



DAMASCUS

TOWNSHIP

BOARD OF SUPERVISORS

**ORGANIZATION MEETING MINUTES OF:**

January 3<sup>rd</sup>, 2012

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Meeting called to order @ 7:00 PM.

The Pledge of Allegiance was led by: Ms. Faye Rossi, et al.

Attendance: [X] Jeffrey R. Dexter, [ X ] Joe Canfield, [ X ] Chuck Grady,  
[ - ] Dolores Card, [- ] Ed Lagarenne, [- ] Ernest C. Matern,  
[ - ] Gary Packer, [ X ] Bob Dexter, [ X ] Karyle A. Woods, Secretary & Open  
Records Officer.

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LEGEND: [X] =Present; [-] =Absent; BOS= Bd. Of Supervisors; ZHB=Zoning  
Hearing Board; UDC=Upper Delaware River Council; DRBC=Delaware River  
Basin Commission; PC= Damascus Twp. Planning Commission.

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**Open Floor: AGENDA Items only.** Three minutes per speaker.

➤ NONE

**ELECTIONS:**

1. Elect a Temporary Chairman for this BOS Meeting: Chairman Dexter explained the need to elect a Temporary Chairman; Chuck Grady was nominated as the Temporary Chairman, on a motion made by Joe Canfield and seconded by Jeff Dexter. A vote was taken and the motion was approved 2 to 1, with Chuck Grady voting Nay.
2. Elect a Chairman of the Board of Supervisors: A motion was made by Joe Canfield to elect Jeffrey R. Dexter as the Chairman of the Board of Supervisors. This motion was seconded by Chuck Grady. Jeffrey R. Dexter was ELECTED as Chairman of the Board of Supervisors, on a unanimous vote.
3. Elect a Vice Chairman of the Board of Supervisors: Chairman Dexter requested a motion. A motion was made by Chuck Grady and seconded by Jeff Dexter to elect Joe Canfield as the Vice Chairman of the Board of Supervisors. A vote was taken and Joe Canfield was elected as the Vice Chairman of the Board of Supervisors, unanimously.

**APPOINTMENTS//REAPPOINTMENTS:**

**\*\*\* Each Appointment/ Reappointment required a Motion\*\*\***

1. Appoint/Reappointment of a Secretary of the Board of Supervisors:  
A motion was made by Chuck Grady to reappoint Karyle A. Woods as Secretary of the Board of Supervisors. The motion was seconded by Joe Canfield. A vote was called by Chairman Dexter, and the motion was approved unanimously.
2. Appoint/ Reappointment of a Treasurer of Damascus Township:  
A motion was made by Chuck Grady to appoint Dolores Card as Treasurer/ Purchasing Officer. The motion was seconded by Joe Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.
3. Appoint/Reappoint an Open Records Officer:  
Karyle A. Woods, Secretary of Damascus Township's Board of Supervisors was nominated for reappointment as Open Records Officer for the Township of

**APPOINTMENTS/REAPPOINTMENTS: Continued.**

Damascus. A motion was made by Chuck Grady and Seconded by Joe Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

4. Elected Tax Collector: Percentage of Net Income to be paid for Tax Collector's Services is 3%; on a motion made by Joe Canfield and seconded by Chuck Grady.

A vote was called by Chairman Dexter and the motion was approved unanimously.

5. Appointment/Reappointment of a Damascus Township Attorney: Mr. Jeffrey S. Treat, Esquire was reappointed as the Township Solicitor on a motion made by Chuck Grady and seconded by Joe Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

6. Appointment/Reappointment of members to the Planning Commission.

**Planning Commission:**

A. Mr. Wm. [Bill] Adams was reappointed as a member of the PC;

B. Mr. Joe Harcum was reappointed; C.

C. Mr. Marty Kunstmann was reappointed;

to the Damascus Township Planning Commission, on motions made by Chuck Grady, and seconded by Joe Canfield. Chairman Dexter called for votes, and the motions were approved unanimously.

**Zoning Officer & Codes Enforcement Officer:**

7. Zoning Officer & Code Enforcement Officer: Ed Lagarenne was reappointed as the Zoning & Officer & Code Enforcement Officer on a motion made by Chuck Grady, and seconded by Joe Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

8. Building Code Official: Mr. Bob Bates was reappointed as the Building Code Official on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

9. Sewage Codes Enforcement Officer: Mr. Christopher Martin was reappointed as the Sewage Codes Enforcement Officer, as per the rates outlined in the Damascus Township Fee Schedule, on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

10. Mr. Leroy 'Butch' Finlon was reappointed as the Alternate Sewage Codes Enforcement Officer, on a motion made by Chuck Grady, and seconded by Joe Canfield. A vote was called by Chairman Dexter, and the motion was approved unanimously.

11. Chuck Grady was reappointed as the Damascus Township Roads Master, at the current rates in place until an Elected Auditor's meeting and vote; on a motion made by Joe Canfield and seconded by Jeffrey Dexter. A vote was called by Chairman Dexter and the motion was approved unanimously.

12. The Treasurer's Bond was continued at \$750,000.00 on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

13. Damascus Township Stenographer: Mrs. Donna Burrowes was reappointed as the Damascus Twp. Stenographer for matters which come before the Zoning Hearing Board and for Hearing which are held by the Board Of Supervisors at the current rates as agreed to by the Board of Supervisors. A motion was made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

14. Mr. Elwin "Bucky" Davis was reappointed as an Elector, the Chairman of the Vacancies Board, on a motion made by Chuck Grady, and seconded by Joe Canfield. A voted was called by Chairman Dexter, and the motion was approved unanimously.

