

**Greenfield Township Supervisors
Annual Reorganizational & Regular Meeting
January 7, 2019**

At the Greenfield Township building, the Annual Reorganization meeting of the Board of Supervisors of Greenfield Township, Blair County, was called to order by Supervisor Matt Treon at 7:00 p.m. The meeting opened with the pledge of allegiance.

Present: Supervisor Matt Treon, Supervisor Jordan Oldham, Supervisor Joe Claar, John Dively, Michael Sell (MC Herald), Eric Casanave (Stiffler McGraw), Chief Ron Sharkey, and Arlene Kuntz.

Public Comments: None

Appoint temporary Chair: On a motion by Jordan Oldham (2nd, Joe Claar), the Supervisors appointed Matt Treon as temporary Chairman.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint temporary Secretary: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors appointed Arlene Kuntz as temporary Secretary.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Nominate & Elect Board Chairman: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors Nominated and Elected Matt Treon as the Chairman of the Board.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Nominate & Elect Board Vice-Chairman: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors Nominated and Elected Jordan Oldham as Vice-Chairman of the Board.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Secretary/Treasurer and establish compensation: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors reappointed Arlene Kuntz as Secretary and Treasurer with a salary of \$38,245.96.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Assistant Township Secretary/Treasurer and establish compensation: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors moved to approve the Assistant Secretary and Treasurer compensation as per the 2019 budget.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Reappoint Roadmaster: On a motion by Jordan Oldham (2nd, Joe Claar), the Supervisors reappointed Matthew Treon as the Roadmaster.

Roll Call Vote: Joe, Yes Matt, Abstain Jordan, Yes

Supervisor Treon abstained from voting for himself as Roadmaster a paid position.

Reappoint Assistant Roadmaster: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors reappointed Jordan Oldham as the Assistant Roadmaster.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Abstain

Supervisor Oldham abstained from voting for himself as Assistant Roadmaster a paid position.

Establish Treasurers' Bond: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved to maintain the bond with Teeter Group for the Treasurers' Bonds (2) of \$250,000.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Authorize Secretary/Treasurer to prepay all regularly incurred bills and payroll for the Township: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors authorized the Secretary/Treasurer to prepay all regularly incurred bills and payroll for the Township.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Establish Township employees' compensation per approved 2019 budget: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors approved employee compensation per approved 2019 Budget and Police Union Collective Bargaining Agreement. (Approved hourly wages are as follows: Chief of Police, \$25.48; Corporal, \$19.03; First Class, \$18.03; Probationary Police Officer, \$17.00; Winter Maintenance, \$13.40; Summer Maintenance, \$11.00. The Roadmaster & Assistant Roadmaster's wages will be approved by the Board of Elected Auditors.)

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Determine holidays for non-union township employees: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors approved the eight (8) days per the Paid Time Off policy plus two additional days for Election Days. (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and 2 Election Days).

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Supervisors as Roadmasters: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors appointed Township Supervisors as Roadmasters.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Designate Open Records Officer: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors appointed Arlene Kuntz as Open Records Officer for Right to Know requests.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Permit Officer not requiring UCC Inspection: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Arlene Kuntz, Secretary/Treasurer, as the Township Permit Officer for permits not requiring UCC inspection.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Permit Agency(ies) requiring UCC Inspection: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors reappointed PA Municipal Code Alliance (PMCA) and Commonwealth Code Inspection Service (CCIS) as the Township Uniform Construction Code agencies as determined by the applicant as to which agency they want to use.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Solicitor: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors appointed Patrick Fanelli of Fanelli Willett Law Offices as Township Solicitor at a rate of \$135 per hour.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Solicitor for Union Issues: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors reappointed Patrick Fanelli of Fanelli Willett Law Offices as Township Solicitor for union-related issues at a rate of \$165 per hour.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Township Engineer: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors reappointed Eric Casanave of Stiffler McGraw Surveyor and Engineers as Township Engineer at the contracted rate.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Chairman of Vacancy Board: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors nominated and appointed Troy Crist as Chairman of the Vacancy Board.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Reappoint Emergency Management Coordinator: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Terri Lingenfelter as the Emergency Management Coordinator and appoint Roger Lingenfelter as Assistant Emergency Management Coordinator.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint a representative to the Government Advisory Committee for Blair County Planning Commission: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors appointed Supervisor Joseph D. Claar as representative to the Government Advisory Committee for the Blair County Planning Commission.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Reappoint member to the Greenfield Township Municipal Authority Board: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors reappointed Vince Dodson to the Greenfield Township Municipal Authority Board and stipulated a round table meeting of both boards need to occur for open communication.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

(No nomination letter received from GTMA.)

