



DAMASCUS

TOWNSHIP

**BOARD OF SUPERVISORS  
ORGANIZATION MEETING MINUTES OF:  
Monday, January 7<sup>th</sup>, 2013**

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Meeting called to order @ 7:00 PM.

The Pledge of Allegiance was led by: Mr. Bob Gross.

**Attendance:** [ x ] Jeffrey R. Dexter, [ x ] Joe Canfield, [ x ] Chuck Grady, [ x ] Dolores Card-Treasurer & Purchasing, [ / ] Ed Lagarenne, [ / ] Ernest C. Matern- PC Chair, [ / ] Gary Packer-ZHB, [ x ] Bob Dexter/Marty Kunstmann- Recycling Program, Dora Faye Henry- Damascus Area Food Pantry[ /]; & Karyle A. Woods, Secretary, & Open Records Officer[x].

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

**BOARD OF SUPERVISOR ELECTIONS:**

1. Elect a **Temporary Chairman** for the BOS Organization Meeting: Supervisor Dexter explained the need to elect a Temporary Chairman to conduct the meeting.
2. Charles [Chuck] Grady was nominated to the Temporary Chairman position. Hearing no other candidates, nominations were closed. Joe Canfield seconded the nomination; Jeffrey R. Dexter called for a vote. The Temporary Chairman was approved unanimously.
3. Elect a **Chairman of the Board of Supervisors**: A motion was made by Chuck Grady to elect Jeffrey R. Dexter to the position of Chairman; The motion was seconded by Joe Canfield. A vote was called by the Temporary Chairman, and the motion was approved unanimously.
4. Elect a **Vice Chairman of the Board of Supervisors**: Chairman Dexter asked for a motion. A motion was made by Chuck Grady; and seconded by Joe Canfield, to have Chuck serve as the Vice Chairman of the BOS. A vote was called by the Chairman, and the motion was approved unanimously.

**APPOINTMENTS & REAPPOINTMENTS:**

**[\*\*\* Each Appointment/ Reappointment required a separate Motion\*\*\*]**

1. Appoint/Reappointment of a **Secretary of the Board of Supervisors**:  
A motion was made by Joe Canfield to reappoint Karyle A. Woods as **Secretary** of the Board of Supervisors. The motion was seconded by Chuck Grady. A vote was called by the Chair, and the motion was approved unanimously.
2. Appoint/Reappoint an **Open Records Officer**:  
Karyle A. Woods was nominated as Open Records Officer for the Township of Damascus. A motion was made by Chuck Grady and Seconded by Joe Canfield. The Chair called for a vote, and the motion was approved unanimously.
- 3) Appoint/ Reappointment of a **Treasurer & Purchasing Agent** of Damascus Township: A motion was made by Chuck Grady to reappoint a Treasurer & Purchasing Agent. Ms. Dolores Card was nominated for this position; Joe Canfield seconded the motion. The Chairman 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 the Chairman, and the motion was approved unanimously.

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

6. **Reappointment of members to the Twp. Planning Commission**:

A. Ernest C. Matern

B. Joe Harcum

C. Martin Kunstmann

A motion was made by Joe Canfield and seconded by Chuck Grady. The vote was called by the Chairman, and the motion was approved unanimously.

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 the Chairman, and the motion was approved unanimously.

8. **Emergency Management Coordinator // Flood Plain Management Administrator**: Ed Lagarenne was appointed on a motion made by Chuck Grady, and seconded by Joe Canfield. A vote was called by the Chairman, and the motion was approved unanimously.

9. **Building Codes Official: Bob Bates** was reappointed as the Building Codes Official on a motion made by Joe Canfield and seconded by Chuck Grady. A vote was called by the Chairman, and the motion was approved unanimously.

10. **Sewage Codes Enforcement Officer: Christopher Martin** was reappointed as the Sewage 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 the Chairman, and the motion was approved unanimously.

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

12. A motion was needed to reappoint Chuck Grady as Roads Master. He [Chuck Grady] declined to accept the position. The Chairman **made a motion to Table the discussion of this category of appointment** until an assessment and evaluation of the Job Title [s], etc. could be made. There was no second to Chairman Dexter's motion. [Mr. Grady declined the position. Mr. Grady indicated that he had been hired, initially, as a Foreman of the Roads Department.].

