

## CHOCONUT TOWNSHIP SUPERVISORS ORGANIZATIONAL MEETING

January 3, 2022

The organizational meeting for the year 2022 was held at 7:30 p.m. at the township meeting room. Sup. Dovin called the meeting to order and led in the pledge of allegiance to the American flag. The roll was called and all three supervisors were present.

**ATTENDEES AT THE MEETING** – John Brownlow, Wendy Zapolski, Steve Pratt, John and Judy Ramsay, John Meehan, Les Martens, Russ and Joan Kipp, Shirley Stewart, William M. Dovin, Ed Shelp.

### **ELECTIONS AND APPOINTMENTS**

- A. Chairman of the Board of Supervisors** – A motion was made by Sup. Doolittle, seconded by Sup. Mordovancey and unanimously carried by the board to elect Sup. Dovin to the position of Chairman
- B. Vice Chairman of the Board of Supervisors** – A motion was made by Sup. Dovin, seconded by Sup. Mordovancey and unanimously carried by the board to elect Sup. Doolittle to the position of Vice Chairman.
- C. Choconut Township Secretary-Treasurer** – A motion was made by Sup. Dovin, seconded by Sup. Doolittle and unanimously carried by the board to appoint Linda A. Gittoes to the position of Secretary -Treasurer at the monthly salary of \$600.00.
- D. Rep. to Susquehanna Co. Council of Governments** - A motion was made by Sup. Doolittle seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Dovin to the position of Rep. to the Council of Governments.
- E. Alternate Rep. to Susquehanna Co. Council of Governments** - A motion was made by Sup. Dovin seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Doolittle to the position of Alternate Rep. to the Council of Governments.
- F. Rep. to the C.O.G. Sewage Committee** - A motion was made by Sup. Doolittle seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Dovin to the position of Rep. to the C.O.G. Sewage Committee.
- G. Alternate Rep. to the C.O.G. Sewage Committee** - A motion was made by Sup. Dovin seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Doolittle to the position of Alternate Rep. to the C.O.G. Sewage Committee.
- H. Rep. to the Susquehanna Co. C.O.G. Codes Committee** - A motion was made by Sup. Dovin seconded by Sup. Doolittle and unanimously carried by the board to appoint Sup. Mordovancey to the position of Rep. to the C.O.G. Codes Committee.
- I. Alternate Rep. to the Susquehanna Co. C.O.G. Codes Committee** - A motion was made by Sup. Dovin seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Doolittle to the position of Alternate Rep. to the C.O.G. Codes Committee...
- J. Designate Roadmaster** - A motion was made by Sup. Dovin seconded by Sup. Doolittle and unanimously carried by the board to designate all three supervisors as roadmasters.
- K. Designate Building Permit Officer** - A motion was made by Sup. Doolittle seconded by Sup. Mordovancey and unanimously carried by the board to designate Sup. Dovin to the position of Building Permit Office for non-habitable buildings.
- L. Set Tax Collector's Salary and Designate Deputy-** A motion was made by Sup. Dovin seconded by Sup. Doolittle and unanimously carried by the board to set the salary of the Tax Collector, Lou Ann Cruz, as 5% of the taxes to be collected and to appoint Rachel Barney as the Deputy Tax Collector.
- M. Appoint township supervisors to be Utility Workers and Equipment Worker** - A motion was made by Sup. Dovin seconded by Sup. Doolittle and unanimously carried by the board to designate all three supervisors as Utility Workers and Equipment Operators.
- N. Set Rate of Pay for Township Workers** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin and unanimously carried by the board to set the hourly rate of pay for Lloyd E. Wiland at \$19.50 per hour and Robert Hackel at \$19.00 per hour, effective for hours worked starting January 1, 2021. Any other workers' hourly wages will be set at the supervisors' discretion.

