

**BOARD OF SUPERVISORS OF THE TOWNSHIP OF CAMBRIDGE**  
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**ORGANIZATIONAL MEETING**

**JANUARY 4, 2021**

**CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG:** Chairman Cole called the January 14, 2021 Organizational Meeting of the Board of Supervisors to order at 7:00 PM, followed by a moment of silence and the salute to the flag. The Meeting was held remotely due to the COVID-19 pandemic.

**ROLL CALL:** Supervisors in attendance were Kevin Cole, Charlie Bauer, and Bernie Blystone. Also present was Secretary/Treasurer/Zoning Officer, Debra E. Merritt and Roadmaster, Dan Klapthor.

**APPOINTMENT OF TEMPORARY CHAIRMAN AND TEMPORARY SECRETARY.** Motion by Mr. Cole to have Supervisor Bauer serve as Temporary Chairman and Supervisor Blystone serve as Temporary Secretary. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**IDENTIFICATION OF RECORDING DEVICES.** There were no recording devices identified.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY.** There were no comments on the agenda items.

**EXECUTIVE SESSION ANNOUNCEMENT:** Pursuant to the Pennsylvania Sunshine Act, 65 P.S. Section 8(a)(1), Mr. Cole announced that the Board of Supervisors held an Executive Session at 6:30 PM on January 4, 2021 to discuss matters involving employment, and which subsequently ended at 6:45 PM.

**ELECTION OF CHAIRMAN.** Motion by Mr. Bauer to elect Kevin Cole to serve as Chairman of the Board of Supervisors. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**ELECTION OF VICE-CHAIRMAN.** Motion by Mr. Blystone to elect Charles Bauer to serve as Vice Chairman of the Board of Supervisors. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Yes

**APPOINTMENT OF EMPLOYEES.** Motion by Mr. Bauer to appoint Debra E. Merritt to serve as Secretary/Treasurer for the Board fulltime with benefits according to the employee policy; Daniel Klapthor to serve as Roadmaster for the Township fulltime with benefits according to the employee policy; Michael Porter as a part-time laborer/equipment operator with benefits according to the employee policy; Terence Lewis as a part-time laborer/equipment operator with no benefits; and Steve Testi as a part-time laborer/equipment operator with no benefits, effective December 24, 2020, and with a 1.25% hourly wage increase. Second by Mr. Cole.

Further Discussion: Mr. Bauer questioned why the 2021 wage increases would be retroactive to December 24, 2020. Ms. Merritt stated that December 24<sup>th</sup> is the first day of the first pay period of 2021. She stated that the Board has historically conducted wage increases in such a manner.

Cole: Yes

Bauer: Yes

Blystone: Yes

**SUPERVISOR'S EMPLOYED.** Motion by Mr. Cole to authorize the Roadmaster to employ the Supervisors in any capacity as needed, on an emergency or temporary basis, and to ask the Board of Auditors to set their wages. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**MOTIONS A-I.** Motion by Mr. Bauer to approve Motions A-I, as presented below:

- A. TREASURER'S BOND SET.** To set the Treasurer's Bond at \$450,000 with the policy from Travelers Casualty and Surety Company of America provided by H.A. Thomson and pay the premium.
- B. MUNICIPAL EMPLOYEES BLANKET BOND SET.** To renew the Municipal blanket bond with the policy from Selective Insurance Company provided by Northwest Insurance Services in the amount of \$25,000 per employee and pay the premium.
- C. DEPOSITORY OF FUNDS.** To appoint Mercer County State Bank and PA Local Governments Investment Trust (PLIGIT) as Depository of Township Funds.
- D. INVESTMENT OFFICER.** To appoint the Secretary/Treasurer as Investment Officer for township funds.
- E. PAYROLL.** To authorize the Secretary/Treasurer to make all necessary preparations, signatures, transfers, distribution of checks and/or preparation of direct deposit, for payroll as needed.
- F. GENERAL FUND CHECK SIGNATURES.** To authorize the Secretary/Treasurer to sign all checks for expenditures authorized by the majority of the Board of Supervisors from the General Fund.
- G. STATE FUND CHECK SIGNATURES.** To authorize the Secretary/Treasurer and Chairman of the Board of Supervisors, to sign all checks for expenditures authorized by the majority of the Board of Supervisors from the State Fund.
- H. REGULAR MEETING SCHEDULE SET.** To hold all regular monthly Supervisor's meetings the second (2<sup>nd</sup>) Monday of each month at 7:00 PM in the Municipal Building.
- I. CONFERENCES/TRAINING.** To authorize the attendance of supervisors, appointed officials, and/or employees at conferences, workshops, and training sessions for the year 2021 and to pay applicable expenses.

Second to Motions A-I, as presented above by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**MOTIONS J-L.** Motion by Mr. Bauer to approve Motions J-L, as presented below:

- J. PSATS CONVENTION ATTENDANCE.** To authorize the Supervisors, Secretary/Treasurer and Roadmaster to attend the State Convention in Hershey, PA on April 18-21, 2021, and to pay all applicable expenses.
- K. CONVENTION ADVANCES.** To authorize an advance of \$500.00 each to member attending the 2021 State Convention and require an account settlement upon return.
- L. VOTING DELEGATE TO PSATS CONVENTION.** To certify a representative to be determine at a later date as voting delegate at the 2021 State Convention.

Second to Motions J-L, as presented above by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**MOTIONS M-Y.** Motion by Mr. Blystone to approve Motions M-Y, as presented below:

- M. APPOINTMENT OF SOLICITOR.** To appoint Alan Shaddinger, Esquire to serve as Solicitor for the Township at his 2021 rate schedule.



