

BOARD OF SUPERVISORS OF THE TOWNSHIP OF CAMBRIDGE
22530 Electric Drive, Cambridge Springs, PA 16403
Telephone: (814) 398-8327 - Fax Number: (814) 398-4900

ORGANIZATIONAL MEETING

JANUARY 3, 2022

CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG: Chairman Cole called the January 3, 2022 Organizational Meeting of the Board of Supervisors to order at 7:00 PM in the Municipal Building, followed by a moment of silence and the salute to the flag.

ROLL CALL: Supervisors in attendance were Kevin Cole, with Charlie Bauer and Bernie Blystone participating remotely. Also present was Secretary/Treasurer/Zoning Officer, Debra E. Merritt; Roadmaster, Dan Klapthor; and Residents, Dale Gevin, Linda Douth and Pat Hermann.

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

EXECUTIVE SESSION ANNOUNCEMENT: Pursuant to the Pennsylvania Sunshine Act, 65 P.S. Section 8(a)(1), the Board of Supervisors recessed for an Executive Session at 7:03 PM to discuss matters involving employment. Following the Executive Session, the meeting reconvened at 7:10 PM.

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

PUBLIC COMMENT ON AGENDA ITEMS ONLY. There were no comments from the public at this time.

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. Cole to elect Charlie Bauer to serve as Vice Chairman of the Board of Supervisors. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

APPOINTMENT OF SECRETARY/TREASURER. Motion by Mr. Bauer to appoint Debra E. Merritt to serve as Secretary/Treasurer for the Board fulltime at a rate of \$19.50 per hour effective December 24, 2021, with benefits according to the employee policy. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Yes

APPOINTMENT OF ROADMASTER. Motion by Mr. Blystone to appoint Daniel Klapthor to serve as Roadmaster for the Township fulltime at a rate of \$23.00 per hour effective December 24, 2021, with benefits according to the employee policy. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

ROAD CREW EMPLOYEES.

Motion by Mr. Blystone to employ Terence Lewis as a part-time laborer/equipment operator at a rate of \$19.50 per hour effective December 24, 2021, with no benefits. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

Motion by Mr. Cole to employ Steve Testi as a part-time laborer/equipment operator at a rate of \$19.50 per hour effective December 24, 2021, with no benefits. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

Motion by Mr. Bauer to employ Michael Evett as a part-time laborer/equipment operator at a rate of \$18.00 per hour effective December 24, 2021, with no benefits. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

Motion by Mr. Cole to employ Keith Snow as a part-time laborer/equipment operator at a rate of \$21.00 per hour effective December 24, 2021, with no benefits. Second by Mr. Bauer.

Cole: Yes Bauer: Yes Blystone: Yes

SUPERVISORS EMPLOYED. Motion by Mr. Blystone 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. Bauer.

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 (2nd) 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 2022 and to pay applicable expenses.

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

Cole: Yes Bauer: Yes Blystone: Yes

MOTIONS J-L. Motion by Mr. Cole 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 24-27, 2022, and to pay all applicable expenses.
- K. CONVENTION ADVANCES.** To authorize an advance of \$500.00 each to member attending the 2022 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 2022 State Convention.

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

Cole: Yes

Bauer: Yes

Blystone: Yes

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

- M. APPOINTMENT OF SOLICITOR.** To appoint Alan Shaddinger, Esquire to serve as Solicitor for the Township at his 2022 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 2022 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 2022
- U. AUDITOR.** To reappoint Wendy Angelo to fill the vacant term, ending 12/31/2023 on the Board of Auditors of Cambridge Township.
- V. AUDITOR.** To reappoint Kristen Eckert to fill the vacant term, ending 12/31/2023 on the Board of Auditors of Cambridge Township.
- W. PLANNING COMMISSION MEMBER.** To reappoint Marsha Racop to serve a 4-year term ending 12/31/2025 on the Township Planning Commission.
- X. PLANNING COMMISSION MEMBER.** To reappoint Josh Snow to serve a 4-year term ending 12/31/2025 on the Township Planning Commission.
- Y. ZONING HEARING BOARD MEMBER.** To appoint Victor Kwiatkowski to serve a 5-year term ending 12/31/2026 on the Township Zoning Hearing Board.
- Z. EARNED INCOME TAX COLLECTOR.** To affirm the appointment Berkheimer Tax Administrator as the Earned Income Tax Collector for Cambridge Township for the year 2022.
- AA. TAX COLLECTION COMMITTEE MEMBER(S).** To appoint Supervisor Cole as Designated Delegate, and Supervisor Bauer, Supervisor Blystone, Secretary/Treasurer, Debra E. Merritt, and Alan R. Shaddinger, Esquire, as Alternate Delegates to the Crawford County Tax Collection Committee for the year 2022.
- BB. 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 2022.

CC. 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-CC, 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 \$.58.5 per mile¹ for 2022. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

SECRETARY/TREASURER'S REPORT:

Motion by Mr. Cole 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. Blystone to accept the minutes of the December 13, 2021 Regular Meeting and the December 29, 2021 Year-End Special Meeting, as presented. Second by Mr. Bauer.

Cole: Yes Bauer: Yes Blystone: Yes

RECOMMENDATIONS TO THE AUDITORS.

- Set the working supervisors' wages for Kevin Cole, Charlie Bauer & Bernie Blystone (Current wage is \$14.00 per/hour, without CDL; and \$16.00 per/hour, with CDL)
Recommendation: \$16.00 per/hour, without CDL; and \$18.00 per/hour, with CDL
- Set mileage rate for all for all Supervisors using personal vehicle for Township business (Current rate is \$.56 per/mile)
Recommendation: \$.58.5 per/mile

Discussion - Hiring of Road Crew Employees. This matter was tabled until a later time.

Hiring of Road Crew Employee. This matter, and proposed motion, was tabled until a later time.

PUBLIC COMMENT PERIOD IN ACCORDANCE WITH POLICY. Mr. Hermann questioned how many back up/part-time plow drivers the Township currently has employed. Mr. Cole stated that currently the Township employs four part-time plow drivers, however one, Mr. Lewis, is only staying on as an employee until Mr. Evett has been trained. Mr. Hermann also questioned the reason why there was a difference in wages between the part-time road crew employees. Mr. Cole stated that the lower paid employee is laid off in the winter and would prefer to stay at or around the \$18.00 hourly rate. Mr. Hermann also noted that he believed that Dan Klapthor's title as Roadmaster is incorrect, and rather, he should be referred to as the Road Foreman. He stated that under the Second-Class Township Code, a Roadmaster would be a resident of the Township, whereas Mr. Klapthor is not. Ms. Merritt stated that she was not aware of that provision, however could certainly look into it.

Mrs. Doult stated that she has heard that building permits have not been timely submitted to the Assessment Office. Ms. Merritt indicated that it was her understanding that the Building Code Official was submitting the permits issued directly to their office, however noted that she would check with the

¹ The IRS Mileage Reimbursement rate for the year 2022 is \$.58.5 cents per mile. Cambridge Township's 2021 mileage reimbursement rate was \$.56 cents per mile.

Middle Department and rectify the issue accordingly. Mr. Cole noted that the Assessment Office must be receiving some permits, as his son's new home was taxed in a timely manner.

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

SUPERVISOR'S CLOSING COMMENTS. There were no closing comments from the Supervisors.

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.

A handwritten signature in cursive script, reading "Debra E. Merritt". The signature is written in black ink and is positioned above a horizontal line.

Debra E. Merritt, Secretary