

January 6, 2014

Chairman Dennis Macheska called the reorganization meeting to order on January 6, 2014 at 7PM at 2435 Hickory Lane. Also present were Supervisors David Bird and William (Bud) Brown, Secretary Sarah Griggs and Solicitor Ed Scacchitti. Sixteen individuals signed the sign in sheet.

Dennis Macheska made a motion to appoint Dave Bird as temporary Chairman. Bud Brown seconded the motion. Dave Bird made a motion to appoint Sarah Griggs as temporary secretary. Dennis Macheska seconded the motion. Dave Bird made a motion to elect Dennis Macheska as Chairman. Bud Brown seconded the motion. Dennis Macheska made a motion to elect Dave Bird as vice-chairman. Bud Brown seconded the motion.

Dennis Macheska read the reorganization resolution for 2014 which is as follows:

Appoint:

Secretary / Treasurer: Sarah Griggs

Assistant Secretary / Treasurer: Dennis Macheska

Lenay Blackwell, elected Real Estate Tax Collector, requests Jerry Blackwell be appointed Deputy Real Estate Tax Collector

Duplicate bill fee for real estate tax collector: \$10 per copy

Certified Building Inspector: Dennis Macheska

Wages \$34.77 / visit and mileage

Zoning Officer: Bob Lukasiewicz

Wages \$35.00 / visit and mileage

Sewage Enforcement Officer: Osbert Patton

Fees: See attached

Alternate SEO: James Gaidula, Don Carey

Fees: See attached

Host Landfill Inspectors: William Brown & David Bird

Wages: \$25.00 / hour with 40 hours a month between 2 inspectors

Planning Commission / Zoning Secretary: Sarah Griggs

Roadmaster: David Bird

Assistant Roadmasters: Dennis Macheska & William Brown

Road Foreman: Horace Davies

Full-time wages: \$20.30 / hour

Part-time wages: \$13.75 / hour

Secretary / Treasurer: \$17.00 / hour

Supervisors roadwork, maintenance, etc: \$17.00 / hour

Parks & Recreation: Dennis Macheska

Solicitor: Attorney Edmund J. Scacchitti

Fee: \$1000 retainer per month and \$125.00 / with monthly billing

Zoning Hearing Board / Planning Commission (As needed): Attorney Donna Devita

Fee Zoning Hearing Board: \$650 retainer then \$125.00/ hour

Fee Planning Commission: \$1000 retainer then \$125.00 / hour

Engineers: John K. Seamans, P.E., P.L.S.

Fee: \$90 / hour engineer only

Fee: \$150 / hour engineer, technician, and equipment

Independent C.P.A. firm: Bonita & Rainey

Chairman of Vacancy Board: Jerry Blackwell

Zoning Hearing Board: Jo Ann Carr, Jim Corselius, Joseph Kostiak

Elected Auditors: Joseph Snyder, Kirk Zeiss, Jeane Chilcote

Planning Commission: John Buranich, Jay Butler, Brad Steckel, Bill Auriemma, Jim Murphy, Barbara Jones, Sean Tompkins & alternate Jerry Blackwell.

Uniform Construction Code Appeals Board: Jim Gaidula, Kuni Matsui, & Bob Smith Jr.

EMA Coordinator: Frank Miller IV

Deputy EMA Coordinator: William Brown

Delegates to State Association's annual convention: Dennis Macheska, David Bird, William Brown & Sarah Griggs

Voting Delegate to State Association's annual convention: Dennis Macheska

Delegates to Council of Governments: Dennis Macheska

Agricultural Security Area Advisory Committee: Jim Corseilus, Keith Eckel

Ruth Griggs, James Brown Jr and Supervisor member chair - William Brown

Regular monthly meetings will be the 1<sup>st</sup> Monday of the month at 7 PM at the township building on Hickory Lane except for:

Monday June 2 at Mount Dewey Community Hall

Monday October 6 at Mount Dewey Community Hall

Special monthly meetings (work sessions) will be Wednesdays prior to the monthly meeting at 7 PM at the township building at which time the agenda for the upcoming meeting is set. All other special meetings will be advertised in the local newspapers at least 24 hours before the meeting.

Planning Commission meetings are the third Monday of each month at 7 PM

Township meetings are tape – recorded to facilitate the minutes and participants in the meeting are aware that their voice / voices may be on tape.