There was a motion to accept the declination of Mr. Grady, by Mr. Grady. The motion was seconded by Joe Canfield. Chairman Dexter called for a vote, and the motion was passed.

13. 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 the Chairman and the motion was approved unanimously.

14. **Damascus Township Stenographer**: Ms. Donna Burrowes was reappointed as the Damascus Twp. Stenographer for the Zoning Hearing Board and the Board of Supervisors at her current rates. On a motion made by Chuck Grady; and seconded by Joe Canfield. A vote was called by the Chairman, and the motion was approved unanimously.

15. **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 the Chairman, and the motion was approved unanimously.

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

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

**DESIGNATIONS:**

18. Designations of Depositories: The Wayne Bank  
The Dime Bank  
PLGIT & PLGIT PLUS Accounts

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

18A. Designation of Meeting- Board of Supervisors: 3<sup>rd</sup> Monday at 7:00 PM was approved as the regularly scheduled meeting Day and Time on a motion made by Joe Canfield, and seconded by Chuck Grady. A vote was called by the Chairman, and the motion was approved unanimously.

18B. 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 Chuck Grady, and seconded by Joe Canfield. A vote was called by the Chairman, and the motion was approved unanimously.

18C. Designation of meeting- Zoning Hearing Board: 1<sup>st</sup> Tuesday at 7:00 PM, *as needed*. On a motion made by Chuck Grady, and seconded by Joe Canfield. A vote was called by the Chairman, and the motion was approved unanimously.

19. Select a PSATS Annual Conference VOTING Delegate. Chuck Grady made a motion to select Jeffrey R. Dexter, Chairman of the BOS, as the voting Delegate at the PSATS - 2013 Convention. The motion was seconded by Joe Canfield. A vote was called by the Chairman, and the motion was approved unanimously.

20. A Full Time Employee Benefits package: [To be taken up at Mid Year] A motion was made by Chuck Grady; and seconded by Joe Canfield. The Chairman called for a vote, and the motion was approved unanimously.

21. 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 the Chairman; the motion was approved unanimously.

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

23. 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 the Chairman, and the motion was approved unanimously.

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

25A. Brian T. Kelly, CPA & Associates has been appointed as an Independent Auditor for the Damascus Township Accounts – 2012; 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.

**DESIGNATIONS: Continued.**

25 B. [VOTE]: A **RESOLUTION #2013—01**: Resolving to hire Brian T. Kelly, CPA & Associates as independent Auditor of the Damascus Township Accounts for 2012. A motion was made by Joe Canfield, and seconded by Chuck Grady, to approve Resolution #2013-01. Chairman Dexter called for a vote, and the motion was approved unanimously.

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

27. **Damascus Twp. Employee Manual of Rules, Regulations, Policies, & Procedures**, as amended on November 19<sup>th</sup>, 2012, was **Tabled**, on a motion made by Chuck Grady, and seconded by Joe Canfield. Chairman Dexter called for a vote, and the motion to Table the vote was taken due to personnel issues arising from Chuck Grady declining the position of Roads Master.

28. **ALL other matters**, not mentioned or voted herein, *shall remain in place* until the will of the Board of Supervisors shall vote a *change of status* on said matter[s]. This Motion was made by Chuck Grady and seconded by Joe Canfield. The Chairman Dexter called for a vote, and the motion was **approved** unanimously.

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

1. A resident wanted the clarification of the No Smoking State statute, in the building. Chairman Dexter explained that it was state law, and in effect.
2. Bob Gross, et al discussed the Security System vandalized in the building. Mr. Gross strongly urged the BOS to call in the Pa. State Police to investigate the issue. Chairman Dexter indicated that the reason the Security System was not up and running, was due to a dispute between the installer and our IT consultant.

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**Hearing** no further comments, Chuck Grady made a motion to adjourn the meeting; this motion was seconded by Joe Canfield.  
The meeting was adjourned at 7:33 PM.

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BOS ORGANIZATION MINUTES END @ Page 4 of 4.

Signed by the Board of Supervisors:

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Jeffrey R. Dexter, BOS Chairman

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Charles [Chuck] Grady, BOS Vice Chairman

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Joe Canfield, BOS Supervisor

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Karyle A. Woods, BOS Secretary, &  
Open Records Officer