

BOARD OF SUPERVISORS - REORGANIZATION MEETING

JANUARY 6, 2025 AT 6:00 P.M.

MINUTES

Those in Attendance: Chairman Dylan Coleman, Vice-Chairman Jason Myer, Supervisors: Keith Landis, Adam Bills and Bob Devonshire, Township Manager David Thompson, Secretary/Treasurer Karen Farra, Sewer Authority Secretary/Treasurer Michele Anderson, Sewer Authority Chairman Bryan Stoltzfus and Garrett Moore, PFM.

CALL TO ORDER/FLAG CEREMONY AT 6:00P.M.

REORGANIZATION OF BOARD OF SUPERVISORS

Nomination for Chairman of the Board of Supervisors were opened by Karen Farra, Secretary.

Nomination for the position of Chairman of the Board of Supervisors for 2025:

Election of Chairman – Adam Bills **motioned** to elect Dylan Coleman for the position of Chairman. Second by Bob Devonshire. All ayes. **Motion Approved.**

Nomination for the position of Vice-Chairman of the Board of Supervisors for 2025:

Dylan Coleman called for Election of Vice-Chairman. Bob Devonshire **motioned** to elect Jason Myer for the position of Vice-Chairman. Second by Adam Bills. All ayes. **Motion Approved**

CONSENT AGENDA

Annual Appointments/Re-Appointments*

- | | |
|---|------------------------------------|
| 1. Appointment of Township Secretary/Treasurer: | <u>Karen Farra</u> |
| 2. Appointment of Sewer Authority Secretary/Treasurer: | <u>Michele Anderson</u> |
| 3. Appointment of Township Manager: | <u>David S. Thompson</u> |
| 4. Appointment of Township Roadmaster: | <u>Blaine Stoltzfus</u> |
| 5. Establish Amount of the Township Treasurer's Bond: | <u>\$3,000,000</u> |
| 6. Establish Amount of Township Manager's Bond: | <u>\$3,000,000</u> |
| 7. Establish Amount of Sewer Secretary/Treasurer Bond: | <u>\$700,000</u> |
| 8. Appointment of Chief Administrative Officer for Pension Plan: | <u>Karen Farra</u> |
| 9. Appointment of Recycling Coordinator: | <u>Karen Farra</u> |
| 10. Appointment of State Association Delegate: | <u>Dylan Coleman</u> |
| 11. Certify Delegates to the PSATS State Association Convention on May 4-7, 2025: | |
| • Supervisors, Treasurers, Zoning officer & Township Manager | |
| 12. Appointment of Emergency Management Coordinator: | <u>Robert Devonshire</u> |
| 13. Appointment of Depositories: | <u>PNC Bank & Edward Jones</u> |
| 14. Appointment of Co-Op Chipper Depositories: | <u>Ephrata National Bank</u> |
| 15. Appointment of Co-Op Belt Loader Depositories: | <u>Ephrata National Bank</u> |
| 16. Appointment of Township Legal Counsel and acceptance of professional services rate schedule: | <u>Nikolaus & Hohenadel</u> |
| 17. Appointment of Township Engineer and acceptance of professional services rate schedule: | <u>Hanover Engineering</u> |

18. Appointment of Vacancy Board Chairman Karen Farra
19. Appointment of Sewer Enforcement Officer (SEO) Dale High
20. Appointment of Township Planning Legal Counsel (ZHB) and acceptance of professional services rate schedule:
- RKG Law
21. Appoint of the following Equipment Operators (in case of an emergency, other operators may be required & appointed with approval of the Roadmaster):
- Blaine Stoltzfus
 - Bryan Stoltzfus
 - Adryan Yothers
 - Walter Hockensmith
 - Kevin Vattelana
 - Nick Canzoneri
 - Keith Landis
 - Jason Myer
22. Re-Appointment/Appointment of the following Planning Commission Members for Term of 4 years (until January 2029):
- Dale Hershey
 - Tobie Fisher
 - Allen Fisher
23. Re-Appointment/Appointment of Zoning Hearing Board Member for Term of 3 years (until January 2028):
- Levi Stoltzfus
24. Re-Appointment/Appointment of Parks & Recreation Committee Members for term of 5 years (until January 2030):
- Matt Maisano and Brian Reardon (to replace Kevin Thibeault & Michael Fisher)
25. Appointment of Paradise Township Sewer Authority Board Member for a Term of 3 years (until January 2027):
- Brian Groff
26. Invoice Payment Dates
- Establish invoice payments for the 1st & 3rd weeks of each month.
 - All invoices shall be approved at regular meetings with the exception of operating invoices, which shall be paid when due in order to avoid penalties
27. 2025 Employee Holidays – 9 holidays plus 1 floating holiday.
28. Set Mileage Reimburse Rate to the current IRS rate at time of reimbursement, currently \$.70 commencing January 1, 2025.
29. Appoint/Re-appoint the following building inspection service agencies for 2025:
- Commonwealth Code Inspection Services (CCIS)
 - Building Inspection Underwriters (BIU)
 - Associate Building Inspections (ABI).

