

RICHLAND TOWNSHIP  
BOARD OF SUPERVISORS

DECEMBER 17, 2008

PUBLIC MEETING

The Richland Township Board of Supervisors meeting held at the municipal building on Wednesday, December 17, 2008 was called to order at 7:00 PM. by Chairman Herbert C. Dankmyer. There were approximately four people present in the audience. The Officials present were:

Herbert C. Dankmyer, Chairman	John A. Pasquinelli, Supervisor
Raymond P. Kendrick, Vice Chairman	Dean E. Bastianini, Township Manager
George P. Allen, Supervisor	Tina L. Shaw, Recording Secretary
Brian M. O'Malley, Supervisor	Charles Means, Esquire

Mr. Allen made a motion to approve the minutes from the Supervisors' Public Meeting of December 3, 2008. Mr. Kendrick seconded the motion and it was approved unanimously. Mr. Dankmyer abstained from voting since he was not present at the last meeting.

Mr. Bastianini read the Treasurer's report for the period ending November 30, 2008.

General Fund	\$ 300,074	Municipal Bldg Capital Fund	\$ 6,431
Street Light Tax Fund	1,338	Hwy Capital Improvement Reserve	276,795
Municipal Impact Fee TSA #1	171,959	General Capital Reserve	218,020
Municipal Impact Fee TSA #2	1,378,795	Sewer Capital Reserve	1,944,122
Sewer Fund	486,487	Highway Aid Fund	66
2003 Bond Fund	47,099	Municipal Pension Fund	945,127
2007 Bond Fund	312,072		

Mr. Allen made a motion to approve the Treasurer's Report. Mr. Kendrick seconded the motion and it was approved by all.

Mr. Kendrick made a motion to approve the bills payable. Mr. Allen seconded the motion and it was approved by all.

**CORRESPONDENCE**

W. Christopher Lochner, Municipal Manager  
Hampton Township

A letter announcing that the Township of Hampton will increase sanitary sewer rates by a value of ten (10%) percent effective January 1, 2009.

The 2009 sanitary sewer budget anticipated the increase.

**UNFINISHED BUSINESS**

Mr. Bastianini presented a report on rental fees for the barn and shelter at the community park, as well as, a comparison report from other facilities in nearby municipalities. After a brief discussion the Board expressed support for the fee increases ranging from \$25.00 to \$30.00. The Board also accepted a recommendation from Mr. Walzer to increase the fees on subdivision and land development applications and zoning certificates. A fee resolution will be considered at the Board's Organizational meeting on January 5, 2009.

**NEW BUSINESS**

Mr. Bastianini related the status of tax and sewer receipts to the 2009 budget projections.

Mr. Kendrick made a motion to approve Ordinance No. 433 adopting the 2009 budget by establishing the following tax levies:

General Purpose Real Estate Tax:	2.75 mills
Street Light District charge per front lineal ft.	\$0.55 dollars

and establishing budget totals for the various funds as follows:

General Fund (01)	\$ 4,949,550
Street Light (02)	\$ 4,000
Municipal Impact Fee Account TSA #1 (North) (04)	\$ 190,000
Municipal Impact Fee Account TSA #2 (South) (05)	\$ 1,460,000
Sewer Fund (08)	\$ 2,107,000
2003 Bond Fund (15)	\$ 54,000
2007 Bond Fund (16)	\$ 120,000
North Hills Sobriety Checkpoint (19)	\$ 34,000
Municipal Building Capital Fund (30)	\$ - 0 -
Highway Improvement Capital Reserve Fund (31)	\$ 333,000
General Capital Reserve Fund (33)	\$ 363,500

Sewer Reserve Fund (34)	\$ 2,155,000
Highway Aid Fund (35)	\$ 251,000
General Employees Pension (65)	<u>\$ 95,000</u>
Total Expenditures	\$12,116,050

Mr. Allen seconded the motion and it was approved by all.

