

**Swatara Township Organization Meeting Minutes**  
**January 2, 2024**

The Swatara Township Board of Supervisors met on Tuesday, January 2, 2024.

**CALL THE MEETING TO ORDER**

Supervisor Kreitzer called the meeting to order at 8:36 a.m. Supervisors in attendance were Bill Bering, Jr. Rick Kreitzer and Dean Patches. Also, present was Attorney, Colleen Gallo and Engineering Project Manager, Adam Keiper. No members of the public were in attendance.

Appointment of Temporary Chairman:

Supervisor Kreitzer moved to appoint Colleen Gallo as Temporary Chairman. Seconded by Supervisor Patches. All voted in favor; motion carried.

Appointment of Chairman

Attorney Gallo opened nominations for chairman.

Supervisor Patches moved to nominate Rick Kreitzer as chairman. Seconded by Supervisor Bering.

Atty. Gallo asked if there were any other nominations, then for a motion to close nomination and cast a unanimous ballot. There were no other nominations.

Supervisor Patches moved to close the nominations and cast a unanimous ballot for Rick Kreitzer as Chairman. Seconded by Supervisor Bering. All voted in favor; motion carried.

The Meeting was turned back to Chairman Kreitzer.

Appointment of Vice-Chairman

Supervisor Bering moved to nominate Dean Patches as Vice-Chairman. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of Secretary/Treasurer

Supervisor Patches moved to appoint Jennifer Harding, Secretary/Treasurer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to authorize the payment of bills prior to final approval. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Tax Collector

Supervisor Patches moved to the appoint of the Lebanon County Treasurer as Tax Collector. Seconded by Supervisor Bering. All voted in favor; motion carried.

Setting Employee Wages

Supervisor Patches moved to set the wages for full-time employees with a 4% increase plus an additional .50 cents for Mr. VanDusen. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to adopt a 4% equivalent of annual wage for part-time employees. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Meeting Pay

Supervisor Patches moved to set the meeting pay at the greater of \$40.00 or time and half. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Insurance Stipend

Supervisor Patches moved to set the insurance stipend at \$50 per week for employees whose spouses are not participating in the townships' insurance plan. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Affirm Supervisors Employed by the Township

Supervisor Patches moved to appoint Rick Kreitzer as Road Master. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to affirm that all three Supervisors are authorized to work for the Township throughout 2024. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to recommend \$16 per hour for the Road Master and working supervisors and \$20 for snow plowing by a supervisor, to the Township's Auditors. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Establishment of Treasurers Bond

Supervisor Bering moved to establish the Treasurers Bond at \$2,500,000. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### Appointment of Legal Counsel

Supervisor Patches moved to appoint Barley Snyder as Legal Counsel with Colleen Gallo as lead. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Appointment of Township Engineer

Supervisor Bering moved to appoint HRG as Township Engineer. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### Affirm Township Fire Company

Supervisor Bering moved to affirm Bunker Hill Fire Company as the Township's Fire Company. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### Affirm Fire Police Activities

Supervisor Patches moved to approve the list of Bunker Hill Fire Police Activities subject to the list being provided. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Appointment of Open Records Officer

Supervisor Kreitzer moved to appoint Jennifer Harding as Open Records Officer and Trish Harris as Alternate Open Records Officer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Sewage Enforcement Officer

Supervisor Patches moved to appoint JB Environmental as the Sewage Enforcement Officer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Environmental Abatement Firm

Supervisor Patches moved to appoint Lewis Environmental as the Environmental Abatement Firm. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Zoning Officer

Supervisor Patches moved to appoint Light-Heigel & Associates as the Zoning Officer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Floodplain Administrator

Supervisor Patches moved to appoint Light-Heigel & Associates as the Floodplain Administrator. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Pension Officer

Supervisor Patches moved to appoint Jennifer Harding as the Pension Officer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of Code Enforcement Officer

Supervisor Patches moved to appoint Light-Heigel & Associates as the Code Enforcement Officer. Seconded by Supervisor Bering. All voted in favor; motion carried.