PUBLIC COMMENT (Agenda Items Only): None.

Adam Bills **motioned** to approve all Consent Agenda items. Second by Jason Myer. All Ayes. **Motion Approved.**

REGULAR MEETING AGENDA

PUBLIC HEARING:

Following reorganization, Mr. Coleman convened the public hearing to adopt Ordinance No. 2025-01. With no comment being received, Bob Devonshire **motioned** to adopt Ordinance No. 2025-01, Establishing a Speed Limit and Authorizing Placement of Speed Limit Signs on South Kinzer Road from U.S. Route 30 to Strasburg Road (SR 0741) Within the Township, and Establishing Penalties for Violation of the Provisions of the Ordinance. Second by Keith Landis. All Ayes. **Motion Approved.**

MINUTES

- Adam Bills **motioned** to approve the December 10, 2024 Board of Supervisors Workshop Minutes. Second by Keith Landis. All Ayes. **Motion Approved.**
- Adam Bills **motioned** to approve the December 17, 2024 Board of Supervisors Minutes. Second by Keith Landis. All Ayes. **Motion Approved.**

TREASURERS REPORT/BILLS

- December 2024 Treasurers Report to be reviewed/approved at Board meeting on February 18, 2025.
- No action was taken to approve the Treasurer reviewing January 2025 Disbursement List of Bills to Be Paid with the Township Manager and to proceed with payment processing, as it was determined the bills would be presented for review and approval at the January 21, 2025 meeting of the Board of Supervisors.
- Distribution of 2024 Year-End Profit and Loss Report.

PERSONS TO BE HEARD:

PUBLIC COMMENT (non-agenda items only/residents or Paradise Township tax-payers only): **None**

CORRESPONDENCE: **None**

TOWNSHIP REPORTS

SEWER AUTHORITY & SEO:

- Garrett Moore, PFM, presented proposal for offer of line of credit to the Sewer Authority from the Township as a bridge loan to cover the costs of construction for the Waste Water Treatment Facility upgrades pending receipt of their loan proceeds. After discussion was had, it was resolved the Township would loan the Authority \$1.2 Million at an interest rate of 4%, with repayment terms being by no later than September 30, 2025, or when the loan proceeds are received, whichever occurs first. Jason Myer **motioned** to approve the above and proceed with preparing the necessary documents to affect the loan. Second by Adam Bills. All Ayes. **Motion Approved.**

- Adam Bills **motioned** to approve and authorize the Township Manager to sign Eckert, Seamans, Cherin & Mellott, LLC, engagement letter for the preparation of the line of credit loan documents. Second by Jason Myer. All Ayes. **Motion Approved.**

OLD/NEW BUSINESS:

- Bob Devonshire **motioned** to approve Amended Notice of 2025 Public Meetings for advertising. Second by Keith Landis. All Ayes. **Motion Approved.**
- Keith Landis **motioned** to adopt Resolution No. 2025-03 A Resolution to Set Various Fees, Escrows and Other Payments Charged for Certain Township Services. Second by Bob Devonshire. All Ayes. **Motion Approved.**
- Ms. Farra presented Ordinance No. 2025-02, An Ordinance Establishing a Monthly Compensation for the Township Board of Supervisors with request for amount of compensation to be used and approval to advertise the Ordinance. After discussion was had, the amount of compensation to be set is \$4,190 per month. Thereafter, Keith Landis **motioned** to approve advertising the Ordinance. Second by Jason Myer. All Ayes. **Motion Approved.**
- Ronald & Shirley Blank – 271 S. Belmont Road: Adam Bills **motioned** to approve release of financial security. Second by Bob Devonshire. All Ayes. **Motion Approved.**
- Daniel P. King – 15 Girvin Road: Adam Bills **motioned** to approve release of financial security. Second by Bob Devonshire. All Ayes. **Motion Approved.**

ADJOURN:

- At 6:52 p.m., Adam Bills **motioned** adjourn meeting. Second by Jason Myer. All Ayes. **Motion Approved.**

Respectfully Submitted By:

Karen E. Farra, Secretary/Treasurer

***Action Item**