

**Greenfield Township Supervisors
Annual Reorganizational & Regular Meeting
January 6, 2020**

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, Ami Fether, Dan Eastep, Joe Claar, Michael Sell (MC Herald), Brian Shura (Stiffler McGraw), Chief Ron Sharkey, Joe Crossman, Alex Musselman, and Arlene Kuntz.

Public Comments: None

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint Township Secretary/Treasurer and establish compensation: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Arlene Kuntz as Secretary and Treasurer with a salary of \$39,393.34.

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint Assistant Township Secretary/Treasurer and establish compensation: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Ami Fether as Assistant Secretary and Treasurer with an hourly compensation of \$13.

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

Establish Treasurers' Bond: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors moved for the Treasurers' Bonds (2) in the amount of \$250,000.

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

Establish Township employees' compensation per approved 2019 budget: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved employee compensation per approved 2020 Budget and Police Union Collective Bargaining Agreement. (Approved hourly wages are as follows: Chief of Police, \$25.48; First Class, \$18.57; Probationary Police Officer, \$17.00; Part-Time Police Officer, \$17.00; Winter Maintenance, \$13; Summer Maintenance, \$11.50. The Elected Auditors Board will approve the Roadmaster & Assistant Roadmaster's wages of \$24.70 and \$18.94.

Roll Call Vote: Matt, Yes Jordan, Yes

Determine holidays for non-union township employees: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved the ten (10) days per the Paid Time Off policy. (New Year's Day, Good Friday, Primary Election, Memorial Day, Independence Day, Labor Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day).

Roll Call Vote: 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: Matt, Yes Jordan, Yes

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

Roll Call Vote: 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 and Ami Fether, Assistant Secretary-Treasurer, as the back-up Permit Officer.

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint Township Permit Agency(ies) requiring UCC Inspection: On a motion by Matt Treon (2nd, Jordan Oldham), 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: Matt, Yes Jordan, Yes

Appoint Township Solicitor: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Patrick Fanelli of Fanelli Willett Law Offices as Township Solicitor at a rate of \$135 per hour; no rate increase.

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint Township Solicitor for Union Issues: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Patrick Fanelli of Fanelli Willett Law Offices as Township Solicitor for union-related issues at a rate of \$165 per hour; no rate increase.

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: 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.

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint member to the Greenfield Township Municipal Authority Board: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors appointed Jordan Oldham to the Greenfield Township Municipal Authority Board.

Roll Call Vote: Matt, Yes Jordan, Yes

Comment by Joe Claar.

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

Roll Call Vote: Matt, Yes Jordan, Yes

Appoint Local Service Tax (LST) Collector: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Blair County Tax Collection Bureau to collect the Local Service Tax Collector at a 3% commission.

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

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

Roll Call Vote: Matt, Yes Jordan, Yes

Comment by Chief Ron Sharkey.

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

Roll Call Vote: Matt, Yes Jordan, Yes

Comment by Joe Claar.

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

Roll Call Vote: 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 with the option to change at any time.

Roll Call Vote: Matt, Yes Jordan, Yes

Certify delegates to attend PSATS Annual Educational Conference: On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors approved for Supervisors and employees to attend PSATS Annual Conference May 3-6, 2020.

Roll Call Vote: Matt, Yes Jordan, Yes

Designate PSATS voting delegate: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors appointed any Supervisor attending the conference as the Voting Delegate at the 2020 PSATS Conference.

Roll Call Vote: 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 3rd meeting will be Wednesday, November 4th since the Township building is an election polling location.

Roll Call Vote: Matt, Yes Jordan, Yes

Establish reimbursement vehicle mileage rate: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved the 2020 vehicle mileage rate as set by the IRS of 57.5¢ per mile.

Roll Call Vote: Matt, Yes Jordan, Yes

RESOLUTIONS

2020-01 Waiver of Employee Contributions to Pension Plan (Non-uniform): On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved Resolution 2020-01.

Roll Call Vote: Matt, Yes Jordan, Yes

2020-02 Waiver of Employee Contributions to Pension Plan (Uniform/Police): On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors approved Resolution 2020-02.