Videotaping during township meetings will be done from the rear of the room so as to not obstruct other's view

Township office hours are Monday through Friday 9 – 4 and as needed

Declare the township's desire to follow the schedules and procedures for disposition of non – permanent records as set forth in the Municipal Record Manual approved on July 16, 1993 in addition to any updated changes in the Manual.

Designate PLGIT as depositories for funds

Bills must be received by the monthly work session to insure payment at the regular monthly meetings

Authorize electronic transfer of funds and electronic filing of records when accessible

Authorize payment of bills outside of regular meeting as presented and to utilize discounts when available.

Set rate of \$75 / day for meals at the State Conventions in addition to pay registration & mileage

Set rate of \$125 / day for seminars, conferences, classes, or meetings attended by township employees and elected officials

Set full-time employee work week at 40 hours with time and one-half over 40 hours

Set full-time employees benefits for year as:

7 Holidays which are New Year's Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day

If a holiday falls on a weekend, another weekday will be the holiday

2 Personal Days

5 Sick Days

1<sup>st</sup> through 4<sup>th</sup> years of employment: 10 vacation days

5<sup>th</sup> through 9<sup>th</sup> year of employment: 15 vacation days

10<sup>th</sup> year of employment on: 20 vacation days

Paid health insurance, disability insurance, life insurance and pension plan

Set clothing allowance for full-time road crew employees at \$400 / year prorated by length of employment. There is no light duty work available for road crew employees.

Set building rental rates: (Security personnel may be needed, at renters expense)

Ransom and Mount Dewey Community Halls:

\$100 = Hall

\$25 = Refundable Cleaning Deposit

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\$125 Total

Payment must be received at least one week prior to rental date

Set mileage at current IRS rate

Recycling will be the third full Thursday & Friday following the first Friday of the month. Thursday will be the pickup day for Milwaukee & Ransom areas and Friday for Mount Dewey area.

Spring and Fall Clean-ups will be announced at a later date

Set subdivision review rates as:

Minor subdivision = \$35 & \$10 per lot created

Major subdivision = \$200 & \$25 per lot created

Set land development review rates as:

Non-Residential Structures (Commercial, office, professional, Manufacturing, warehousing / distribution and similar facilities) = \$75.00 plus \$7.50 per 1,000 square foot of floor area

Two Single – Family Residential Dwellings on an existing lot = Flat Fee \$75.00

Multi-Family Residential (Three or more residential unit, such as apartments, townhouse, condominiums, dormitories, nursing homes, assisted-living facilities, etc) = \$75.00 plus \$15 per unit. Minimum fee: \$105.00

Set rate to re-sign approved subdivision plans = \$200

Set rate to change form B Waivered non-buildable lot to buildable lot = \$200

Set zoning board, conditional use, and special exception hearing deposit: \$800 per hearing date

Zoning Hearing Board wages: \$125 per meeting date

Set fees for on-lot sewage: See attached

Authorize township secretary to sign as representative of the township for DEP Planning Modules

A copy of the sewer permit is required to be given to the building inspector when applying for a building permit. Once issued, the sewer and / or building permit (covered in plastic) shall be posted within 10 feet from the edge of the property involved

All building and all remodeling within the township are governed by the Uniform Construction Code and their required permits

Set fees for building permits:

\$300 = commercial building up to 5,000 square feet then \$50 for each additional 5,000 square feet; over 50,000 square feet the fee will be reviewed

\$400 = house

\$300 = addition

\$150 = pole barn over 500 square feet

\$150 = Structural changes

\$150 = Roof

\$200 = garage attached to house

\$150 = free standing garage / carport / shed over 500 square feet

\$150 = plumbing

\$150 = electrical

\$ 30 = each visit above the standard number of visits per permit

Set the following fee schedule:

Driveway permit: \$35

Zoning permit: \$70

Logging permit: \$125

Set fees for sale of maps and publications:

Subdivision & Land Development Ordinances: \$10.40 each or current cost

Zoning Ordinance with small zoning map: \$18.20 or current cost

Storm Water Management Ordinance: \$4.80 or current cost

Flood Plain Ordinance: \$1.50 or current cost

Other ordinances: current cost

Large zoning maps: current cost

All street maps: no charge

Set mailing fee \$2 handling fee & actual postage

Set copier fee: \$.25 per page

Procedures to be used in connection with the administration of Act 537:

## STAGES AND APPLICANT'S FEES

APPLICATION for a permit, planning exemption, or planning module. If not completed in one year, new application must be applied for and new fee paid. Fee includes permit to replace a tank...\$100 / submission