Mr. Kendrick made a motion to adopt Resolution No. 21 of 2008 ratifying the 2009 participant contribution to the Northern Regional Police Pension Plan. Mr. Allen seconded the motion and it was approved by all.

Mr. Kendrick made a motion to adopt Resolution No. 22 of 2008 confirming the “Pick Up” provision for the mandatory/required participant contribution to the Township’s ICMA-RC 401(a) Qualified Retirement Plan. Mr. Allen seconded the motion and it was approved by all.

Mr. Kendrick made a motion to adopt Resolution No. 23 of 2008 authorizing the Chairman to execute a benefit amendment to the Township’s MEIT Joinder Agreement increasing the short-term disability benefits for Township employees from \$300.00 to \$350.00 per week effective January 1, 2009. Mr. O’Malley seconded the motion and it was approved by all.

Mr. Means presented the Board with forms that the Township should use in responding to Right-to-Know requests effective January 1, 2009. He also presented a policy for the Board’s consideration. The policy appoints Mr. Bastianini as the Open Records Officer and includes a fee structure for copying. Mr. Means stated that people can submit their request via email, fax, written forms or by walking into the Township office. Telephone requests are not permitted. Mr. O’Malley suggested that a form based email be set-up for persons wanting to request info via email.

Mr. Allen made a motion to adopt Resolution No. 24 of 2008 adopting a Right-to-Know Policy for Public Records. Mr. O’Malley seconded the motion and it was approved by all.

Mr. Bastianini reported that Berkheimer Associates had offered to lower its commission for collection of the Earned Income and Local Services Taxes from 2.8% to 2.25% provided the Township enters into a three-year contract. Both agreements will terminate on December 31, 2011. The Township savings will be approximately \$8,000 per year. Mr. Means reviewed the contracts, and negotiated changes which makes them acceptable.

Mr. Kendrick made a motion to adopt the following resolutions, all of which relate to the Berkheimer’s appointment.:

- Resolution No. 25 of 2008 authorizing the Chairman to execute a three year agreement with H.A. Berkheimer Inc. for the collection of current and delinquent Earned Income Tax.

- Resolution No. 26 of 2008 authorizing the Chairman to execute a three year agreement with H.A. Berkheimer, Inc. for the collection of current and delinquent Local Services Tax.
- Resolution No. 27 of 2008 appointing H.A. Berkheimer, Inc. as the Township's Tax Hearing Officer. Mr. Allen seconded the motion and it was approved by all.
- Resolution No. 28 of 2008 appointing the Township Manager, Dean E. Bastianini as liaison with H.A. Berkheimer for the collection of the Earned Income and Local Services Tax.
- Resolution No. 29 of 2008 authorizing Berkheimer Associates to impose and retain costs of collection on delinquent taxes.

Mr. Allen seconded the motion approving Resolution No. 25, No. 26, No. 27, NO. 28 and No. 29 and it was approved by all.

### **OTHER REPORTS**

Mr. Bastianini reported on the following:

- Traffic counts on Grandview Drive have been completed. Mr. Goetz will report on the results in January.
- Two residents contacted him to express their appreciation to the Supervisors for not increasing the real estate taxes in 2009 and managing the Township within the financial means of the community.

Mr. Bastianini requested an executive session following the public meeting to discuss a personnel matter.

Mr. Bastianini expressed his appreciation for Mr. Means' legal counsel and sound advise on various issues this year. He thanked Ms. Shaw for her dedication and hard work which lead to many accomplishments. Finally, he thanked the Board for all of their support and patience during the past year. He said the Board's approach to decision making foresight and leadership laid the groundwork for a good work environment which encouraged Township employees to do their jobs, and to work towards improvements to the projects and services provided by the government. Mr. Bastianini is very appreciate for the great year and looks forward to next year.

Mr. Dankmyer also thanked Mr. Bastianini and the staff for all of their hard work as well.

There being no further business the meeting adjourned at 7:35 p.m. The Supervisors adjourned to an executive session.

Respectfully submitted,

Tina L. Shaw, Recording Secretary