Roll Call Vote: Matt, Yes Jordan, Yes

2020-03 Appoint accounting firm to complete required FY2019 DCED Audit: On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors approved Resolution 2020-03 to appoint Young Oaks Brown & Co for the FY2019 audit.

Roll Call Vote: Matt, Yes Jordan, Yes

2020-04 Appoint a representative to the Blair County Tax Collection Bureau: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Christine Leslie as representative and Grace Helsel as an alternate representative and Arlene Kuntz as 2nd alternative to the BCTCB and approved Resolution 2020-04.

Roll Call Vote: Matt, Yes Jordan, Yes

2020-05 Appoint Sewer Enforcement Officer: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors reappointed Dean Shuller as the Sewer Enforcement Officer with an annual fee of \$500 and approved Resolution 2020-05.

Roll Call Vote: Matt, Yes Jordan, Yes

The Regular Monthly Meeting Minutes

Approval of Meeting Minutes: On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors approved the December 3rd Regular Meeting and December 12th Special Meeting minutes as written.

Roll Call Vote: Matt, Yes Jordan, Yes

Treasurer's Report: Report is attached. On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors approved the Treasurer's Report as read.

Roll Call Vote: Matt, Yes Jordan, Yes

Public Comments — *Joe Claar* requested a plaque for Denny Feathers placed at the township building or community center for his extended service to the fire company and the community.

OLD BUSINESS — None

NEW BUSINESS

Intrusion alarm system for the township building: On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors moved to purchase an intrusion alarm system for the township building from Aerial Communications for \$1,900 and a \$38.99 monthly fee; includes installation and training.

Roll Call Vote: Matt, Yes Jordan, Yes

Fire alarm system for community center: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors moved to purchase a fire alarm system for the community center from Aerial Communications for \$1,700 and a \$36.99 monthly fee; includes installation and training.

Roll Call Vote: Matt, Yes Jordan, Yes

Liquid Fuels — Transfer \$10,000 from money market account to general checking account: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors authorized Arlene Kuntz, Treasurer, to transfer \$10,000 from the liquid fuels S&T Bank money market account into the liquid fuels First Commonwealth Bank general checking account for general operating expenses.

Roll Call Vote: Matt, Yes Jordan, Yes

Establish annual Clean-Up Day date: On a motion by Matt Treon (2nd, Jordan Oldham), the Supervisors established Saturday, April 25, 2020, as the 2020 Annual Clean-Up Day.

Roll Call Vote: Matt, Yes Jordan, Yes

Board of Supervisor Vacancy — Matt Treon moved for Joe Claar as the appointed Supervisor and the motion did not receive a second. Jordan Oldham moved for Alex Musselman as the appointed Supervisor, and the motion did not receive a second.

On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors tabled the action and moved to contact the Vacancy Board Chair.

Roll Call Vote: Matt, Yes Jordan, Yes

Information Only

Tuesday, January 7, 2020, 6 p.m. — Elected Auditors Organizational Meeting

Wednesday, January 8, 2020, 3 p.m. — Special meeting for DCNR, CDBG Grant
Project Bid Opening

ENGINEER'S REPORT:

- **Jeff Clinich (Helsel-Hileman) Subdivision:** No action required.
- **Mussellman Subdivision:** No action required.
- **Adam Whetstone FEMA application:** Per FEMA's request, the Township will submit a letter to them.
- **Packard Street Townhouses:** Stiffler McGraw will contact Township Solicitor for clarification of ownership of an unopened alley.
Comments by Joe Crossman.
- **New Water treatment plant:** On a motion by Jordan Oldham (2nd, Matt Treon), the Supervisors moved for Stiffler McGraw to do both the land development design and review work for the new water treatment plant on behalf of Greenfield Township and Greenfield Township Municipal Authority.
Comments by Joe Claar.

ROAD FORMAN'S REPORT

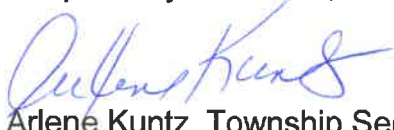
Matt Treon, Roadmaster, reported the December 2019 and January 2020 tasks and duties.

