

**NEW HANOVER TOWNSHIP  
BOARD OF SUPERVISORS  
RE-ORGANIZATION MEETING  
Monday, January 7, 2013  
6:00 PM  
Agenda**

**CALL TO ORDER** Any member of the Board

**SALUTE TO THE FLAG**

**TEMPORARY CHAIR** Action appointing any Board member as temporary Chair to serve until new Chair is elected.

**NOMINATION AND ELECTION OF OFFICERS** (Chair asks for nominations, closes nominations, and then calls for a vote for each nomination)

Chairman  
Vice-Chairman  
Treasurer  
Secretary (usually Township Manager)  
Assistant Secretary

**APPOINTMENTS**

**CONSULTANTS**

Township Solicitor- Currently serviced by Bauer & Associates LLC at an hourly rate of \$125/hr., and \$150/hr. for litigation cases.

Township Engineer – Currently serviced by Gilmore & Associates. Proposal to serve as the Township Engineer at an hourly rate of \$88/hr. for Senior Engineer, \$60/hr. for Construction Observer I and \$60/hr. for Administrative Assistant.

Township Planner – KMS Design Group, serviced by Adam Supplee at \$65/hr.

Traffic Engineer – Currently serviced by McMahon Associates on an as-needed basis according to the 2013 Rate Schedule (\$135/hr. for Ken O'Brien and \$100/hr. for Sandy Koza).

Pension Consultant – Duda Actuarial Consulting – Flat Rate is \$3,000 for the Police Plan and \$3,000 for the Non-Uniform Plan.

**OTHER ANNUAL APPOINTMENTS**

Public Works Director – Jay Smith

Code Enforcement Officer/Zoning Officer/Building Code Official - James Wozniak

Vacancy Board Member – Dennis Pogany

Emergency Management Coordinator – Matthew Brown

Nat'l Flood Insurance Representative - James Wozniak

Deputy Tax Collector – Paul Bauer

Census Enumerator - Christine Bauman at a rate of \$.56 per completed form.

Voting Delegate for PSATS – Andrew Kelly

## VACANCIES/RE-APPOINTMENTS:

### Zoning Hearing Board - One Term Expiring Resolution 01-13

1. Lorene Little - appoint to a 5-year term expiring 2018

### Planning Commission – Two Terms Expiring

1. Richard Mulstay reappoint to a 4-year term expiring 2017
2. Phi Agliano reappoint to a 4-year term expiring 2017

### Sewer Authority – One Term Expiring

1. Ken Hansell - reappoint to a 5-year term expiring 2018

### Shade Tree/Environmental Advisory Board – OneTerm Expiring

1. Kevin Welch – reappoint to a 3 year term expiring 2016

### Recreation Committee – Three Terms Expiring:

1. Ken Martin –reappoint to a 5-year term expiring 2018
2. Ronald Frederick – reappoint to a 5-year term expiring 2018
3. Brian Parkes - reappoint to a 5-year term expiring 2018

### Regional Planning Committee – Two Representatives and a Proxy- for terms to be determined by the Board of Supervisors:

1. Elected Official – Martin Dyas
2. At large Official – currently Kurt Zebrowski
3. Proxy Vote – Alternate for above members – Douglas Muller

Pension Committees (2 elected officials, the Township Manager, and 2 employees)- Committee recommends appointing employee representatives to two-year terms and rotating what Departments are represented on the Committee

Non-uniformed Pension Committee Current Membership: Recommend approving committee appointments as follows:

1. Supervisors Representative – Ralph Fluharty
2. Supervisors Representative – Andrew Kelly
3. Edward Wagner - re-appoint
4. Patricia Bellows- appoint to a two-year term expiring 2015

Police Pension Committee Current Membership: Recommend approving Committee appointments as follows:

1. Supervisor Representative (should be same as above due to meeting requirements)
2. Supervisor Representative (should be same as above due to meeting requirements)
3. Edward C. Wagner – re-appoint
4. Keith Youse– recommend the appointment to a two-year term expiring 2015

**2013 MEETING DATES AND TIMES** – Confirm/reschedule as needed.

Current: The Board currently meets the second Monday of each month (except noted) with the Work Session meetings beginning at 6:30 PM and Regular Meetings beginning at 7:00 PM or immediately following the work meeting: January 7, February 11, March 11, April 8, May 13, June 10, July 8 (Historic Schoolhouse), August 12, September 9, October 14, November 11, & December 9

2014 Budget Meetings will be held on August 26, September 23, October 21, and November 4 starting at 6:00pm

**TOWNSHIP HOLIDAYS OBSERVED IN 2013**

1. New Years Day –Tuesday, January 1
2. Martin Luther King Day – Monday, January 21
3. President’s Day – Monday, February 18
4. Good Friday - Friday, March 29
5. Primary Election Day, Tuesday, May 21
6. Memorial Day - Monday, May 27
7. Independence Day - Thursday, July 4
8. Labor Day, Monday, September 2
9. Election Day – Tuesday, November 05
10. Thanksgiving, Thursday and Friday, November 28 and 29
11. Christmas Eve day - 1/2 day Tuesday, December 24
12. Christmas Day - Wednesday, December 25

**Resolution No. 02-13** - establishing the rate of compensation for collection of the per-capita tax for the tax collector at 3% and hiring the tax collector, Molly Bauer, to collect all Per Capita Taxes in 2013.