Appointment of MS4 Administrator

Supervisor Bering moved to appoint Dean Patches as the MS4 Administrator. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Appointment of CPA Firm

Supervisor Patches moved to SEK as the CPA Auditing Firm. Seconded by Supervisor Bering. All voted in favor; motion carried.

**Appointments:**

Planning Commission – 4 Year Term

Supervisor Patches moved to appoint Jeff Werner and Scott McFeaters to the Planning Commission. Seconded by Supervisor Bering. All voted in favor; motion carried.

Zoning Hearing Board – 3 Year Term

Supervisor Patches moved to appoint Naomi Atkins to the Zoning Hearing Board. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

Zoning Hearing Board Solicitor

Supervisor Patches moved to appoint Nikolaus & Hohenadel as the Zoning Hearing Board Solicitor. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

EMA Coordinator

Supervisor Patches moved to appoint Rick Kreitzer as the EMA Coordinator. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Recreation Board – 5 Year Term

Supervisor Patches moved to appoint Alyssa May to the Recreation Board. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

#### Vacancy Board

Supervisor Patches moved to appoint Mark Taylor to the Vacancy Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### UCC Appeals Board

Supervisor Patches moved to appoint Mike Landis, Gene Kreitzer and Elias Adams, Jr. to the UCC Appeals Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### UCC Appeals Board Solicitor

Supervisor Bering moved to appoint Nikolaus & Hohenadel as the UCC Appeals Board Solicitor. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### IPMC Appeals Board

Supervisor Patches moved to appoint Mike Landis, Gene Kreitzer and Elias Adams, Jr. to the IPMC Appeals Board. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### IPMC Appeals Board Solicitor

Supervisor Bering moved to appoint Nikolaus & Hohenadel as the IPMC Appeals Board Solicitor. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### TCC NL Alternate Representative

Supervisor Patches moved to appoint Jennifer Harding as the TCC NL Alternate Representative. Seconded by Supervisor Kreitzer. All voted in favor; motion carried.

#### Auditor Appointments (3)

Supervisor Patches moved to appoint Sue Werner, Eleanor Baylor and Ruth Renik as appointed Auditors. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Appoint Depository

Supervisor Patches moved to designate PLGIT, JBT and Fulton as the township depositories. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### 2024 Holidays

Supervisor Kreitzer moved to approve 10 ½ paid holidays for Township Employees as set forth in the manual. Seconded by Supervisor Patches. All voted in favor; motion carried.

#### State Convention

Supervisor Patches moved to authorize the attendance of Supervisors, Township Manager and the Road Crew Foreman at the 2024 PSATS Convention. Seconded by Supervisor Bering. All voted in favor; motion carried.

Supervisor Patches moved to appoint Jennifer Harding as Voting Delegate at the 2024 PSATS Convention. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Mileage

Supervisor Patches moved to set mileage at the IRS Floating Rate. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Township Representation for Sale and Purchase of Equipment and Capital Expenditures

Supervisor Patches moved to appoint any members of the Board of Supervisors as township representatives. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Increase Financial Security Amounts

Supervisor Patches moved to increase the bond amount to the maximum rate allowed by the Municipalities Planning Code. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Renewal of Park Maintenance Agreement

Action taken at the December meeting

#### Roadside Spraying Contract – Tabled

#### Road Materials Acquisition

Supervisor Patches moved to authorize the purchase of road materials through the CoStars program for 2024. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Escalator / De-Escalator – Resolution 2024-01

Supervisor Patches moved to approve Resolution 2023-01 authorizing the Escalator / De-Escalator clause for 2024. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Disposition of Files 2016 – Resolution 2024-02

Supervisor Patches moved to approve Resolution 2024-02 authorizing the disposition of files from 2016. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Resolution 2023-03 – 2024 Manager's Wage

Supervisor Patches moved to approve Resolution 2024-03 establishing the Manager's 2024 wage. Seconded by Supervisor Bering. All voted in favor; motion carried.

#### Public Comments – None

With no further comments, the meeting was adjourned at 9:25.

Respectfully Submitted,

Jennifer Harding