

ORGANIZATIONAL MEETING
DAMASCUS TOWNSHIP BOARD OF SUPERVISORS
MONDAY, JANUARY 3, 2005

Damascus Township Municipal Building

Supervisor Gager called the meeting to order at 12:00 P.M.

The Pledge of Allegiance was led by Supervisor Gager.

The following Board Members were present: Supervisor William J. Gager; Supervisor Stanley J. Kuta, Supervisor Fred Haase, Secretary Bonnie E. Rutledge; and Treasurer Cheryl Lewis.

PUBLIC COMMENT ON AGENDA:

Chairman Gager opened the floor for public comment on the agenda. Mr. Tom Kane questioned what paper is the official newspaper for Damascus Township. Mr. Bob Dexter asked if the Board of Supervisors planned to change the number of road masters from 2 to 3 as he feels the roads are deteriorating. Chairman Gager informed him that the Township financially cannot afford that change and that it has saved over \$90,000.00 by not hiring a 3rd road master. Chairman Gager further remarked that when former road master Larry Newport resigned from his position in August of 2003, the then Board of Supervisors decided not to hire a new road master due to budgetary concerns.

ORGANIZATIONAL BUSINESS:

Supervisor Kuta made a motion to elect Supervisor Haase as Temporary Chairman. Supervisor Gager seconded the motion. Motion passed with all in favor.

Supervisor requested nominations for chairman for the year 2005. Supervisor Kuta made a motion to nominate Supervisor Gager Chairman of the Board of supervisors for the year 2005. Supervisor Haase seconded the motion. Motion passed with all in favor.

Supervisor Haase made a motion to appoint Supervisor Kuta as vice-chairman. Chairman Gager seconded the motion. Motion passed with all in favor.

Supervisor Haase made a motion to reappoint Bonnie Rutledge as Township Secretary. Supervisor Kuta seconded the motion. Motion passed with all in favor.

Chairman Gager noted that employee wages, benefits and the like would be discussed later in the meeting.

Supervisor Kuta made a motion to appoint Mrs. Cheryl Lewis as Township Treasurer. Supervisor Haase seconded the motion. Motion passed with all in favor.

Supervisor Kuta made a motion to leave all appointments and reappointments the same. Supervisor Haase seconded the motion with the caveat that Road master would be voted on separately. Motion to leave all appointments and reappointments the same with the exception of road master was passed with all in favor.

Supervisor Kuta made a motion to reappoint Mr. Bill Gager and Mr. Stan Kuta as road master. Chairman Gager seconded the motion. Motion passed by a vote of 2-1 with Supervisor Haase the dissenting vote.

Mr. Howard Schuchman requested the Board of Supervisors to reappoint Attorney John Keating as Zoning Hearing Board Solicitor. A brief discussion was held as to whether or not the Board of Supervisors had the right to take on this task. Supervisor Kuta made a motion to reappoint Attorney John Keating as Zoning Hearing Board Solicitor if the same was required by the Board of Supervisors. Supervisor Haase seconded the motion. Motion passed with all in favor.

Mr. Tom Kane asked if there would be any discussion about the re-appointment of the Township Solicitor since some residents had previously voiced objections. Chairman Gager stated that the Board of Supervisors had re-appointed Attorney Lee C. Krause by virtue of the blanket reappointment stated above.

Chairman Gager then moved to the business of setting the wages for the employees. Chairman Gager pointed out that the road crew/laborers currently make \$10.75 per hour and that a wage increase should be considered. Supervisor Haase Fred stated that the road crew was just given a wage increase and that their wages should be maintained. Mr. Howard Schuchman asked what the present wage scale was for the road masters. Treasurer Lewis pointed out that the Road masters currently get \$12.25 per hour and the road crew/laborers receive \$10.75 per hour. Supervisor Kuta made a motion to increase the road crew's hourly wage to \$11.00 per hour. A brief discussion was held as to the best way to increase the Treasurer's pay. It was determined that each employee group would be discussed one at a time.

Supervisor Kuta made a motion to increase the road crew/laborer's hourly wage to \$11.00 per hour. Chairman Gager seconded the motion. Motion passed by a vote of 2-1 with Supervisor Haase dissenting.

Supervisor Haase made a motion to increase the Secretary's hourly wage to \$11.00 per hour. Supervisor Kuta seconded the motion. Motion passed with all in favor.

Supervisor Kuta made a motion to increase the Zoning Officer's hourly wage to \$11.00 per hour based upon a 30 hour work week. Supervisor Haase seconded the motion. Motion passed with all in favor.

The Treasurer was questioned as to her current wage. Treasurer Lewis stated she currently receives \$545.00 every 2 weeks plus mileage. Supervisor Haase questioned the number of hours she spends on Township work every week. Treasurer Lewis stated that number is hard to determine as some weeks she spends a lot of time on Township business and other times she spends minimal time. A general discussion was held as to how best to increase the treasurer's pay. Supervisor Kuta made a motion to increase the Treasurer's pay to \$575.00 every 2 weeks on a salary basis. Supervisor Haase seconded the motion. Motion passed with all in favor.

Supervisor Kuta pointed out that the Township received a retainer letter for Attorney Krause requesting a retainer fee of \$2,500.00 for the year 2005 as well as an additional \$2,500.00 retainer fee for the year 2005 for services rendered to the Planning Commission. It was decided that the same would be discussed at the regular January meeting.

Supervisor Haase made a motion to approve the 2005 mileage reimbursement at the IRS established rates. Supervisor Kuta seconded the motion. Motion passed with all in favor.

Secretary Rutledge stated that the employee manual was corrected to note that vacations, sick leave and the like were to be based on the employee's anniversary date of hire instead of a calendar year. Supervisor Haase made a motion to accept the correct manual. Supervisor Kuta seconded the motion. Motion passed with all in favor.

Supervisor Kuta made a motion to hold regular monthly meetings the 3rd Monday of each month at 7:00 p.m. unless that day was a holiday in which case the meeting would be held the next working day. Supervisor Haase seconded the motion. Motion passed with all in favor.

Supervisor Haase made a motion to retain the current depositories. Supervisor Kuta seconded the motion. Motion passed with all in favor.

Chairman Gager stated that the Treasurer's bond is currently set at \$400,000.00. Upon motion by Chairman Gager and seconded by Supervisor Kuta, a motion was made to set the Treasurer's Bond at \$400,000.00. Motion passed with all in favor.

Supervisor Haase made a motion to appoint Supervisor Kuta as the delegate to the PSATS yearly convention and that Supervisor Kuta would have his costs and mileage reimbursed. Chairman Gager seconded the motion. Motion passed with all in favor.

Supervisor Haase made a motion that anything forgotten, deleted or omitted would remain the same. Supervisor Kuta seconded the motion. Motion passed with all in favor.

PUBLIC COMMENT SEGMENT #2

Chairman Gager opened the floor for the second session of public comment. Treasurer Lewis questioned when the raises approved by the Board would be effective. Supervisor Kuta made a motion that the wage and salary increases would be effective with the current payroll cycle. Supervisor Haase seconded the motion. Motion passed with all in favor.

As there was no further business before the Board, Supervisor Haase made a motion to adjourn the meeting at 12:37 p.m. Supervisor Kuta seconded the motion. Motion passed with all in favor.