- N. APPOINTMENT OF ENGINEER.** To appoint L. Ashley Porter of the firm PCE Consulting Engineers, and Mark J. Corey, to serve as Township Engineers for general engineering services for the Township, at their 2021 rate schedule.
- O. ZONING OFFICER.** To appoint Debra E. Merritt to serve as Zoning Officer for the Township.
- P. OPEN RECORDS OFFICER.** To appoint the Secretary/Treasurer as the Open Records Officer for the Township.
- Q. SEWAGE ENFORCEMENT OFFICERS.** To reappoint Peter Homchenko as Primary Sewage Enforcement Officer and Rick Gleichner as Alternate Sewage Enforcement Officer at the current rate schedule.
- R. EMERGENCY MANAGEMENT COORDINATOR.** To affirm David Birchard as Emergency Management Coordinator for the Township.
- S. AGRICULTURAL SECURITY COMMITTEE CHAIRMAN.** To appoint Supervisor Blystone serve as Chairman of the Ag Security Committee.
- T. VACANCY BOARD CHAIRMAN.** To appoint Sam Reese to serve as Vacancy Board Chairman for the Township for the year 2021.
- U. EARNED INCOME TAX COLLECTOR.** To affirm the appointment Berkheimer Tax Administrator as the Earned Income Tax Collector for Cambridge Township for the year 2021.
- V. ZONING HEARING BOARD MEMBER:** To reappoint Keith Snow to serve a 5-year term ending December 31, 2025 on the Cambridge Township Zoning Hearing Board.
- W. TAX COLLECTION COMMITTEE MEMBER(S).** To appoint Supervisor Cole as Designated Delegate, and Supervisor Bauer, Supervisor Blystone and Secretary/Treasurer, Debra E. Merritt, as Alternate Delegates to the Crawford County Tax Collection Committee for the year 2021.
- X. FRENCH CREEK COUNCIL OF GOVERNMENTS' MEMBER(S).** To appoint Supervisor Cole as Designated Delegate, and Supervisor Bauer, Supervisor Blystone and Secretary/Treasurer, Debra E. Merritt, as Alternate Delegates to the French Creek Council of Governments for the year 2021.
- Y. VOTER SERVICES LIAISON.** To appoint Debra E. Merritt to serve as the Township's Voter Services Liaison, and to provide municipal election calendars, as well as any other forms requested to incumbent officeholders.

Second to Motions M-Y, as presented above by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

**MILEAGE REIMBURSEMENT RATE.** Motion by Mr. Bauer to set the rate of reimbursement for employees' use of personal vehicles for township business at \$.56 per mile<sup>1</sup> for 2021. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Yes

**APPROVAL OF ADDENDUM TO AGREEMENT FOR UNIFORM CONSTRUCTION CODE PLAN - REVIEW AND INSPECTION SERVICES.** Motion by Mr. Cole approve the Addendum to Agreement for Uniform Construction Code Plan - Review and Inspection Services, with the Middle Department Inspection Agency and effective January 1, 2021. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

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<sup>1</sup> The IRS Mileage Reimbursement rate for the year 2021 is \$.56 cents per mile. Cambridge Township's 2020 mileage reimbursement rate was \$.57.5 cents per mile.

**SECRETARY/TREASURER'S REPORT:**

Motion by Mr. Blystone to accept the Treasurer's Report and pay the bills as presented. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

Motion by Mr. Bauer to accept the minutes of the December 14, 2020 Regular Meeting and the December 28, 2020 Year-End Special Meeting, as presented. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**RECOMMENDATIONS TO THE AUDITORS.**

Following discussion, it was decided to recommend that the Board of Auditors leave the hourly wages of the Supervisors for 2021 at \$14.00 per/hour for a working supervisors, and \$16.00 per/hour for a working supervisor with a CDL. It was further decided to recommend the Auditors set the mileage rate for all for all Supervisors using their personal vehicle for Township business at \$.56 per mile per/mile.

**PUBLIC COMMENT PERIOD IN ACCORDANCE WITH POLICY.** There were no comments from the public in attendance.

**FURTHER BUSINESS.** There was no further business for the Board to address.

**SUPERVISOR'S CLOSING COMMENTS.** Mr. Cole questioned the status of the development of the Township's solar farm ordinance. Ms. Merritt stated that a draft Ordinance has been developed and anticipated the Planning Commission's review at their January 15, 2021 Meeting. She stated that she has been in contact with Venango Township, as well as with Cussewago Township regarding the development of their respective ordinances. She further noted that a webinar was being offered by Penn State and was scheduled for January 21, 2021, specifically addressing municipal ordinances. She stated that following the webinar, she believed the Township would be in a good position to determine whether the draft ordinance will be adequate to properly regulate solar farms. She stated that once a final draft of the Ordinance has been developed, it would require review and comment from Solicitor Shaddinger, as well as Township Engineer, Ashley Porter. Ms. Merritt further stated that a public hearing would then need to be scheduled and held to gather input from the public, prior to the Board's consideration. She stated that at the earliest, a public hearing could potentially be held prior to the Board's March Regular Meeting, with official consideration of the Ordinance taking place immediately following at the Board's Regular Meeting.

**EXECUTIVE SESSION ANNOUNCEMENT:** Pursuant to the Pennsylvania Sunshine Act, 65 P.S. Section 8(a)(4), the Board of Supervisors recessed the meeting at 7:20 PM to hold an Executive Session to discuss matters involving litigation. Following the Executive Session, the meeting reconvened at 7:29 PM.

**ADJOURNMENT.** There being no further business to be decided, Mr. Cole moved to adjourn. Second by Mr. Bauer. All were in favor and the meeting was adjourned at 7:30 PM.



Debra E. Merritt, Secretary