

## MINUTES

### CARROLL TOWNSHIP BOARD OF SUPERVISORS

#### REORGANIZATION MEETING OF JANUARY 6, 2025

##### I. CALL TO ORDER:

At 8:00 am, C. Thiemann called the meeting to order. Supervisors C. Thiemann and Kirby Kitner were present. Linus Fenicle was also present.

##### II. APPOINTMENT OF CHAIRMAN:

A motion was made by Kirby Kitner to appoint C. Thiemann as Chairman, and the motion carried after a proper second by C. Thiemann who also noted he had no intention of seconding the motion but given there were just two supervisors present, it would be required.

##### III. APPOINTMENT OF VICE CHAIRMAN:

A motion was made by Chairman C. Thiemann to appoint Kirby Kitner as Vice Chairman, and the motion carried after a proper second by Kitner who also noted he had no intention of seconding the motion but given there were just two supervisors present, it would be required.

##### IV. EXECUTIVE SESSION:

No executive session was held.

##### V. PUBLIC COMMENT:

There were no public comments offered.

##### VI. APPOINTMENT OF OFFICES/SALAIRES:

- A. Secretary/Treasurer: A motion was made by Kitner to reappoint Barbara Clark as the Secretary/Treasurer and reappoint Tonya Bolden as the Assistant Secretary/Treasurer with a salary increase of \$1.00. The motion was seconded by C. Thiemann.
- B. Establish the amount of the Treasurer's Bond: A motion was made by Kitner to set the Treasurer's Bond at \$500,000.00 and the motion carried after a proper second by C. Thiemann.

- C. Code Enforcement Officers: A motion was made by Kitner to reappoint Leonard Sizer of FSA, INC as the Codes Enforcement Officer at the agreed upon rates, and the motion carried after a proper second by C. Thiemann.
- D. Sewage Enforcement Officers: A motion was made by Kitner to appoint Leonard Sizer of FSA, INC as the Sewage Enforcement Officer at the agreed upon rates and to appoint Matt Eck of FSA as the assistant Sewage Enforcement Officer. Vice Chairman Kitner stated he would generally abstain from voting on the matter due to being an excavator that installs septic systems, as he abstains each year. He also noted that as the quorum would not be reached without him, he will vote to appoint the SEO, but stated he was forced to vote and would not normally have done so on the measure. The motion then carried after a proper second by C. Thiemann.
- E. Members of Planning Commission: A motion was made by Kitner to appoint James Lucas and Deborah McCrady to the Planning Commission. The motion carries after a proper second by C. Thiemann. Note one seat remains vacant on the Planning Commission.

**\*Rich Baum Present**

- F. Members of Zoning Hearing Board: A motion was made by Kitner to appoint J.C. Smith on the Zoning Hearing Board. The motion carried after a proper second by Baum
- G. Members of Recreation Board: No action taken. Conversation on Rec Board and CTCRC possibly reuniting.
- H. Township Solicitor: A motion was made by Kitner to reappoint Linus Fenicle of Smigel, Anderson & Sacks, LLP, 4431 North Front Street, Fl. 3, Harrisburg, PA 17110-1778 at the agreed upon rates to Township Solicitor and the motion carried after a proper second by Baum.
- I. Township Engineer: A motion was made by Kitner to reappoint FSA, INC as the township engineer at the agreed upon rates and the motion carried after a proper second by Baum.
- J. Road Masters: A motion was made by Kinter to appoint Kitner, Baum and C. Thiemann to be Road Master, the motion carried after a proper second by Baum.

- K. Vacancy Board: Kitner made a motion to reappoint Dennis “Harvey” Thiemann to the Vacancy Board and the motion carried after a proper second by Baum.
- L. Appointment of Auditors: No action
- M. Community Center Coordinator: C. Thiemann noted that is position is not needed due to all scheduling for the Community Center will be done by the Township Secretary.
- N. Right to Know Officer: Kitner made a motion to reappoint Barbara Clark as the Right to Know Officer and Tonya Bolden as the Assistant Right to Know Officer, and the motion carried after a proper second by Baum.
- O. Daily Operations Oversight: Primary and Alternate
- a) Road Crew: A motion was made by Kitner to appoint C. Thiemann to oversee the daily operations of the Road Crew, with Baum being the alternate and the motion carried after a proper second by Baum.
  - b) Community Center: A motion was made by Kitner to appoint C. Thiemann to oversee the daily operations of the Community Center, the motion carried after a proper second by Baum.
  - c) Pisgah Cemetery: A motion was made by Kitner to appoint C. Thiemann to oversee the Pisgah Cemetery, the motion carried with a proper second by Baum.
  - d) 70 Victory Lane Municipal Building: A motion was made by Kitner to appoint C. Thiemann, to oversee the daily operations of the township building at 70 Victory Lane, the motion carried with a proper second by Baum.
  - e) 50 Rambo Hill Road Municipal Building: A motion was made by Kitner to appoint C. Thiemann to oversee the daily operations of the township building at 50 Rambo Hill, the motion carried after a proper second by Baum.
  - f) Investments/CDs: A motion was made by Kitner to appoint C. Thiemann to be the primary contact for CD (certificate of deposits) review upon renewal, and the motion carried after a proper second by Baum.
  - g) Valley Road Park: A motion was made by Kitner to appoint C. Thiemann to oversee the daily operations of Valley Road Park, the motion carried after a proper second by Baum.