**Resolution No. 03-13** – authorizing a fee for duplicated tax bills and tax certification

**Resolution No. 04-13** - setting forth the Street Light Front Foot Assessment Rate of \$0.00 per lineal foot.

**Resolution No. 05-13** - setting forth the Real Estate Property Tax Rate of 1.68 mills for the Fiscal Year 2013.

**Resolution No. 06-13** - to appoint signatories. You must have Treasurer as Signatory. Currently have two signatures required per item. Currently, four Supervisors and Edward Wagner are authorized signatories. (Currently Martin, Ralph, Andrew, Doug & Ed)

**Resolution No. 07-13** – Police Employee Contributions to the Police Pension Plan for 2013 will be set at 2% of total gross salary.

**Resolution No. 08-13**- setting the wages and salary rates for all non-uniformed personnel effective January 1, 2013

## **CHAIRMAN'S ANNOUNCEMENT OF COMMITTEE LIAISON APPOINTMENTS FOR 2013**

Police Department	Douglas Muller (alternate Ralph Fluharty)
Public Works	Andrew Kelly (alternate David Brown)
Administration	Andrew Kelly (alternate Martin Dyas)
Planning Commission	Martin Dyas (alternate Andrew Kelly)
Recreation Commission	Ralph Fluharty (alternate Douglas Muller)
Sewer Authority	Douglas Muller (alternate Martin Dyas)
Fire Committee	David Brown (alternate Douglas Muller)
Environmental Advisory Board	Ralph Fluharty (alternate Douglas Muller)
Open Space Task Force	Andrew Kelly (alternate Ralph Fluharty)
Council of Government (COG)	Martin Dyas (alternate Andrew Kelly)
Technology Committee	David Brown (alternate Douglas Muller)

### **TREASURER/MANAGER'S BOND-**

Township Manager is currently bonded for \$1,000,000 at a cost of \$2,450

Treasurer is currently bonded for \$1,000,000 at a cost of \$1,426

### **ADJOURN THE ORGANIZATIONAL MEETING**

## **REGULAR MEETING AGENDA**

**CALL TO ORDER** – Chairman

**ANNOUNCEMENTS-** Chairman

1) Meeting announcements

- a) On the information table in the back of the room are the following:
  - i. Attendance since-in forms for the official record of who is in attendance
  - ii. Agendas for the public
  - iii. A notebook containing the meeting procedures
  - iv. A notebook containing approved minutes from prior meetings
  - v. A notebook containing prior meeting bill lists
- b) The Board of Supervisors will give an opportunity for public comment prior to any official action.
- c) Non-agenda items from the floor will be addressed after all business items are completed.
- d) One person speaks at a time.
  - i. Five minute time limit at the discretion of the Chairperson
  - ii. Taping?

### **ANNOUNCEMENT**

Township Offices will be closed on Monday, January 21<sup>st</sup> for the Martin Luther King Holiday.

**UPCOMING TOWNSHIP MEETING**

**SCHEDULED:**

January 8	Auditors Meeting	8:00am
January 9	Planning Commission Meeting	6:30pm
January 15	Environmental Advisory Board Mtg. cancelled	7:00pm
January 16	Sewer Authority at WWTP	6:30pm
February 6	Recreation Committee	7:00pm
February 11	Next Regular Meeting of the BOS	6:30pm

**PRESENTATION OF CURRENT BILLS**

**Bill List #23 –dated 12/24/12**

General Fund 01	\$ 25,317.87
Fire Tax Fund 03	\$ 11,355.47
Sewer Operating Fund 08	\$ 23,457.92
Sewer Capital Fund 10	\$ 18,448.64
Trans. Impact Fund 13	\$ 0.00
Capital Fund Fund 19	\$ 15,610.00
State Liquid Fuels Fund 35	\$ 14,246.74
Escrow Fund 41	\$ 7,375.54
Recreation Fund 96	\$ <u>2,078.19</u>
Total	\$117,890.37

**Bill List #1 Dated 01/07/13**

General Fund 01	\$ 34,004.02
Fire Tax Fund 03	\$ 0.00
Sewer Operating Fund 08	\$ 5,895.08
Sewer Capital Fund 10	\$ 0.00
Trans. Impact Fund 13	\$ 0.00
Capital Fund 19	\$ 237.00
State Liquid Fuels Fund 35	\$ 3,271.33
Escrow Fund 41	\$ 32,710.80
Recreation Fund 96	\$ <u>973.86</u>
<b>TOTAL</b>	\$ 77,092.09

Motion to approve the bills & advance the treasurer the monies for utilities and payroll for coming month.

**Minutes** - Action to approve the following meeting minutes:

1. December 10, 2012 Regular meeting minutes
2. August 27, September 24, October 15 & November 5, 2012 budget meeting minutes

**SOLICITOR’S REPORT** –Bauer & Associates, LLC

**BUSINESS FOR ACTION ON 90 DAY TIME LIMITATION WAIVERS \* NEW SUBMISSIONS RECEIVED SINCE PREVIOUS PLANNING COMMISSION MEETING –**

N.H.T.P.C #771	Gibraltar Rock	Land Development	2/27/2013
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## **NEW BUSINESS**

Ordinance 13-01 – adopting the penalty, interest and fee schedule for the collection of delinquent real estate taxes

Internal Revenue Service - standard business mileage rate is 56.5 cents per mile effective January 1, 2013.

Chief of Police – motion to approve a contract with Kevin McKeon.

Resolution 09-13 - establishing the township fee schedule

2013 Fire Police Reappointment –

Sassamansville Fire Company: Joshua Stouch, Captain and Glen Hull

New Hanover Fire Company: Charles Hughes, Captain, Alan Wommer, Marge Wommer, Concetta Buchle, Ronald Buchle and Malcolm Scott