- O. Set Reimbursement Mileage at the same rate as the rate set by the IRS** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin and unanimously carried by the board to set the rate at \$.586 per mile, the same rate as the IRS.
- P. Appoint Township Solicitor** – A motion was made by Sup. Doolittle, seconded by Sup. Dovim and unanimously carried by the board to appoint Michael J. Giangrieco to the position of Township Solicitor.
- Q. Appoint Rep. to the Northern Tier Coalition** – A motion was made by Sup. Dovin seconded by Sup. Doolittle and unanimously carried by the board to appoint Sup. Mordovancey to the position.
- R. Appointment of the Alternate Rep. to the Northern Tier Coalition** - A motion was made by Sup. Dovin seconded by Sup. Mordovancey and unanimously carried by the board to appoint Sup. Doolittle to the position.
- S. Set date and time of supervisors' meetings** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin and unanimously carried by the board to designate the first Monday night of the month at 7:30 p.m. as the date and time. In the event that the meeting falls on a legal holiday, it will be held on the following night. An agenda workshop will be held at 7:00 p.m., preceding the monthly meeting.
- T. Appoint voting delegate to the PSATS convention** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin, to appoint Sup. Mordovancey to be the voting delegate.
- U. Set the reimbursement for health insurance** – (permitted by PA Second Class Township code amendment of 2/14/12 for working supervisors over 65 years of age, roadworkers over 65 years of age and a secretary-treasurer of over 65 years of age) to be \$150.00 per month, effective January 1, 2022, per a motion made by Sup. Dovin, seconded by Sup. Doolittle and unanimously carried by the board.

**PRESENTATION OF MINUTES AND TREASURER'S REPORT** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin and unanimously carried by the board to approve the minutes and treasurer's report as presented.

**CITIZENS INPUT ON THE AGENDA** – No one had any input at this point in the meeting.

**REPORTS OF THE BOARD, COMMISSIONS AND COMMITTEES –**

**Susquehanna Co. Council of Governments, C.O.G. Sewage and Codes**

Sup. Dovin reported that meetings were held in December, but nothing was discussed that pertained to Choconut Township. John Brownlow asked if there were any updates to current problems regarding the septic system being used by a trailer, not a house. John suggested that the supervisors contact Ken Lowery again about the problem and Sup. Dovin said that he could do that.

**Susquehanna Co. Planning Commission** – John Ramsay said that he was unable to attend the meeting; the cell tower in Great Bend was discussed.

**Supervisors' Report of Current Roadwork** – Snow removal and cinders were spread on icy roads. The intermittent warm weather has created a problem in maintaining the dirt and gravel roads. Potholes were filled on those roads. The supervisors were asked if they maintained Lake Road in Friendsville. The supervisors responded that they can only do road repairs in Friendsville Borough if and when the borough requests that they perform the roadwork.

**OLD BUSINESS**

**Carmalt Road Bridge** – The supervisors discussed the project with some of the attendees. The road is supposed to be passable by January 31, 2022. The supervisors were asked to provide the name and phone number of the PennDot representative who is overseeing this road project and Sup. Dovin provided that information.

**NEW BUSINESS**

**General Fund Amendment** – a motion was made by Sup. Dovin, seconded by Sup. Doolittle and unanimously carried by the board to approve the final amendment to the 2021 budget to include the last payments to the township for the Carmalt Road project.

**Procedure for Violations of Existing Ordinances** - A discussion of this subject was requested by a citizen of Choconut Township. The supervisors stated that if there is a violation, the supervisors must be notified and they will respond as needed.

**Procedure for Creating New Ordinances** – A discussion of this subject was requested by a citizen of Choconut Township. The supervisors must receive notice from the public that there is a need for the ordinance. Once that has been established, the supervisors can arrange to have the ordinance

prepared. There will be a published notice, (in a local newspaper), including the ordinance or stating how the public can obtain a copy of the ordinance along with the date of the hearing and the meeting at which a vote will be taken on the adoption of the ordinance. The supervisors will then vote on the ordinance at a public meeting, and if it is approved, it will be adopted and will become effective at a stated number of days following the meeting at which the ordinance is adopted.

**Enforcement of Ordinances** – The supervisors, in response to a question raised by the public, stated the following: (1.) The Susquehanna County Council of Governments Sewage Committee enforces the sewage ordinances (2.) The Susquehanna County Council of Governments Codes Committee enforces only the ordinances that the township requests that they enforce. A request was made that a form be drawn up for a complaint about a violation of a ordinance. The supervisors agreed to do this. The subject of the property owned by Carlton Hall was brought up by Ed Shelp and discussed with the supervisors. Ed also complained about a potential falling tree near his property. It was requested that the supervisors send out another letter about violation of the junkyard ordinance, with the letter including a date by which the violator was to rectify the violation problem. The supervisors said that they would do this.

**APPROVAL OF BILL LIST 2021-12, CURRENT BILLS AND PAYROLL** – A motion was made by Sup. Doolittle, seconded by Sup. Dovin and unanimously carried by the board to approve these items.

**ADJOURNMENT** – Absent any other business to be discussed, a motion was made by Sup. Doolittle, seconded by Sup. Mordovancey and unanimously carried by the board to adjourn the meeting.

Respectfully submitted,

Linda A. Gittoes, Secretary-Treasurer