- h) Burn Hill Park: A motion was made by Kitner to appoint C. Thiemann to oversee the daily operations of Burn Hill Park, the motion carried after a proper second by Baum.

I. ROAD CREW:

A. Salaries for Current Staff and Potential New Hires

- a) Full-time employees: Kitner made a motion to reappoint Bryon Cramer and John McKeehan as full-time employees with a salary increase of \$1.00. The motion carried after a proper second by Baum.
- b) Kitner made a motion to reappoint Scott Lupfer as the Water Operator for Burn Hill Park, Valley Road Park, and the Community Center at the monthly stipend amount of \$125 as well as reimbursement of mileage at the federal rate, and the hourly rate of \$19.00 for any services over and above the daily water testing for the systems, and the motion carried after a proper second by Baum.
- c) Supervisor employees: A motion was made by Kitner to recommend to the Auditors the Supervisor hourly rate remain at \$19.00, and the motion carried after a proper second by Baum.
- d) Emergency Management Coordinator: A motion was made by C. Thiemann to recommend to the Auditors the EMC hourly rate remain \$19.00. EMC Kitner stated he intended to abstain due to being the EMC for Carroll Township, Perry County.

- B. Snow Plowing Rate: A motion was made by Kitner to set the Snow Plowing rate at \$24.00 or the employee's regular hourly rate, whichever is greater, and the motion carried after a proper second by Baum. A note was made that as of 1/6/2020 this increased rate no longer includes cinder hauling and will be exclusive of actually plowing snow.

- II. ESTABLISH REGULAR MEETING DATES AND TIME AND LOCATION: No action meeting dates previously established

- IX. ESTABLISH REIMBURSEMENT OF MILEAGE RATE: A motion was made by Kitner to set the mileage reimbursement rate for 2025 to be the same as the federal rate and to adjust the mileage rate to be the same as the federal rate as the federal rate changes (\$0.70). The motion carried after a proper second by Baum.
- X. USE/SCHEDULING OF MUNICIPAL BUILDING, COMMUNITY CENTER, VALLEY ROAD PARK, AND BURN HILL PARK: A motion was made by Kitner to re-establish the policy of scheduling the use of the Municipal building, the ball fields at the parks, and the pavilions, and the Community Center through Barbara Clark, Secretary/Treasurer, and the motion carried after a proper second by Baum.
- XI. CERTIFY DELEGATE TO THE STATE ASSOCIATION'S ANNUAL CONVENTION: A motion was made by Kitner to appoint C. Thiemann to serve as the voting delegate to the state association's annual convention, and the motion carried after a proper second by Baum.
- XII. APPOINTMENT OF REPRESENTATIVE AND ALTERNATE FOR THE CAPITAL TAX COLLECTION BUREAU: Kitner made a motion to appoint Barbara Clark to be the township representative to the Capital Tax Collection Bureau and to re-appoint C. Thiemann as the alternate, and to authorize reimbursement of mileage and payment of \$50 per meeting pay, and the motion carried after a proper second by Baum.
- XIII. APPOINTMENT OF REPRESENTATIVE AND ALTERNATE FOR THE PERRY COUNTY TAX COLLECTION COMMITTEE: A motion was made by Kitner to appoint Barbara Clark to be the township representative to the Perry County TCC, to reappoint C. Thiemann as the alternate, and to authorize payment of wages and reimbursement for mileage, which carried after a proper second by Baum.
- XIV. APPOINTMENT OF REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE PERRY COUNTY COUNCIL OF GOVERNMENT: A motion was made by C. Thiemann to appoint Kirby Kitner as the representative to the Perry County COG and C. Thiemann as the alternate, the motion carried after a proper second from Baum.

- XV. APPOINTMENT OF REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE CUMBERLAND-PERRY TASK FORCE: Kitner made a motion to appoint C. Thiemann as the representative to the Cumberland-Perry Joint Task Force and Barbara Clark as the alternate representative, and to authorize payment of wages and reimbursement of mileage, and the motion carried after a proper second by Baum.
- XVI. SEALED BIDS: ON-CALL EQUIPMENT AND OPERATORS:  
Kitner made a motion to advertise sealed bids for On Call Equipment and Operators, the motion carried unanimously after a proper second from Baum.
- XVII. APPOINTMENT OF TOWNSHIP STREET ADDRESSING REPRESENTATIVE: Kitner made a motion to appoint Dennis Bridge as the Township Street Addressing Representative at the rate of \$25.00 per address and the motion carried unanimously after a proper second from Baum.
- XVIII. ADJOURNMENT: There being no further business, Kitner made a motion to adjourn the meeting, the motion carried unanimously after a proper second from Baum.
- XIX. Meeting adjourned at 8:20 am

Barbara Clark, Secretary/Treasurer