

**TYRONE TOWNSHIP  
BOARD OF SUPERVISORS ORGANIZATION MEETING MINUTES  
TUESDAY, JANUARY 3, 2023**

The Board of Supervisors Organization Meeting for Tuesday, January 3, 2023 was held at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road, York Springs, PA 17372, Adams County, Pennsylvania.

**Members Present:** Supervisor Andrew Seymore, Supervisor Michael Mosley, Supervisor Rosalie Dashoff, Treasurer Patricia Forsythe, Secretary Sydney McFadden, Road and Facilities Maintenance Manager Greg Kepner

**Others in Attendance:** None

**Election of Chairman Pro Tem:** Dashoff made a motion to elect Mosley as Chairman Pro Tem. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Call to Order:** Mosley called the meeting to order at 1:00 PM.

**Election of Chairman:** Dashoff made a motion to elect Mosley as Chairman of the Board of Supervisors. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Election of Vice-Chairman:** Dashoff made a motion to elect Seymore as Vice Chairman of the Board of Supervisors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Secretary:** Seymore made a motion to appoint Sydney McFadden as Secretary at a rate of \$20.10 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously. Seymore made a motion to continue the bond for the Secretary for \$200,000. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Treasurer:** Dashoff made a motion to appoint Patricia Forsythe as Treasurer at a rate of \$75.00 per hour. Seymore seconded the motion. A vote was taken and passed unanimously. Seymore made a motion to continue the bond for the Treasurer for \$500,000. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Adopt 2023 Township Paid Holiday Schedule:** Seymore made a motion to adopt the following 2023 Holiday Schedule of: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Employee Paid Time Off:** Dashoff made a motion for 10 paid time off days, 6 hours of pay per day, each to be provided to McFadden and Kepner and 5 paid time off days, 6 hours of pay per day, each to be provided to the remaining complement of Township employees. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Board of Supervisors Meetings Schedule:** Dashoff made a motion to accept the following dates for the 2023 Board of Supervisors Meetings, all of which will start at 7:00 PM on their designated dates and will be held at the Township Building. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

**Budget Meetings Schedule:** Seymore made a motion to accept the following dates for the 2023 Budget Meetings, all of which will start at 6:00 PM on their designated dates and will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- September 20 and October 18

**Voting Delegate to PSATS Convention:** Dashoff made a motion to elect Mosley as the Voting Delegate to the PSATS Convention. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Appointment of Delegates to NAREMA:** Seymore made a motion to appoint Joshua Fitting as the Delegate to NAREMA. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Representative for York Adams County Tax Board of Directors:** Dashoff made a motion to appoint Russell Raub as the Representative for York Adams County Tax Board of Directors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Representative for Adams County Tax Bureau Board of Directors (ACTCC):** Seymore made a motion to appoint Mosley as the Representative for Adams County Tax Bureau Board of Directors. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Representative for Adams County Council of Governments (ACCOG):** Dashoff made a motion to appoint Mosley as the Representative for Adams County Council of Governments. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Adams County Association Township Officials (ACATO) Convention 2023:** Seymore made a motion to appoint Mosley as the Voting Delegate to the Adams County Association of Township Officials Convention. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Representative to the Adams County Association Township Officials (ACATO):** Open

**Establishment of Office Hours:**

Dashoff made a motion to approve the following office hours for 2023:

<b>Monday</b>	<b>8 AM – 4 PM</b>
<b>Tuesday</b>	<b>8 AM – 4 PM</b>
<b>Wednesday</b>	<b>8 AM – 4 PM</b>
<b>Thursday</b>	<b>8 AM – 4 PM</b>
<b>Friday</b>	<b>CLOSED</b>

Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Auditors:** Seymore made a motion to appoint Hamilton and Musser CPAs as the auditors for Tyrone Township. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Board of Auditors:** Seymore made a motion to appoint Joe Albert and Michael Baltzley as the Board of Auditors for Tyrone Township. Mosley seconded the motion. A vote was taken and Mosley and Seymore voted in the affirmative and Dashoff recused herself from the vote. The motion carried.