TEST PIT: One test pit is required for each 1200 sq. ft. of absorption area and one additional pit is required at the opposite side of the absorption area. For major subdivisions or marginal sites the applicant must hire a soil consultant. The backhoe is the applicant's responsibility... \$50.00 / pit + \$100.00 / trip

HOLE PREPERATION for percolation test...\$300.00 / six

PERCOLATION TEST: The area must be cleared and the absorption area staked out before the holes are dug...\$300.00 / six

CHECK DESIGN or layout of absorption area for new or repair system  
...\$100.00 / 1200 sq. ft. / submission

SITE INSPECTION: Any trip to site required to complete application. Including a scheduled trip that work could not be completed because applicant was not prepared. Minimum of six for each absorption are (test pit, check layout, pre-construction, approval to cover, and final inspection)...\$100.00 / trip

REVIEW PLANNING for module, planning exemption, ore non-building waiver...\$100.00 / submission plus \$100.00 / each new equivalent dwelling unit

SYSTEM EVALUATION of existing sewage system. Applicant is responsible for uncovering and cleaning all tanks, digging probes and observation holes, and supplying sufficient water...\$300.00

APPEALS for denial, revocation, or granting of sewage permit...\$500.00 plus cost of any advertising, engineering, court stenographers, and consulting fees incurred by the township.

If within one year of paying a fee, a person decides to not have work completed and they send a letter to the SEO stating that they have no intentions of completing the work, the township will send them a refund for unused fees.

When engineering or consulting services are required by the township to complete their review of a permit application, the applicant shall pay all expenses incurred by the township.

If a person requires work from the SEO that is not covered by the above, that person shall pay the township the SEO's hourly rate plus all expenses incurred in completing the work.

If the fees are revised before a stage is complete, the new fee must be paid.

#### STAGES AND SEO'S WAGE

APPLICATION...SEO \$89.00

- a. Explain to applicant of entire application procedure
- b. Receive application and fee from applicant
- c. Review application to see if complete and correct

- d. If incomplete, return application to applicant along with letter explaining deficiencies
- e. When required, the SEO will schedule the testing DEP

TEST PIT...\$44.50 / pit plus site visit...SEO \$89.00

- a. Measure and record soil profile of each test pit
- b. Plot approximate location of test pit on a map supplied by applicant

HOLE PREPARATION for percolation test...SEO \$267.00 / six holes

- a. Dig percolation holes to required depth
- b. Scrap bottom and wall to remove any smearing
- c. Place 2" of fine gravel in hole

PERCOLATION TEST...SEO \$267.00 / six holes

- a. Check holes to see if they were properly prepared
- b. Presoak holes with 12" of water
- c. Measure and record percolation rate of holes

CHECK DESIGN or layout of absorption are for new or repair system...SEO \$89.00 / 1200sq. ft. / submission

- a. Check design to see if it is complete and correct
- b. If incorrect, return design to applicant, along with letter explaining deficiencies
- c. If correct, permit will be issued
- d. Send copy of application of every permit issued to DEP

SITE INSPECTION... SEO \$89.00 / trip

- a. Pre-construction
  - 1. Check site to verify location of system and percolation test
  - 2. Check layout of system
- b. Sand inspection
  - 1. Check the placement of the sand
- c. Approval of cover
  - 1. Check pipes and components of sewage system for proper type, size and location before they are covered
  - 2. For improper installation, inform contractor and / or applicant of deficiencies
  - 3. If deficiencies are not corrected and an inspection approved within three days, notify applicant in writing of deficiencies
  - 4. When installation is correct, approval to cover will be given
- d. Final inspection
  - 1. Check surface water runoff near the system
  - 2. Check soil berm
  - 3. Check seeding

#### 4. Check inspection ports and cleanouts

REVIEW PLANNING of module, exemption, or non-building waiver...SEO \$89.00 / submission plus \$89.00 / new evaluation dwelling unit

- a. Review planning paperwork to see if complete and correct
- b. If incorrect, return paperwork to applicant with letter explaining deficiencies
- c. If correct, sign and send paperwork to township or applicant

EVALUATION of an existing sewage system...SEO \$267.00

- a. Measure and record one soil probe within 10 feet of existing absorption area if required
- b. Locate and record location of all waste water pipes from existing buildings
- c. Measure and record type, size, location, and working conditions of all tanks
- d. Preload system with water
- e. After system has rested for eight hours, place dye in system and flush with design flow until it malfunctions
- f. Record daily flow, this test indicates what system can handle and type and location of any obvious malfunctions

