



**DAMASCUS TOWNSHIP BOARD OF SUPERVISORS**  
**ORGANIZATION MEETING MINUTES OF:**  
January 4<sup>th</sup>, 2010

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**Meeting called to order @ 7:05 PM.**

**The Pledge of Allegiance** was led by Mr. Joseph Canfield, et al.

**Attendance:** [ x ] Jeffrey R. Dexter, [ x ] Charles Grady, [ x ] Joseph Canfield, [ / ] Dolores Card, [ x ] Ed Lagarenne, [ / ] Jeffrey M. Finlay, [ x ] Ernest C. Matern, [ / ] Howard Schuchman, [ x ] Bob Dexter, [ x ] Dolores Keesler, and [ x ] Karyle A. Woods, Secretary & Open Records Officer.

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

No speakers

1. Elect a Temporary Chairman for this BOS Meeting: Chairman Dexter explained the need to elect a Temporary Chairman, and made a motion to select a Temporary Chairman- Chuck Grady; Joe Canfield was the second on this motion and the vote was taken. Approval was unanimous. Chuck Grady was elected as Temporary Chairman.
2. Elect a Chairman of the Board of Supervisors: A motion was made by Chuck Grady to elect Jeffrey R. Dexter as Chairman of the Board of Supervisors. Joseph Canfield seconded the motion. Chairman Grady called for a vote and the motion passed unanimously to approve Jeffrey Dexter as Chairman of the Board of Supervisors.
3. Elect a Vice Chairman of the Board of Supervisors: Chairman Dexter asked for a motion; and Chuck Grady put forward nominee Joseph Canfield as Vice Chairman of the Board of Supervisors. Jeffrey Dexter seconded the motion; the nominations were closed; and a vote was called. By unanimous approval, Joseph Canfield was elected Vice Chairman of the Board of Supervisors.

**APPOINTMENTS//REAPPOINTMENTS:**

1. Appoint/Reappointment of a Secretary of the Board of Supervisors.  
A motion was made by Joseph Canfield to reappoint Karyle A. Woods as Secretary of the Board of Supervisors. The motion was seconded by Chuck Grady. A vote was called and the motion to approve the reappointment passed unanimously.
2. Open Records Officer: Karyle A. Woods was reappointed to the position of Open Records Officer for Damascus Twp. on a motion made by Chuck Grady, and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.
3. Appoint/ Reappointment of a Treasurer of Damascus Township: A motion was made by Joseph Canfield to reappoint Treasurer, Ms. Dolores Card. The motion was seconded by Chuck Grady. A vote was called by Chairman Dexter and the motion was approved unanimously.

**APPOINTMENTS // REAPPOINTMENTS continued.**

4. Percentage of Net Income to be paid for Tax Collector's Services remains at 3%; on a motion made by Chuck Grady and seconded by Joseph Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

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

6. Reappointment of a Zoning Hearing Board Attorney. Mr. John Keating was reappointed as the ZHB attorney on a motion made by Chuck Grady and seconded by Joseph Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

7. Reappointment to the ZHB: Mr. Bob Gross was reappointed to the Zoning Hearing Board on a motion made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

8. Appoint two members to the Planning Commission. Pam Kerber, and Josh [Jonathan] Sheard were appointed to the Damascus Township Planning Commission on a motion made by Chuck Grady and seconded by Joseph Canfield. A vote was called by Chairman Dexter, and the motion was approved unanimously.

9. The appointment or Reappointment of a Planning Consultant was TABLED by the BOS on a motion made by Chuck Grady and seconded by Joseph Canfield.

10. Ed Lagarenne was reappointed as the Zoning Enforcement Officer and the Buildings Code Official on a motion made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

11. Mr. Christopher Martin was appointed as the Sewage Codes Enforcement Officer, on a motion made by Chuck Grady, and seconded by Joseph Canfield. A vote was called by Chairman Dexter, and the motion was approved unanimously.

12. Appointment of an Alternate SEO- Charles Bayly was nominated on a motion by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was approved unanimously.

13[a]. Chuck Grady was reappointed as a Roads Foreman- North Sector, on a motion made by Joseph Canfield, seconded by Jeffrey Dexter. Chairman Dexter called for a vote and the motion was approved unanimously. 13[b]. Joseph Canfield was appointed as Roads Foreman- South Sector, on a motion made by Chuck Grady and seconded by Jeffrey Dexter. Chairman Dexter called for a vote and the motion passed unanimously.

14. The Treasure's Bond was increased to \$750,000.00, on a motion made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion passed unanimously.

15. The insurance carrier, H.A. Thomson was reappointed as the Township's carrier on a motion made by Chuck Grady, and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

16. Ms. Donna Burrowes was reappointed as the Court Stenographer for Township matters [Hearings] on a motion made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion passed unanimously.

