

**SUSQUEHANNA TOWNSHIP BOARD OF SUPERVISORS MEETING  
REORGANIZATION MEETING  
YEAR 2016**

The reorganization meeting of the Susquehanna Township Supervisors for year 2016 was called to order by Supervisor James Surfield at 7:00 PM on January 4, 2016 at the Township Office Building on East Village Drive. In attendance were supervisors Michael Steinbacher and Dennis Brown.

**TEMPORARY CHAIRMAN:** Mike Steinbacher made a motion to appoint Denny Brown as temporary chairman; seconded by James Surfield; motion carried.

**TEMPORARY SECRETARY:** Denny Brown made a motion to appoint Jim Surfield as temporary secretary; seconded by Michael Steinbacher; motion carried.

**ELECT CHAIRMAN:** Mike Steinbacher made a motion to elect Denny Brown as Chairman of the Board of Supervisors; seconded by Jim Surfield; motion carried.

**VICE-CHAIRMAN:** Jim Surfield made a motion to elect Mike Steinbacher as Vice Chairman of the Board of Supervisors; seconded by Denny Brown; motion carried.

**ROADMASTER:** Denny Brown made a motion to elect Jim Surfield as Roadmaster with no additional compensation; seconded by Mike Steinbacher; motion carried.

**PARK CHAIRMAN:** Denny Brown made a motion to appoint Mike Steinbacher as Park Chairman; seconded by Jim Surfield; motion carried.

**SECRETARY:** Mike Steinbacher made a motion to appoint Jim Surfield as Secretary; seconded by Denny Brown; motion carried. Denny Brown made a motion to set compensation for the secretary at \$100 per week; seconded by Mike Steinbacher; motion carried.

**TREASURER:** Jim Surfield made a motion to appoint Sherry Hatch as Treasurer; seconded by Mike Steinbacher; motion carried. Jim Surfield made a motion to set compensation for the treasurer at \$20 per hour with two weeks of vacation; seconded by Mike Steinbacher; motion carried.

**ESTABLISH OFFICE HOURS:** Jim Surfield made a motion to set the office hours for 2016 as 9:00 AM until 12:00 PM each Tuesday and Wednesday, seconded by Mike Steinbacher; motion carried.

**ZONING OFFICER:** James Surfield made a motion to continue with Lycoming County Planning Commission as the Zoning Administrator with compensation at \$2.50 per Township resident; seconded by Mike Steinbacher; motion carried.

**APPOINT INTERNATIONAL PROPERTY MAINTENANCE CODE ENFORCEMENT OFFICER:** Position will be advertised to be filled and salary will be set at a future date.

**VACANCY BOARD CHAIRMAN:** Jim Surfield made a motion to appoint Judy Follmer as chairman of the vacancy board; seconded by Mike Steinbacher; motion carried.

**TAX COLLECTION COMMISSION:** James Surfield made a motion to set the tax collection commission rate for 2016 at 5% of taxes collected; seconded by Mike Steinbacher; motion carried.

**PART TIME MAINTENANCE SALARY:** Position will be divided into two categories Part Time Maintenance "A" and Part Time Maintenance "B". The salary for these positions will be set by the auditors when they meet Jan. 5, 2016. The results of that meeting were as follows: Part Time Maintenance "A" is \$16.00 per hour, Part Time Maintenance "B" is \$10.00 per hour.

**SUPERVISORS COMPENSATION:** Jim Surfield made a motion to set the salary for supervisors at \$300.00 per quarter for 2016; seconded by Mike Steinbacher; motion carried.

**MAINTENANCE SALARY FOR SUPERVISORS:** The salary for this will be set by the auditors when they meet Jan. 5, 2016. The results of that meeting was as follows: the hourly rate for supervisors doing maintenance work was set at \$17.50 per hour.

**TREASURER'S BOND:** Jim Surfield made a motion to set the treasurers bond at \$400,000.00; seconded by Mike Steinbacher; motion carried.

**APPOINT SOLICITOR:** Mike Steinbacher made a motion to appoint Denise Dieter of Drier & Dieter Law Offices as solicitor at a rate of \$110 per hour; seconded by James Surfield; motion carried.

**APPOINT DEPOSITORY:** Jim Surfield made a motion to appoint Jersey Shore State Bank as depositories for Township funds; seconded by Mike Steinbacher; motion carried.

**ESTABLISH BOARD MEETING DATES:** Denny Brown made a motion to set the Township Board of Supervisors Meetings as the 1<sup>st</sup> Tuesday of each month at 7:00 PM, seconded by Jim Surfield; motion carried.

**ESTABLISH PLANNING COMMISSION MEETINGS:** Jim Surfield made a motion to set the Planning Commission meeting dates to be the 4<sup>th</sup> Tuesday of each month at 7:00 PM as needed; seconded by Mike Steinbacher; motion carried.

**PLANNING COMMISSION and ZONING HEARING BOARD:** Jim Surfield made a motion to appoint the current members of both Boards, pending notification of their intent to continue in their position; seconded by Mike Steinbacher; motion carried.

**APPOINT TWO AUDITORS FOR TWO YEAR TERM:** Jim Surfield made a motion to appoint Louise Ferguson and Valerie Marshall; seconded by Mike Steinbacher; motion carried.

**APPOINT SEWAGE ENFORCEMENT OFFICER:** Mike Steinbacher made a motion to appoint SEO Services as the Township Sewage Enforcement Officer; seconded by Jim Surfield; motion carried.

**DELEGATE TO STATE CONVENTION:** Denny Brown made a motion to appoint James Surfield as the delegate to the State Convention with expenses to be reimbursed; seconded by Mike Steinbacher; motion carried.

**MILEAGE REIMBURSEMENT RATE:** Denny Brown made a motion to set the mileage reimbursement rate at .54¢, as established by the Federal Government for 2016; seconded by Mike Steinbacher; motion carried.

**Set Park Rental Rate:** Mike Steinbacher made a motion to set Park Rental at \$40.00 for non-residents and a \$40.00 refundable deposit for township residents with proof of residency (ie. valid driver's license), seconded by Jim Surfield; motion carried.

**ADJOURNMENT:** Jim Surfield made a motion to adjourn at 7:25 PM; seconded by Mike Steinbacher; motion carried.

Respectfully Submitted

Jim Surfield  
Susquehanna Township Secretary