**DESIGNATIONS:**

15. Designations of Depositories: The Wayne Bank  
The Dime Bank  
PLGIT Accounts

These Depositories were approved on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

16A. Designation of meeting- Board of Supervisors: 3<sup>rd</sup> Monday at 7:00 PM, was approved as the regularly schedule meeting Day and Time on a motion made by Chuck Grady and seconded by Joe Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

16B. Designation of meeting- Planning Commission: 2<sup>nd</sup> Thursday, at 7:00 PM, and the 1<sup>st</sup> Wednesday of each month as a Work –Night, as needed. A motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter, and the motion was approved unanimously.

17. Designation of meeting- Zoning Hearing Board: 2nd Tuesday at 7:00 PM, as needed. On a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

18. Select a PSATS Annual Conference VOTING Delegate.

Chuck Grady made a motion to select Jeffrey R. Dexter, as the voting Delegate at the PSATS Convention. The motion was seconded by Joe Canfield. A vote was called and the motion was approved unanimously.

19. Full Time Employee Benefits package: The BOS has the compensation package under advisement and will make a determination at the regularly scheduled Board Of Supervisors meeting in April, May, or June, 2012, at 7:00 PM; on a motion made by Joe Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was approved unanimously.

20. DGK Insurance was reappointed as the Township Insurance Carrier; on a motion made by Chuck Grady, and seconded by Joe Canfield. A vote was called by Chairman Dexter, and the motion was approved unanimously.

21. Damascus Township Personnel Manual was approved on a motion made by Joe Canfield, and seconded by Chuck Grady, with the proviso that the Employee Manual shall be revised in April, May, or June of 2012. A vote was called by Chairman Dexter and the motion was approved unanimously.

22. The IRS Mileage reimbursement rate shall be set at the Floating Rate utilized by The Internal Revenue Service. On a motion made by Chuck Grady and seconded by Joe Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

23. Ed Lagarenne was reappointed as Emergency Management Coordinator; on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

24. Joe Canfield was appointed Chairman of the Agriculture Security Area Board, on a motion made by Chuck Grady, and seconded by Jeffrey R. Dexter. A vote was called by Chairman Dexter, and the motion was approved unanimously.

25. Jeffrey R. Dexter was appointed as the Delegate to the Northern Wayne Council of Governments [C.O.G.] on a motion made by Joe Canfield, and seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

26. Chuck Grady was reappointed as Chairman of the Parks and Recreation Commission, on a motion made by Joe Canfield; and seconded by Jeffrey R. Dexter. A vote was called by Chairman Dexter and the motion was approved unanimously.

**APPOINTMENTS AND REAPPOINTMENTS: Continued.**

27. Mr. Jeffrey R. Dexter was appointed as the Upper Delaware River Council Representative; and Joe Canfield was appointed as the Alternate, on a motion made by Chuck Grady, and seconded by Joe Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

28. Brian T. Kelly, CPA & Associates has been appointed as an Independent Auditor for the Damascus Township Accounts – 2011; On a Motion made by Chuck Grady and seconded by Joe Canfield. A vote was called by Chairman Dexter; and the motion was approved unanimously.

28B. VOTE: A **RESOLUTION #2012—01**: Resolving to hire Brian T. Kelly, CPA & Associates as independent Auditor of the Damascus Township Accounts for 2010. A motion was made by Chuck Grady, and seconded by Joe to approve Resolution #2011-01. Chairman Dexter called for a vote, and the motion was approved unanimously.

29. Kiley Associates has been reappointed as the Damascus Township Engineer. On a motion made by Joe Canfield; and seconded by Chuck Grady. Chairman Dexter called for a vote and this motion was approved unanimously.

30. ALL OTHER MATTERS, omitted or unmentioned, or not voted herein, *shall remain unchanged and in place* until the BOS addresses and votes on the items/issues/matters at a Board of Supervisors Meeting; This motion was made by Joe Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote, and this motion was approved unanimously.

**OPEN FLOOR:** Three minutes per speaker.

1. The regularly scheduled Board of Supervisors meeting will be held on Monday, January 16<sup>th</sup>, 2012, @ 7:00 PM.
2. A PUBLIC HEARING on the installation of a Fiber Mill, on property owned by Mr. and Mrs. Thumann, will be held on Monday, January 16<sup>th</sup>, 2012, @ 6:30 PM.
3. The Elected Auditors meeting will be held on Wednesday, January 4<sup>th</sup>, 2012 @ 8:00 AM.
4. The Facilities at Damascus Forest have been reported as sub-par, by Bob Dexter. He asks that steps be taken to rectify that situation, as soon as possible.

**Hearing** no further comments, Joe Canfield made a motion to adjourn the meeting; this motion was seconded by Chuck Grady.

The meeting was adjourned at 7:30 PM.

END OF MINUTES page 4 of 4.

These Minutes are respectfully submitted by: Karyle A. Woods, Secretary, and Open Records Officer.

SIGNED by the Board of Supervisors:

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Chairman of the Board of Supervisors

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Supervisor of the Board of Supervisors

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Vice Chairman of the Board of Supervisors

& \_\_\_\_\_  
 Karyle A. Woods, Secretary of the Board of Supervisors, & Open Records Officer