**Appointment of Depositories for the Township:** Mosley made a motion to appoint **PNC Bank** as the Depository for the Township. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Solicitor:** Dashoff made a motion appointing Steven A. Stine as the Township’s Solicitor at \$190.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Special Counsel:** Seymore made a motion appointing Samuel A. Gates as the Township’s Special Counsel at \$190.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Engineer:** Mosley made a motion to appoint William F. Hill & Associates/Keller Engineers, William F. Hill, at \$120.00 per hour and Erik Vranich at \$120.00 per hour as the Engineers for Tyrone Township. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Sewage Enforcement Officer:** Seymore made a motion to appoint William F. Hill & Associates/Keller Engineers, Bryan Leese, at \$80.00 per hour as Sewage Enforcement Officer. Dashoff seconded the motion. A vote was taken and the motion carried unanimously. Dashoff also made a motion to appoint C.S. Davidson, Inc., Christopher Metz, at \$137.64 per hour for alternate work as Sewage Enforcement Officer. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Emergency Management Coordinator:** Seymore made a motion to appoint Jed Smith as the Emergency Management Coordinator. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Right to Know Officer:** Mosley made a motion to appoint McFadden as the Right to Know Officer. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**EIT & LST:** Seymore made a motion to appoint York Adams Tax Bureau to collect the Earned Income Tax (EIT) and the Local Service Tax (LST) for 2023. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Realty Transfer Tax:** Mosley made a motion to appoint Karen Heflin as the Realty Transfer Tax Collector. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Building Code Officer:** Dashoff made a motion to appoint PA Municipal Code Alliance Inc., Clem Malot, as the Building Code Officer for Tyrone Township at \$125.00 per hour. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Assistant Building Code Officer:** Mosley made a motion to appoint PA Municipal Code Alliance Inc., Andrew Miller, as the Assistant Building Code Officer for Tyrone Township at \$50.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Building Inspector:** Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Building Inspector for Tyrone Township at \$125.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Assistant Building Inspector:** Dashoff made a motion to appoint PA Municipal Code Alliance, Inc., Andrew Miller, as the Assistant Building Inspector for Tyrone Township at \$50.00 per hour. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Zoning Officer:** Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Zoning Officer for Tyrone Township at \$125.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Planning Commission:** Dashoff made a motion to appoint Dave Richwine to a 1 year term, Mike Mosley to a 3 year term, Mike Boring to a 3 year term, Ben Kishbaugh to a 2 year term, and John Wenk to a 4 year term. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Vacancy Board:** There was no one appointed to serve on the Vacancy Board at this time.

**Agricultural Security Board:** Seymore made a motion to appoint James Lady, Robert Junkins, Dave Wenk, and Vincent Lobaugh each to a 1 year term. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Citizens Committee:** There was no one appointed to serve on the Citizens Committee at this time.

**Newspaper of Record:** Mosley made a motion to retain the Gettysburg Times as the Township's Newspaper of Record. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Mileage Rate:** Seymore made a motion to pay \$0.655 per mile as mileage reimbursement for 2023. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Insurance Approval:** Mosley made a motion to appoint Pennsylvania Intergovernmental Risk Management Association (PIRMA) for insurance coverage through HA Thomson for 2023. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Approval of Tax Collection Dates:** Dashoff made a motion to accept the list below for the Tax Collection Dates for 2023, all of which will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- April 18, 20, 25, 27 5:00 PM – 8:00 PM
- April 22, 29 9:00 AM – 12:00 PM
- June 30 5:00 PM – 8:00 PM