**APPOINTMENTS // REAPPOINTMENTS continued.**

17. **Mr. Elwin [Bucky] Davis** was reappointed as the **Chairman of the Board of Vacancies** for Damascus Township on a motion made by Chuck Grady and (17.) seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.
18. Appointment of a **VOTING DELEGATE to the PSATS Conference**: Chuck Grady made a motion to appoint **Jeffrey R. Dexter** to this position. The motion was seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.
19. **Jeffrey M. Finlay** was reappointed as the **Emergency Management Coordinator** for Damascus Township, on a motion made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote, and the motion passed unanimously.
20. **Ms. Dolores Keesler** was reappointed as the **delegate to the UDC** on a motion made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.
21. The **reappointment of Mr. Bob Gross** as an alternate to the UDC was **TABLED**, at the request of Mr. Gross; on a motion made by Chuck Grady and seconded by Joseph Canfield.
22. **Vice Chairman Joseph Canfield** was appointed as **Chairman of the Agriculture Security Board** on a motion made by Chuck Grady and seconded by Jeffrey R. Dexter. Chairman Dexter called for a vote and the motion was passed unanimously.
23. The Board of Supervisors determined that **any member of the Board of Supervisors** may attend and vote at the Northern Wayne Council Of Governments-**C.O.G. meetings**. On a motion made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was approved unanimously.
24. **Mr. Chuck Grady** was **reappointed as Chairman of the Parks and Recreation Commission**, on a motion made by Joseph Canfield and seconded by Jeffrey R. Dexter. Chairman Dexter called for a vote and the motion was approved unanimously.
25. The Board of Supervisors **appointed Kiley Associates as Engineering Consultants** for Damascus Township. Chuck Grady made a motion to that effect and Joseph Canfield seconded the motion. Chairman Dexter called for a vote and the motion was approved unanimously.
26. **The Board of Supervisors appointed Brian T. Kelly, CPA Firm** as the **Auditors for the 2009 accounts** of Damascus Township. This motion was made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was approved unanimously.

**DESIGNATIONS:**

1. **The BOS motioned to continue the current Full Time Employee Benefits Package** until June 2010. The motion was made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was passed unanimously.
2. **The BOS motioned to continue the Employees Personnel & Policies Handbook until a review of same may be conducted for June 2010 revision.** The motion was made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was passed unanimously.

**DESIGNATIONS continued.**

3. **The BOS determined to utilize the IRS Float rate to determine the rate of Mileage reimbursement for covered travel on Township business. The motion was made by Joseph Canfield and seconded by Chuck Grady. Chairman Dexter called for a vote and the motion was approved unanimously.**
4. **Designations of Depositories: The Wayne Bank  
The Dime Bank  
PLGIT Accounts**

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

5. 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 Joseph Canfield. \***EXCEPTION:** The April BOS Meeting will take place on Monday, April 26<sup>th</sup>, 2010. This motion was made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote; and the motion was approved unanimously.

6. Designation of meetings- **Planning Commission: 2<sup>nd</sup> Thursday, at 7:00 PM;** and **Work night will be on the 1st Wednesday of each month, at 7:00 PM,** a motion made by Chuck Grady and seconded by Joseph Canfield. A vote was called by Chairman Dexter and the motion was approved unanimously.

7. Designation of meeting: **Zoning Hearing Board.** Meeting will take place on the **1<sup>st</sup> Tuesday of each month,** when there are matters before the Board, **at 7:00 PM,** a motion made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was approved unanimously.

**NEW BUSINESS:**

8. **A Letter** has been approved **to the Lake Huntington/ Cocheton Fire District** asking the District to reposition a Fire Truck and personnel to the Cocheton Fire House, as a matter of Safety and Welfare of the residents of Damascus Township. An offer to meet with the Fire District has been made, as well. This letter was approved to be signed and mailed, on a motion made by Chuck Grady and seconded by Joseph Canfield. Chairman Dexter called for a vote and the motion was passed unanimously.

9. Chairman Dexter discussed the new options for purchasing electric power that Pennsylvanians have been thrust into considering. The Township has been collecting data on the various options and rates. **Glacial Energy** has the cheapest rates for municipalities, that were listed on the various Websites. Joseph Canfield made a motion to contract with Glacial Energy as a supplier of this electric power for a trial of 90 days, as there is no charge for opting out of the contract. Chuck Grady seconded the motion. Chairman Dexter called for a vote, and the motion passed unanimously.

10. The Board of Supervisors reviewed the Damascus Fee Schedule, and determined that a **Bounced Check Fee and a Road Opening Permit Fee** should be added to the Fee Schedule. Joseph Canfield made a motion to add a Bounced Check Fee of \$35.00; and a Road Opening Permit Fee of \$250.00 to the Fee Schedule, by **Resolution #2010-01.** Chuck Grady seconded the motion. Chairman Dexter called for a vote, and the motion was passed unanimously.

**NEW BUSINESS: continued.**

11. Any area or personnel matter omitted from this Agenda shall remain the same. Chuck Grady made this motion and Joseph Canfield seconded this motion. Chairman Dexter called for a vote and the motion passed unanimously.

**OPEN FLOOR:**

1. Elected Auditors meeting is scheduled for Tuesday, January 5<sup>th</sup>, 2010 at 10:00 AM in the BOS meeting Room.
2. Zoning Hearing Board will meet on Tuesday, January 5<sup>th</sup>, 2010, at 7:00 PM.
3. Lee Wojcik presented information to check the publishing schedule for Public Hearings held in Damascus Township.
4. Drafts of a Road Use Agreement have been sent to Jeffrey S. Treat, Solicitor for consolidation, review, and finalization for submission to the BOS.
5. Bob Gross and Marty Kunstmann were interested in making sure that the details of any Road Use Agreement would “better” the roadways, rather than “maintain” them in poor conditions. Chairman Dexter assured the residents that many factors would be taken into consideration before the agreement’s final form.

**Hearing** no further comments, Joseph Canfield made a motion to adjourn the meeting. The motion was seconded by Chuck Grady. The meeting was adjourned at 8:00 PM.

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

SIGNED by the Board of Supervisors:

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Jeffrey R. Dexter, Chairman

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Joseph Canfield, Vice Chairman

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Charles Grady, Supervisor

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Karyle A. Woods, Secretary & Open Records Officer