



DAMASCUS TOWNSHIP

BOARD OF SUPERVISORS

SPECIAL MEETING MINUTES OF: JANUARY 14TH, 2013

Meeting called to order @ 7:05 PM.

The Pledge of Allegiance was led by: Mr. Jeffrey R. Dexter; et al.

Attendance: [x] Jeffrey R. Dexter, [x] Charles Grady, *[x] Joseph Canfield, [/] Dolores Card, [/] Ed Lagarenne, [/] Ernie Matern; [/] Packer or [/] B. Handler/ [/]; B. Gross; [/] Bob Dexter or [/] M. Kunstmann; [/] Dora Faye Henry; and [x] Karyle A. Woods, Secretary & Open Records Officer.

KEY TERMS: [x] =Present. [/]=Absent. **BOS**= Board of Supervisors; **ZHB**= Zoning Hearing Board; **PC**= Damascus Planning Commission; **UDC**= Upper Delaware Council; **DRBC**= Delaware River Basin Commission; **WCPA**= Wayne County Planning Agency; **WCCD**= Wayne County Conservation District; **DEP**= Dept. of Environmental Protection; **DCED**= Dept. of Community and Economic Development; **NPS**= National Parks Service; **SEO**=Sewage Enforcement Officer; **BCO**= Building Codes Officer; **EMC**= Emergency Mgt. Coordinator; **PennDoT**= Pennsylvania Dept. of Transportation; **FEMA**= Federal Emergency Mgt. Agency; **PEMA**= Pennsylvania Emergency Mgt. Agency; **PUC**= Public Utilities Commission; ***TELEPHONIS PARTICIPATION.**

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

- Bob Gross led a discussion about the Townships of the Second Class Code Book, ie. How Employees are supervised; concerns about the status of the Security Cameras installations was raised by him a number of times; Joe Canfield said that the system is up and running, as per his discussions with PSATS.
- Jeffrey S. Treat, Damascus Township Solicitor indicated that although the Title 'Roads Master', Foreman, & Working Supervisor are recognized Titles, heavily utilized within Northeast PA. Municipalities, One [1] Title should be chosen by the BOS. Revise the Job Descriptions to reflect the needs of the Roads Department. Mr. Treat explained how these Titles were handled in other Townships; and the situations which have occurred in other Twps.
- Mr. Fred Haase asked why Chuck Grady resigned. No answer was given to him.
- Chuck Grady asserted that he had been hired as a Foreman, and has always signed his Time Sheets to reflect that Title.
- A Resident asked if it was necessary to advertise when hiring personnel. Answer is Yes.
- Jeff Dexter explained that due to the geography of the Township, there has always been at least two [2] Sections- Northern Sector, and Southern Sector. On occasions there have been three [3] "Roads Masters".
- A Resident wanted to know about personnel deployment. Answer: 3.5 men work the South end; 4 men work the North end.
- Mr. Stan Kuta thought that there should be a public hire, ie. Advertise.
- Ms. Faye Rossi wanted an explanation of the terms: Roads Master and Foreman.
- Jeff Dexter explained the intricacies of the Job Titles; and the PSATS position; and that he had no recollection of ever hiring Marvin Freiermuth as a Foreman.

OPEN FLOOR: Continued.

- Jeff Dexter asserted that John Moss was not a hired as a Foreman.
- Chuck Grady has been carrying out the duties of the Roads Department, one his own time last week.
- Dexter explained that there not always two pieces of Equipment...one North, the other for the South. It's a balancing act, where the Equipment is utilized, and for how long, etc.
- Jeff Dexter/Jeff Treat explained the need to revamp the Job Descriptions for Roads Master and / or Foreman.
- Joe Canfield indicated that he has concerns about “to much down time” by employees, which has cost \$10,000.00.
- Mr. Chip Williams spoke about employees speaking with his wife regarding Township business; when she never attends BOS Meetings, and has no firsthand knowledge of any issue discussed at the BOS Meetings.

ACTION ITEMS:

- NONE

UNFINISHED BUSINESS:

- ❖ Joe Canfield made a motion to advertise for the hiring of two Roads Foreman; neither of which would be elected Supervisors. One for the Northern Sector, and the other for the Southern Sector. The motion was seconded by Chuck Grady. The Chairman called for a vote and the motion was approved.
- ❖ Chuck Grady will act as a temporary hire, until a Non – Supervisor is hired Marvin Freiermuth was contacted privately, by phone; and Joe Canfield reported that Mr. Freiermuth had agreed to take the temporary appointment as Foreman for the Southern Sector.

OPEN FLOOR: 3 Minutes per speaker- matters of community interest.

- 1) Fred Haase thought that Mr. John Moss be asked to be a Foreman. He also suggested that the Pennsylvania State Police are called to investigate the Vandalism of the Security Camera system.
- 2) Chairman Dexter explained that appointments to Offices/Positions must be certified each year, during the BOS Organization Meeting.
- 3) Wages for Working Supervisors are, by Law, set by the Elected Auditors;
- 4) Joe Canfield said all other wages are set by the BOS; anyone dissatisfied with those wages may seek other employment options.

Hearing no further comments, Joe Canfield made a motion to adjourn the meeting. The motion was seconded by Chuck Grady. The meeting was adjourned 8:13 PM.

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

SIGNED by the Board of Supervisors:

Jeffrey R. Dexter, Chairman

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

Charles [Chuck] Grady, Vice Chairman

Joe Canfield, Supervisor