

**UNION TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING MINUTES
JANUARY 2, 2024**

CALL TO ORDER

The reorganizational meeting of the Union Township Supervisors was called to order by Donald Snyder at 7:00 PM at the Municipal building located at 125 Sycamore Lane, Julian, PA. Attendees included: Tammy Hanscom, Michael MacNamara, and Nick Taylor. Also attending was Renee Swancer – Secretary/Treasurer, Denny Ripka, Phil Mauer and Laura Reese.

REORGANIZATION OF BOARD

Motion to appoint temporary Chair. Ms. Hanscom made a motion to appoint Nicholas Taylor as temporary chair. Mr. Snyder seconded the motion.

VOTE: Mr. Snyder – yes Mr. Taylor – yes Ms. Hanscom – yes

Mr. Taylor asked for nominations for chair.

Mr. MacNamara made a motion to appoint Nick Taylor as Chair. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. Taylor made a motion to appoint Tammy Hanscom as Vice Chair. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

CALL NEW BOARD TO ORDER, Motion to appoint

Road Master(s) [*Compensation for road master position is set by Elected Auditors, if Supervisor(s) appointed to this position*]

Mr. MacNamara made a motion to appoint Nick Taylor as Road Master. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion authorize a single Road Master to spend \$4,000 for Emergency Repairs without calling for a special meeting of Board of Supervisors. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to appoint Renee Swancer to serve as Secretary/Treasurer at a rate of \$23.10/hour. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to set the Treasurer’s Bond limit at the amount equal to the highest estimated Township funds for the year 2024. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to authorize Secretary/Treasurer and one Supervisor to pay monthly bills and payroll when due. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to appoint Donald Snyder as the qualified elector from the Township to serve as Chairman to the Vacancy Board. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to appoint all three Supervisors to the Vacancy Board. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to appoint Jeff Stover from Stover, McGlaughlin to serve as Solicitor. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to appoint Justin Dashem to serve as the Primary Sewage Enforcement Officer. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to adopt Resolution 2024-01 Setting the Fee Schedule for 2024 for Sewage Enforcement. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to appoint Penns Valley Code Enforcement and Keystone Inspection Agency to serve as Building Code Officials. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to adopt Resolution 2024-02 Setting the Fee Schedules for 2024 for Permits. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to appoint Renee Swancer as representative for the Centre County Tax Collection Agency Commission. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. Taylor made a motion to appoint Tammy Hanscom to serve as an elected official on the Oversight Committee for the Citizen’s Hook & Ladder Fire Company #1. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to appoint First National Bank to serve as Named Depository for 2024. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to adopt Resolution 2024-03 for Execution of Signature Cards. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom moved to authorize the Union Township Elected Auditors to perform the 2023 Municipal Audit. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to go into Executive Session. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom made a motion to reconvene the meeting. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

The Board discussed personnel wages. Mr. Taylor made a motion to increase all road crew employee wages by 50 cents per hour. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to appoint Keith Reese to the Coordinating Committee and Mark Lively to the Technical Committee as representatives of the Upper Bald Eagle Valley Committee. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to set the Township Mileage Reimbursement Rate of 67 cents per mile for 2024 as established by the Internal Revenue Service. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Mr. MacNamara made a motion to use Lock Haven Express as Newspaper for Township. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom moved to name all three Board of Supervisors as the Voting Delegates for the Pennsylvania State Association of Township’s State Convention held in Hershey, PA. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Ms. Hanscom moved to authorize the Township to plow or cinder the cemeteries for burials when needed for emergencies only. Cemeteries include: Oak Ridge, Union, Bush Hollow, and Dix Run. Mr. MacNamara seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara – yes

Mr. Taylor announced that he is resigning from the Union Township Planning Commission effective the date of this meeting.

ADJOURNMENT

Mr. MacNamara moved to adjourn the reorganizational meeting at 7:27 PM. Mr. Taylor seconded the motion. Motion carried.

VOTE: Mr. Taylor – yes Ms. Hanscom – yes Mr. MacNamara - yes

Respectfully submitted by:

Renee Swancer

Secretary/Treasurer