POLICE REPORT

Chief Ron Sharkey gave the December 2019 police report and SRO monthly summary. The Chief asked for an additional no parking sign for in the Sproul area.

With no further business, the meeting adjourned at 8:37 p.m. with a unanimous vote on the motion by Matt Treon (2nd, Jordan Oldham).

Respectfully submitted,



Arlene Kuntz, Township Secretary-Treasurer

**Annual Reorganizational Meeting Agenda
Greenfield Township Board of Supervisors
Monday, January 6, 2020**

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: Matt _____ Jordan _____

Comments: _____

Appoint temporary Secretary

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

Comments: _____

Nominate & Elect Board Chairman

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

Comments: _____

Nominate & Elect Board Vice-Chairman

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

Comments: _____

Reappoint Township Secretary/Treasurer and establish compensation

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

Comments: _____

Reappoint Assistant Township Secretary/Treasurer and establish compensation

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

Comments: _____

Reappoint Roadmaster

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

Comments: _____

Reappoint Assistant Roadmaster

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

Comments: _____

Establish Treasurers' Bond amount

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

Comments: _____

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

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

Comments: _____

Establish Township employees' compensation per approved 2020 budget

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

Comments: _____

Determine holidays for non-union township employees

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

Comments: _____

Appoint Township Supervisors as Roadmasters

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

Comments: _____

Designate Open Records Officer

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

Comments: _____

Appoint Township Permit Officer not requiring UCC Inspection

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

Comments: _____

Appoint Township Permit Agency(ies) requiring UCC Inspection

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

Comments: _____

Appoint Township Solicitor

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

Comments: _____

Appoint Township Solicitor for Union Issues

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

Comments: _____

Appoint Township Engineer

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

Comments: _____

Appoint Chairman of Vacancy Board

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

Comments: _____

Reappoint Emergency Management Coordinator

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

Comments: _____

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

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

Comments: _____

Appoint member to the Greenfield Township Municipal Authority Board

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

Comments: _____

Appoint representative to the Blair Region Code Administration Committee

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

Comments: _____

Appoint Local Service Tax (LST) Collector

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

Comments: _____

Appoint Earned Income Tax (EIT) Collector

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

Comments: _____

Reappoint Dog Enforcement Officer

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

Comments: _____

Appoint Ambulance Service

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

Comments: _____

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

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

Comments: _____

Designation of Depositories

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

Comments: _____

Certify delegates to attend PSATS Annual Educational Conference

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

Comments: _____

Designate PSATS voting delegate

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

Comments: _____

Establish monthly meeting location, time, and dates

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

Comments: _____

Establish reimbursement vehicle mileage rate

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

Comments: _____

RESOLUTIONS

2020-01 Waiver of Employee Contributions to Pension Plan (Non-uniform)

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

Comments: _____

2020-02 Waiver of Employee Contributions to Pension Plan (Uniform/Police)

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

Comments: _____

2020-03 Appoint accounting firm to complete required 2019 DCED Audit

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

Comments: _____

2020-04 Appoint representative to the Blair County Tax Collection Bureau

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

Comments: _____

2020-05 Appoint Sewer Enforcement Entity

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

Comments: _____

2020-06 2020 Fee Schedule

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

Comments: _____

Regular Monthly Meeting

Approval of Minutes – Regular Meeting December 3rd & Special Meeting December 12th ✓

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

Comments: _____

Treasurer's Report ✓

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

Comments: _____

Public Comments

OLD BUSINESS

None

NEW BUSINESS

Intrusion alarm system for main office

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

Comments: _____

Fire alarm system for community center

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

Comments: _____

Liquid Fuels: Transfer \$10,000 from Money Market Account to General Checking Account

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

Comments: _____

Establish annual Clean Up Day date

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

Comments: _____

Board of Supervisor Vacancy

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

Comments: _____

INFORMATION ONLY

Tuesday, January 7, 2020, 6 pm — Elected Auditors Organizational Meeting

Wednesday, January 8, 2020, 3 pm — Special Meeting for DCNR, CDBG Grant Project Bid Opening

REPORTS

Engineer's Report

Road Master's Report

Police Department Report

Adjournment