SEO will receive mileage and expenses that he incurs doing the above activities

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Any work requested by supervisors or DEP are not covered by the above, the SEO will be paid per hour plus expenses:

Main SEO: Osbert J. Patton (SEO# 01566) \$42.00 / hour  
Alternate SEO: James Gaidula (SEO# 03270) \$37.00 / hour  
Alternate SEO: Donald Carey (SEO# 03556) \$37.00 / hour

Bookkeeping...\$100.00 / permit application

#### PROCEDURES

If more than one year has passed since last site visit and before issuing a permit of approving a module, SEO must make site inspection paid for by applicant.

An employee / alternate SEO is to be listed as an employee on the township's Errors and Omissions policy.

The alternate SEO / employee will only work when requested by SEO or township.

Township and DEP auditors are allowed access to SEO's file pertaining to the sewage enforcement activities.



SEO will only give application information to the township, DEP, or the applicant that filed the application.

Before commenting on a specific lot, SEO will receive a permit application with the fees and visit the site.

The township will provide SEO with a copy of township ordinances and resolutions pertaining to on-lot sewage disposal.

The SEO collects fees (checks or money orders payable to the township) from applicant and sends them to the township with activity report.

### COMPLAINT PROCEDURES

All complaints regarding on-lot system malfunctions must be in writing. The letter must contain an accurate description of conditions present, a site address or detailed directions, property owner's name address if known, and any other important facts about the problem.

Site investigation is conducted by the SEO from the road right-of-way or complainant's property.

If no malfunctions are obvious, a letter is sent to complainant of this finding. No further action will be taken until additional information is received from complainant.

If a possible malfunction is obvious, a letter is sent to property owner giving 15 days to respond to the condition. In those instances where a malfunction exists and the property owner does not correct it, an enforcement action. Taken under the direction of the township solicitor, may be necessary.

Dave Bird made a motion to pass the reorganization resolution. Bud Brown seconded the motion. All yes 0 no.

Bud Brown made a motion to adjourn the reorganization meeting. Dave Bird seconded the motion. All yes 0 no.

January 6, 2014

Chairman Dennis Macheska called the regular meeting of the supervisors to order.

Bud Brown made a motion to accept the previous months minutes as read. Dave Bird seconded the motion. All yes 0 no.

Officer Siegler of the South Abington Police Department presented the police report for the month of December. 131 hours recorded with six incidents were reported. Kathy Rowinski advised the officer of an incident at an abandoned neighboring house. The cabinets and cooper have been stolen out of the house. Officer Siegler advised that he would look into the incident. Ed Scacchitti advised the bank that owns the house is responsible for securing the house. Ed Advised that the civil clerks office could help with finding out which bank owns the house.

Under public comment: Barbara Jones thanked the board of supervisors for appointing her to the planning commission.

Lenay Blackwell expressed concern about an icy area on Creek Rd. Dave Bird advised that the road is a state road but he would contact PennDot to make sure the problem is taken care of.

Bob Lukasiewicz thanked the board for the donation to Toys for Tots and for placing the toy drop off box at the township building.

Hank Rowinski questioned if there has been any new development with Ransom Recreational Shooting Sports LLC. Sarah Griggs stated that she has not heard from Andy Massimilian but a letter has been sent to him.

Bud Brown made a motion to sign the police contract for 2014 with South Abington Police Department. Dave Bird seconded the motion. All yes 0 no.

Dennis Macheska informed that new members Barbara Jones, Sean Tompkins and alternate Jerry Blackwell have been appointed to the planning commission.

Dennis Macheska read the treasury report for the month. The general fund balance was \$673,407.03 and liquid fuels fund balance was \$1,269,977.49. Recycling totaled 4.57 tons for December. Januarys recycling dates would be January 16<sup>th</sup> and 17<sup>th</sup>.

Dave Bird presented the road report for the month. Dave requested that residents don't plow the snow from their driveways into the road. This causes a hazard for everyone passing by. Dave advised that the township would be doing repairs this year on Sekol Avenue and Evergreen Drive. Dave stated that the township purchased a new backhoe at the end of 2013 and it should arrive the beginning of the year.

Dennis Macheska advised that the next regular meeting would be February 3, 2014.

Dave Bird made a motion to adjourn. Bud Brown seconded the motion. All yes 0 no.

Respectfully Submitted,

Sarah Griggs