**Road and Facilities Maintenance Manager:** Seymore made a motion appointing Greg Kepner as Road and Facilities Maintenance Manager with an hourly rate of \$20.39, with a monthly cell phone stipend of \$40.00. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Township Roadmaster:** Seymore made a motion to appoint James Lady as the Township Roadmaster for snow removal with an hourly rate of \$45.00. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Credit Account Authorizations:** Mosley made a motion to make the Credit Card Authorization and card limits listed below for 2023. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Michael Mosley, Supervisor – card limit: \$10,000.00

Greg Kepner, Road and Facilities Maintenance Manager – card limit: \$5,000.00

Sydney McFadden, Secretary – card limit: \$1,000.00

**Phone Service:** Seymore made a motion to continue the telephone service for 2023 through Century Link at \$190.00 per month. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Pitney Bowes:** Dashoff made a motion to use Pitney Bowes for postage services for 2023 for a monthly rate of \$4.99. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Safety Committee:** Dashoff made a motion to accept Bob Troutman as President, Dave Boldosser, Jr. as Vice President, and Jeff Cressler as Secretary of the Safety Committee for 2023. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Facilities Cleaning Expenses:** Seymore made a motion to continue the \$100.00 per cleaning rate of pay for Township Facilities Cleaning Expenses for 2023. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

**Resolution 2023-01:** Dashoff made a motion to adopt 2023-01, a Resolution appointing Hamilton & Musser CPAs to audit the funds and accounts for Tyrone Township for the 2022 fiscal year. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Resolution 2023-02:** Mosley made a motion to adopt 2023-02, a Resolution setting the Township's Fee Schedule for 2023. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Public Comments:** None

**Approval of Board of Supervisors Minutes:** Dashoff made a motion to approve the minutes of December 21, 2022. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Approval and Payment of the Accounts Payable Invoices:** Mosley made a motion to approve and pay the remaining Accounts Payable Invoices for 2022. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**Public Comments on Board of Supervisors Meeting Agenda:** None

### **Organizational Announcements:**

- ***District 3 Septic System Noncompliance List:*** Six (6) property owners remain on the District 3 Septic System Noncompliance List. One (1) of the six (6) has notified the Township of a completed inspection with a registered pumper/hauler and the Township is waiting to receive the necessary paperwork from the pumper/hauler.

### **Old Business**

**Koufos Plan:** Seymore made a motion to grant the 90-day time extension for the Peter Koufos Land Subdivision Plan. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

**Mobile EOC:** The Township EMC reached out to municipalities involved in NAREMA to garner interest in possibly sharing the Mobile Emergency Operations Center (EOC) among NAREMA municipalities. The Board will discuss NAREMA's interest with the Township EMA before proceeding further with this matter. This matter has been added to the January 11, 2023 Board meeting agenda.

### **New Business**

**2023 Check Runs Policy:** Dashoff made a motion to establish a Policy indicating that two (2) check runs will occur monthly in 2023: one at the regularly scheduled Board of Supervisors Meeting and the other during the last week of each month. The Accounts Payable Invoices paid in the second monthly check run will be announced at the following Board meeting. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

**District 3 Notices of Violation:** The Board will confirm the Township Constable's interest in serving Notices of Violation to those on the District 3 Noncompliance List before proceeding further with this matter. This matter has been added to the January 11, 2023 Board meeting agenda.

**American Rescue Plan Funds Allocation Resolution Discussion:** The Board discussed possible uses for the Township's American Rescue Plan Act (ARP) funds. No action was taken on this matter.

**Resolution 2023-03:** The Township received information from HA Thomson today that a Resolution will not be needed for Class 989 on its workers compensation insurance policy for support staff, and instead, an Operational Support Form would need to be executed and returned to HA Thomson.