Appoint a representative to the Blair Region Code Administration Committee: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors reappointed Chris Burket as the representative to the Blair Region Code Administration Committee.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Local Service Tax (LST) Collector: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors appointed Arlene Kuntz as the Temporary Local Service Tax Collector until Blair County Tax Collection Bureau is established as the Local Service Tax Collector.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Earned Income Tax (EIT) Collector: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors reappointed the Blair County Tax Collection Bureau to collect Earned Income Taxes at a 3% commission.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint Dog Enforcement Officer: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed PA Humane Society and Paul Guttshall, Blair County Dog Law Officer as the Dog Enforcement Officer.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint ambulance service: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed AMED as the ambulance service.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Appoint police liaison to Board: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors abolished the Police Liaison position of the Board of Supervisors.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Designate voting delegate for the Bedford County Township & Borough Sanitary Corp (BCTBSC): On a motion by Matt Treon (2nd, Joe Claar), the Supervisors nominated and reappointed Jordan Oldham as voting delegate at Bedford County Township & Borough Sanitary Corp.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Designation of Depositories: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved to continue to use First Commonwealth Bank in Claysburg for checking accounts and S&T Bank for the money market accounts.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Certify delegates to attend PSATS Annual Educational Conference: On a motion by Joe Clar (2nd, Jordan Oldham), the Supervisors approved for Supervisors and employees to attend PSATS Annual Conference April 14-17, 2019, and Emergency Management Coordinators to attend the PEMA training on Sunday, April 14, 2019.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Designate PSATS voting delegate: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors appointed Supervisor Jordan Oldham as the Voting Delegate at the 2019 PSATS Conference.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Establish monthly meeting schedule: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved to continue to have the monthly meeting on the first Tuesday of each month at 7:30 p.m. at the Township building with one exception. The Tuesday, November 5th meeting will be Wednesday, November 6th since the Township building is an election polling location.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Establish reimbursement vehicle mileage rate: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors approved the 2019 vehicle mileage rate as set by the IRS of 58¢ per mile.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

RESOLUTIONS

2019-01 Waiver of Employee Contributions to Pension Plan (Non-uniform): On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved Resolution 2019-01.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

2019-02 Waiver of Employee Contributions to Pension Plan (Uniform/Police): On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved Resolution 2019-02.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

2019-03 Appoint accounting firm to complete required 2018 DCED Audit: On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors approved Resolution 2019-03 to appoint Young Oaks Brown & Co for the 2018 audit.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

2019-04 Appoint a representative to the Blair County Tax Collection Bureau: On a motion by Matt Treon (2nd, Joe Claar), the Supervisors reappointed Christine Leslie as representative and Grace Helsel as an alternate representative to the BCTCB and approved Resolution 2019-04.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

2018-05 Appoint Sewer Enforcement Officer: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors reappointed Dean Shuller as the Sewer Enforcement Officer with an annual fee of \$500 and approved Resolution 2019-05.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

At 7:37 p.m., the Regular Monthly Meeting began.

The Chairman informed those present there was an Executive Session on December 17, 2018, for personnel matters.

Approval of Meeting Minutes: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved the December 4th Regular Meeting and December 17th Special Meeting minutes as written.

Roll Call Vote: Joe, Abstain Matt, Yes Jordan, Yes
Supervisor Claar abstained since he was not on the Board for December 4, 2018, meeting.

Treasurer's Report: Report is attached. On a motion by Jordan Oldham (2nd, Joe Claar), the Supervisors approved the Treasurer's Report as presented.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Public Comments: None

OLD BUSINESS

Local Service Tax Audit: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors authorized Arlene Kuntz, Treasurer, to disburse the remaining Local Service Tax funds according to the Auditor's recommendations.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

NEW BUSINESS

Police — In-car computer system: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors moved to purchase the Police In-car computer system from Aerial Communications for \$3,670.97; includes installation.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

Paid Time Off (PTO) Policy: On a motion by Joe Claar (2nd, Matt Treon), the Supervisors approved to revise the Paid Time Off policy by adding two (2) holidays for the May Primary and November Election and adjust the PTO cap amount from 200 to 350 hours.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, No

Establish annual Clean-Up Day date: On a motion by Jordan Oldham (2nd, Joe Claar), the Supervisors established Saturday, April 27, 2019, as the 2019 Annual Clean-Up Day.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

