

**Middlesex Township Board of Supervisors
Minutes of the Re-organization Meeting for 2018
January 2, 2018**

Board of Supervisors:

**Mike Spreng
Don Marshall
Robert Brash**

Staff Present:

**Travis Cavanaugh, Township Manager
Michael Hnath, Township Solicitor
Bonnie R. Chappel, Assistant to the Manager**

Call to Order

The Re-organization Meeting of the Middlesex Township Board of Supervisors was called to order at 3:10 p.m. by Chairman Mike Spreng.

Pledge of Allegiance / Moment of Silence

Chairman Mike Spreng led the Pledge of Allegiance, followed by a Moment of Silence.

Roll Call showed all present.

Board of Supervisors – Election of Officers

Selection of Chairman – On a motion of Marshall; seconded by Brash. The Board of Supervisors approved the selection of Mike Spreng as Chairman of the Board of Supervisors. Motion carried unanimously.

Selection of Vice-Chairman – On a motion of Spreng; seconded by Brash. The Board of Supervisors approved the selection of Don Marshall as Vice-Chairman of the Board of Supervisors. Motion carried unanimously.

Announcements

There were no announcements.

Public Comment – Items on the Agenda

There were no public comments at this time.

**Middlesex Township Board of Supervisors
Re-organization Meeting – January 2, 2018**

Organizational Business

1. Motion to hire Township Manager/Zoning Officer.

On a motion by Marshall; seconded by Brash to hire Travis Cavanaugh as Township Manager/Zoning Officer for 2018. Motion carried unanimously.
2. Motion to adopt **Resolution #1 of 2018**, appointing certain persons and/or firms or entities to various Township positions and making certain professional appointments for the Township of Middlesex for calendar year **2018**.

On a motion by Marshall; seconded by Brash to adopt **Resolution #1 of 2018**. Motion carried unanimously.
3. Motion to establish the **Regular** Meetings of the Board of Supervisors as the third Wednesday of every month beginning at 6:30 PM at the Middlesex Township Municipal Building.

On a motion by Marshall; seconded by Brash to establish the Board of Supervisors **Regular** meeting schedule for **2018** as the third Wednesday of every month beginning at 6:30 PM at the Middlesex Township Municipal Building. Motion carried unanimously.
4. Motion to establish **Work Session** Meetings of the Board of Supervisors for the first Wednesday of every month, excluding January, beginning at 3:00 PM at the Middlesex Township Municipal Building.

On a motion by Marshall; seconded by Brash to establish the Board of Supervisors **Work Session** meeting schedule for **2018**. Motion carried unanimously.
5. Motion to establish the Treasurer's Bond for 2018 in the amount of \$500,000.00.

On a motion by Marshall; seconded by Brash to establish the **Treasurer's Bond for 2018** in the amount of \$500,000. Motion carried unanimously.
6. Motion to authorize the Treasurer to pay all bills of a **re-occurring** nature when received.

On a motion of Marshall; seconded by Brash to authorize the Treasurer to pay all bills of a **re-occurring** nature when received. Motion carried unanimously.
7. Motion to authorize the Treasurer to transfer monies within Township funds as required for the orderly financial operation of the Township.

**Middlesex Township Board of Supervisors
Re-organization Meeting – January 2, 2018**

On a motion of Marshall; seconded by Brash to **transfer** monies within Township funds as required for the orderly financial operation of the Township. Motion carried unanimously.

8. Motion to set the travel mileage rate for officials and employees' use of personal vehicles for Township business at the rate set by the IRS.

On a motion of Marshall; seconded by Brash to set travel mileage rate for officials and employees use of personal vehicles for Township business at the rate set by the IRS. Motion carried unanimously.

Planning Commission

1. Motion to re-appoint **Alex Wing**, 145 List Hill Road to the Planning Commission for a **four-year term** to expire **December 31, 2021**.

On a motion of Marshall; seconded by Brash to re-appoint **Alex Wing**, 145 List Hill Road to the Planning Commission for a **four-year term** to expire **December 31, 2021**. Motion carried unanimously.