Mosley made a motion to approve and execute the workers compensation insurance Operational Support Form. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

### **Active Subdivision/Land Development Plans (Informational Only):**

Hillandale Site 3 Land Development Plan: Action Deadline March 21, 2023

Peter Koufos Land Subdivision Plan: Action Deadline April 3, 2023

### **Meetings:**

Tyrone Township Board of Auditors Organization Meeting January 4, 2023 at 9:00 AM at the Township Building, 5280 Old Harrisburg Road, York Springs

Tyrone Township Board of Supervisors Meeting January 11, 2023 at 7:00 PM at the Township Building, 5280 Old Harrisburg Road, York Springs

Tyrone Township Planning Commission Meeting January 12, 2023 at 7:00 PM at the Township Building, 5280 Old Harrisburg Road, York Springs

### **Public Participation:**

- Kepner inquired if the Board could check with HA Thomson if snow-plowing employees could park personal vehicles in the Township Building. McFadden responded that she would check with HA Thomson on this.
- Kepner inquired regarding the policy for making purchases on his Township credit card; previously, if there was a surcharge for a credit card purchase, the Township would not use a credit card for payment and instead would produce a check for the purchase to avoid paying surcharge fees. He inquired if he could put the smaller charges on his credit card, surcharge or not, to save the Township money and time with producing checks for these purchases. Forsythe inquired what the credit card surcharge would be and Dashoff and Seymore indicated 2-3%. Forsythe indicated that the credit card surcharges are service charge fees that vendors pay for processing credit card purchases. Dashoff inquired Kepner of how much the smaller purchases typically are and if the Board could establish a limit for these purchases. Kepner responded that his purchases on his Township credit card range from a couple hundred dollars maximum each, and others for much smaller purchases, such as a couple of cans of paint. All agreed to establish that Kepner's purchases of \$25.00 and under be made with the Township's Petty Cash and those over this amount be placed on his Township credit card.
- Kepner indicated that he spoke with Dashoff in November regarding ordering new drainpipes and proposed that the Township order 10 drainpipes this month. Dashoff inquired of an estimate for these pipes and Kepner indicated between \$3,000-\$4,000 total. The Board agreed and Kepner will obtain a more precise price when he orders the drainpipes.
- Kepner indicated that he plans to contact the Township Engineer this month to coordinate the 2023 Road Work projects.
- Seymore inquired of any policy for employees' spending limits on the Township credit cards. Kepner indicated that the previous policy was for Kepner to inform the Board of any purchases of a couple hundred dollars or more before they were made on his Township credit card.
- Kepner indicated an interest in purchasing an air gun for removing lug nuts from the trucks and a flame thrower for cold patch and that he spoke with Seymore regarding this.
- McFadden indicated that regarding the policy of her Township credit card spending limit, the policy has been for her to inform the Board of any purchases over \$100 before they are made. The Board indicated for McFadden and Kepner to inform a Board member when credit card purchases exceed a couple hundred dollars for Kepner and \$100 for McFadden.
- Kepner indicated to McFadden that he only needs copies of the invoices from when he orders supplies, not of other supplemental documents such as order tickets or packing slips to save paper. Forsythe indicated that the order tickets and packing slips are backup documentation for the auditors and should be kept with the invoices.
- Mosley inquired regarding if the shoulder machine that the Township ordered had arrived yet. Kepner responded that he contacted the representative from Stephenson Equipment and that there is three (3) weeks' turnaround time for the shoulder machine. Kepner indicated that he plans to get the machine installed onto the Township truck in the spring to assist with cold patching and is waiting on a call back from Stephenson.
- Forsythe inquired if there is a policy for which Board member Kepner is to inform of larger purchases made on his Township credit card. Dashoff indicated herself.

- Kepner inquired regarding the policy of discarding old tax documents from the Tax Collector in the Township file storage shed. All suggested for McFadden to look into this and perhaps inquire of PSATS and the Tax Collector. McFadden indicated that she would check the Municipal Records Manual regarding the policy for how long tax records are to be kept as well as PSATS and the Tax Collector.

**Adjournment:** Dashoff made a motion to adjourn at 2:00 PM. Seymore seconded the motion. A vote was taken and carried unanimously.