ENGINEER'S REPORT:

- John & Colleen Dively Subdivision, sketch plan — On a motion by Matt Treon (2nd, Joe Claar), the Supervisors authorized Eric Casanave, Stiffler McGraw & Associates Inc, to review the plans mentioned above upon receipt before the February 5th meeting.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

- Ward Industrial Park, Lot 24 Survey — On a motion by Matt Treon (2nd, Joe Claar), the Supervisors moved for Stiffler McGraw & Associates Inc not to proceed at this time to survey the location mentioned above.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

ROAD FORMAN'S REPORT

Matt Treon, Roadmaster, reported the December 2018 and January 2019 tasks and duties.

POLICE REPORT

Chief Ron Sharkey gave the December 2018 police report. The Chief gave an update on the department, as well as discussed some possible public relations ideas.

The Township Board of Supervisors recessed into an Executive Session for a personnel matter. The Board of Supervisors reconvened the meeting and took the following action: On a motion by Joe Claar (2nd, Jordan Oldham), the Supervisors moved to terminate Suzanne Barry effective Friday, January 11, 2019, with the department collecting any Township property.

Roll Call Vote: Joe, Yes Matt, Yes Jordan, Yes

With no further business, the meeting adjourned at 9:55 p.m. with a unanimous vote on the motion by Joe Claar (2nd, Jordan Oldham).

Respectfully submitted,



Arlene Kuntz, Secretary/Treasurer

February 5, 2019: One spelling correction under the Present category. MC Herold was corrected to MC Herald.

**Annual Reorganizational Meeting Agenda
Greenfield Township Board of Supervisors
Monday, January 7, 2019**

Public comment is both welcome and invited. Time limits for comments will be set by the Chairman of the Board. Please state your name before speaking. We request that all residents be respectful when addressing the Board.

The meeting will be tape recorded for the sole purpose to transcribe meeting minutes.

Call Meeting to Order

Pledge of Allegiance

Public Comments

Appoint temporary Chair

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint temporary Secretary

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Nominate & Elect Board Chairman

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Nominate & Elect Board Vice-Chairman

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Township Secretary/Treasurer and establish compensation

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Assistant Township Secretary/Treasurer and establish compensation

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Roadmaster

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Assistant Roadmaster

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Establish Treasurers' Bond amount

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Authorize Secretary/Treasurer to pre pay all regularly incurred bills and payroll for the Township

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Establish Township employees' compensation per approved 2019 budget

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Determine holidays for non-union township employees

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Supervisors as Roadmasters

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Designate Open Records Officer

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Permit Officer not requiring UCC Inspection

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Permit Agency(ies) requiring UCC Inspection

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Solicitor

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Solicitor for Union Issues

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Township Engineer

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Chairman of Vacancy Board

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Emergency Management Coordinator

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint representative to the Government Advisory Committee for Blair County Planning Commission

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint member to the Greenfield Township Municipal Authority Board

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint representative to the Blair Region Code Administration Committee

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Local Service Tax (LST) Collector

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Earned Income Tax (EIT) Collector

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Reappoint Dog Enforcement Officer

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Ambulance Service

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Appoint Police Liaison to Board

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Designate voting delegate for the Bedford County Township & Borough Sanitary Corp (BCTBSC)

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Designation of Depositories

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Certify delegates to attend PSATS Annual Educational Conference

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Designate PSATS voting delegate

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Establish monthly meeting location, time, and dates

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Establish reimbursement vehicle mileage rate

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

RESOLUTIONS

2019-01 Waiver of Employee Contributions to Pension Plan (Non-uniform)

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

2019-02 Waiver of Employee Contributions to Pension Plan (Uniform/Police)

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

2019-03 Appoint accounting firm to complete required 2018 DCED Audit

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

2019-04 Appoint representative to the Blair County Tax Collection Bureau

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

2019-05 Appoint Sewer Enforcement Officer

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Regular Monthly Meeting

Executive Session – December 17th for a Personnel Matter

Approval of Minutes – Regular Meeting December 4th & Special Meeting December 17th

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Treasurer’s Report

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Public Comments

OLD BUSINESS

Local Service Tax Audit

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

NEW BUSINESS

Police: In-car computer system

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Paid Time Off Policy

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

Establish annual Clean Up Day date

Motion: _____ 2nd _____ Vote: Joe _____ Matt _____ Jordan _____

Comments: _____

REPORTS

Engineer's Report

Road Master's Report

Police Department Report

Adjournment