Zoning Hearing Board

1. Motion to re-appoint **Howard Morse**, 560 Deer Creek Road, to the Planning Commission for a **three-year term** to expire **December 31, 2020**.

On a motion of Marshall; seconded by Brash to re-appoint **Howard Morse**, 560 Deer Creek Road, to the Planning Commission for a **four-year term** to expire **December 31, 2020**. Motion carried unanimously.

2. Motion to re-appoint **John Morgan**, 106 Kyle Road, to the Zoning Hearing Board for a **three-year term** to expire **December 31, 2020**.

On a motion of Marshall; seconded by Brash to re-appoint **John Morgan**, 106 Kyle Road, to the Zoning Hearing Board for a **three-year term** to expire **December 31, 2020**. Motion carried unanimously.

VI Appointments/Reappointments to Boards and Commissions

1. **Roadmaster:**

Motion to appoint **Supervisor Spreng** to the position of **Roadmaster** for the **2018** calendar year; and to be at a rate not to exceed **\$12.00** per hour a rate which is subject to review and approval by the Elected Township Auditors.

On a motion of Marshall; seconded by Brash to appoint **Supervisor Spreng** to the

**Middlesex Township Board of Supervisors
Re-organization Meeting – January 2, 2018**

position of **Roadmaster** for the **2018** calendar year; and to be at a rate not to exceed **\$12.00** per hour a rate which is subject to review and approval by the Elected Township Auditors. Motion carried unanimously.

VII Administration.

1. Motion to adopt **Resolution #2 of 2018** declaring the **Police Pension Plan contribution rate for 2018**. Contribution rate set at **5%** of gross pay.

On a motion of Marshall; seconded by Brash to adopt **Resolution #2 of 2018** declaring the **Police Pension Plan contribution rate for 2018**. Contribution rate set at **5%** of gross pay. Motion carried unanimously.

2. Motion to adopt **Resolution #3 of 2018** declaring the **Non-Uniform Pension Plan Contribution rate for 2018**. Contribution rate set at **4%** of gross pay.

On a motion of Marshall; seconded by Brash to adopt **Resolution #3 of 2018** declaring the **Non-Uniform Pension Plan contribution rate for 2018**. Contribution rate set at **4%** of gross pay. Motion carried unanimously.

3. Motion to adopt **Resolution #4 of 2018** appointing **Maher Duessel**, Certified Public Accountants to replace the elected auditors to audit the accounts of the Township for Fiscal Year 2017.

On a motion of Marshall; seconded by Brash to adopt **Resolution #4 of 2018** appointing **Maher Duessel**, Certified Public Accountants to replace the elected auditors to audit the accounts of the Township for Fiscal Year 2017. Motion carried unanimously.

4. Motion to increase the hourly wage of **Bonnie Chappel** from **\$18.91/hour** to **\$19.48/hour** effective **January 1, 2018**. (3%)

On a motion of Marshall; seconded by Brash to increase the hourly wage of **Bonnie Chappel** from **\$18.91/hour** to **\$19.48/hour** effective **January 1, 2018**. Motion carried unanimously.

5. Motion to increase the hourly wage of **Linda Harigan** from **\$14.40/hour** to **\$15.40/hour** effective **January 1, 2018**.

On a motion of Marshall; seconded by Brash to increase the hourly wage of **Linda Harigan** from **\$14.40/hour** to **\$15.40/hour** effective **January 1, 2018**. Motion carried unanimously.

6. Motion to increase the annual salary for **Travis Cavanaugh** to **\$60,700** effective **January 1, 2018**.

On a motion of Marshall; seconded by Brash to increase the annual salary for

**Middlesex Township Board of Supervisors
Re-organization Meeting – January 2, 2018**


Travis Cavanaugh to \$60,700 effective January 1, 2018. Motion carried unanimously.

ANNOUNCEMENT: The Board of Supervisors will also conduct a Regular Meeting on Wednesday, January 17th at 6:30 pm

Motion to Adjourn

Motion by Marshall, seconded by Brash to adjourn the Re-organization Meeting. Motion was unanimously approved.

The Re-organization Meeting adjourned at 3:55 p.m.



Travis Cavanaugh
Township Manager

