett Fleming Engineers in Mercer, PA, the fee schedule for engineering services for storm water review and general township services has been prepared and presented in Resolution No. R6-2024. A motion was made by Supervisor Geisel to approve the fees for 2024. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle noted that all other salaries, compensations, fringe benefits, etc., for the Township Secretary/Treasurer, Receiver of Taxes, Office Secretary/Clerk, Maintenance Crew, and Police Office Secretary are set by the Supervisors. Police salaries compensations, fringe benefits, etc. are set forth in contracts.

Chairman Hittle then opened the Miscellaneous portion of the Meeting. Chairman Hittle said a Resolution has been prepared appointing McGill, Power, Bell & Associates, LLP, Certified Public Accountants, as Auditor of accounts for Hempfield Township for 2024. Chairman Hittle asked Secretary Hittle to read Resolution No. R3-2024. Secretary Hittle read Resolution No. R3-2024 in full. A motion was made by Supervisor Geisel to appoint McGill, Power, Bell & Associates LLP, as Auditor of Accounts for year 2024. The motion was seconded by Supervisor Hittle. Motion carried.

Chairman Hittle said the Supervisors need to authorize a 5.0% deduction from police officers' compensation for payment to the Hempfield Township Police Pension Fund for calendar year 2024. Secretary Hittle read Resolution No. R4-2024. A motion was made by Supervisor Geisel to adopt Resolution No. R4-2024. The motion was seconded by Supervisor Hittle. Motion carried.

The mileage allowance for 2024 must be set, said Chairman Hittle, for reimbursement when a personal vehicle is used for Township business. Supervisor Geisel made a motion that the rate for 2024 be set at 67 cents per mile. This motion was duly seconded by Supervisor Hittle. Motion carried.

Chairman Hittle noted that business hours for the Township Office should be officially designated for 2024. Supervisor Geisel made a motion that the hours remain at 8:00 A.M. to 4:00 P.M., Monday through Friday. Supervisor Hittle seconded the motion. Motion carried.

Chairman Hittle stated that the Supervisors must also designate the day of the month, time and

place for the Regular Monthly Meetings for 2024. He said in the past, the Regular Monthly Meetings have been held on the first Tuesday of each month in the Township Municipal Building, at 7:00 P.M.

Supervisor Geisel made a motion that the Regular Monthly Meetings for 2024 be held on the first Tuesday of each month in the Township Municipal Building at 7:00 P.M; with the exception of the November meeting which will be held on Wednesday, November 6th due to Election Day on Tuesday, November 5th. The motion was seconded by Supervisor Hittle. Chairman Hittle asked if there was any discussion, and there was no response. Motion carried. If for any reason a quorum cannot be present on the regularly scheduled meeting date, said meeting shall be rescheduled by the Chairman of the Board.

Chairman Hittle stated that the Regular Meeting for January will be held immediately following this Organization Meeting.

There being no further business, Supervisor Hittle made a motion to adjourn the Meeting. Supervisor Geisel duly seconded the motion. Motion carried.

Chairman Hittle declared the meeting adjourned.

Todd P. Hittle, Township Secretary

RESOLUTION NO. R1-2024

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the First National Bank of Pennsylvania, Greenville, Pennsylvania, and Pennsylvania Local Government Investment Trust (PLGIT) of Valley Forge, Pennsylvania, be hereby appointed and designated as the Depositories for all Township Funds for 2024.

RESOLUTION NO. R2-2024

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the fee schedule for 2024, submitted by the Sewage Enforcement Officer, be hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of said fee schedule be attached hereto.

Fee schedule is available for viewing at the Township Building.

RESOLUTION NO. R3-2024

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that the firm of McGill, Power, Bell & Associates, LLP, Certified Public Accountants, of 10 Woodland Center Drive, Grove City, PA 16127, is hereby appointed as Auditor of accounts for Hempfield Township for the year 2024.

RESOLUTION NO. R4-2024

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that for calendar year 2024, a 5.0% deduction will be withheld from police officers' compensation for payment to the Hempfield Township Police Pension Fund.

RESOLUTION NO. R5-2024

AMENDING RESOLUTION NO. R10-2007

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by authority of the same, that Resolution No. R10-2007 has been amended; and the fee schedule effective January 1, 2024, as submitted by the Building Code Official, is hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of said fee schedule be attached hereto

Fee schedule is available for viewing at the Township Building.

RESOLUTION NO. R6-2024

BE IT RESOLVED BY THE HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS, MERCER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED by the authority of the same, that the fee schedule effective January 1, 2024, as submitted by the Township Engineer and Storm water Management Engineer, is hereby approved and adopted, and

BE IT FURTHER RESOLVED that a copy of the said fee schedule to be attached hereto.

Fee schedule is available for viewing at the Township Building