

TOWNSHIP OF SOUTHAMPTON MINUTES
FOR THE REGULAR MEETING OF THE BOARD OF SUPERVISORS
SOUTHAMPTON TOWNSHIP MUNICIPAL BUILDING

8:00 a.m.

April 9th, 2024

MEMBERS PRESENT

Samuel Cressler – Chairman
Randy Brenize – Vice Chairman
Roger Hall

OTHERS PRESENT

Melissa Kelso Esq.
Kathy Durf – Secretary/Treasurer
Jamie White – Code Enforcement
Maria Misner – Planning/Zoning/Recording Secretary

VISITORS PRESENT

Charlie Pensinger – 10700 Thornwood

Chairman Cressler called the meeting of April 9th, to order at 8:00 a.m. and announced the meeting may be recorded.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

VISITORS PRESENT

Charlie Pensinger had a chance meeting with Senator, Doug Mastriano, and brought up the intersection of Thornwood Road and Orrstown Road.

Charlie submitted his petition to the Board of Supervisors requesting a “full-working traffic light” at the intersection of Orrstown Road and Thornwood Road.

Chairman Cressler reiterated that the Township had its traffic engineer update the traffic counts for that intersection. They do not meet the PennDOT criteria to approve a full-signal.

APPROVAL OF THE MARCH 12TH BOARD OF SUPERVISOR’S MEETING

MOTION: Supervisor Hall moved to approve the minutes of the March 12th meeting as presented. Supervisor Brenize seconded the motion which passed unanimously.

OLD BUSINESS

Executive Session About Employees

MOTION: Supervisor Brenize moved to accept the five-day suspension discipline for the two employees that walked out of a meeting. Supervisor Hall seconded the motion which passed unanimously.

Furnace Run Water/Sewer/Welcome Center Update

Maria reported that there was a second Addendum for Furnace Run Bidding. David Black has been taking care of the bidder list and making sure everyone on the list is notified. The website also has been keeping up to date with the documents.

The Township had one more comment from DEP. It was addressed and resubmitted on the 4th of April. Ashley Dobak of B & L said it is one of the most significant comments so far. DEP is requiring infiltration testing at both basins both before and after they have been excavated and coordinating those results to confirm the design, i.e. does the basin require compaction, soil amendment, an organic layer, etc.

The Site Plans have been altered due to the DEP comments. DHM does have the newest set of plans and is aware of the basin infiltration requirement. Their cost estimates are going to need to be adjusted based upon those changes.

NEW BUSINESS

Bid Documents

Ms. Durf prepared the Advertisement for Aggregate, Seal Coating, Paving, Line Painting, and Fuel on-site. Bids are due no later than 7:00 am. Tuesday the 14th, to be awarded at 8:00 am meeting that morning.

MOTION: Supervisor Cressler moved to advertise the bid for materials and line painting due May 14th at 7:00 a.m. to be awarded at 8:00 a.m. Supervisor Brenize seconded the motion which passed unanimously.

ARPA Funds Request

Pleasant Hall Fire Chief, Tom Rine, submitted a funds request for six (6) portable radios for a total of \$50,000. They are reaching out to other municipalities and asking \$12,500 from each municipality.

MOTION: Supervisor Brenize stated Pleasant Hall Fire Company does serve Southampton Township and moved to allocate \$12,500 of ARPA funds for the requested six radios. Supervisor Hall seconded the motion which passed unanimously.

United Drive Bridge Inspectors

Maria reported that the proposed bridge on United Drive was designed by Dennis Black Engineers in collaboration with CVRDC and Martin & Martin Engineers. The bridge construction is being completed by Conspan.

The bridge will need an inspector through the construction/installation process. Martin & Martin are not bridge inspectors. There are other bridge inspectors, but HRG is the bridge inspector for Franklin County and they will be inspecting the bridge every two years. The Township has a good working relationship with HRG. Tim Cormany discussed using HRG with Solicitor Kelso and both feel it is not a conflict of interest to have HRG be the inspectors as a subcontractor for Martin & Martin.

Supervisor Cressler commented that this is the only bridge the Township has been involved with. He would also like to have the Road Foreman, Shane Scott, be involved since he was involved with bridge maintenance when he worked for PennDOT.

Maria will get design and site plans.

MOTION: Supervisor Cressler moved to appoint HRG as a subcontractor under Martin & Martin for the United Drive Bridge Inspection. Supervisor Brenize seconded the motion which passed unanimously.

Facility Specialist Job Description & Appointment

Kathy Durf stated that at the March 12th Board of Supervisors meeting, the Board approved the Personnel Policy and Organizational Chart, but did not approve the Facility Specialist Job Description or appointment.

MOTION: Supervisor Cressler moved to approve the Facility Position Description as presented and appoint Randy Brenize to the Facility Specialist position. Supervisor Hall seconded the motion which passed. Supervisor Brenize abstained.

Organizational Chart

Supervisor Cressler presented a revised organizational chart clearly designating department heads.

MOTION: Supervisor Brenize moved to approve the Organizational Chart as presented. Supervisor Hall seconded the motion which passed unanimously.

SUBDIVISION AND LAND DEVELOPMENT

There was no subdivision or land development.

AGENDA AMENDED ITEMS

There were no amended agenda items.

REPORTS OF TOWNSHIP OFFICIALS AND AGENCIES

Supervisors

No Reports

Solicitor – Melissa Kelso

Solicitor Kelso asked if there were any septic tanks that haven't been pumped for 2023.

Kathy Durf replied that they have all been pumped now.

Planning/Zoning – Maria Misner

Stormwater issue in Apple Hill – Maria reported that she and Randy were out to revisit a situation in Apple Hill. The residents have altered the original stormwater plan and it is still not working. The resident contacted a local contractor to fix it, but the contractor said to contact the Township first. They are asking the Township to weigh in on the matter.

Maria will get all the previous documentation to Solicitor Kelso.

Managed IT Services HIG

Maria reported that she and Kathy had a meeting with representatives from Higher Information Group regarding the Managed IT Services. Their agreement has already expired. The new one will be about \$150 more because the Township has added an employee and there is a general increase. They could save some money by getting rid of the on-site server. Kathy and Maria need to explore this a little more to make an informed recommendation, but a decision will need to be made at the next BOS meeting.

HIG also has a recommendation for a special security-based method of backing-up QuickBooks for \$20 a month. That will also need to be approved.

Code Enforcement – Jamie White

No Report.

Secretary/Treasurer - Kathy Durf

Pension Plan Clarification

Kathy Durf asked for clarification on the Pension Plan and if a part-time employee qualifies. The minutes say he was hired on a part-time basis, but he has not worked 1,000 hours.

Solicitor Kelso replied that the Pension Plan Definition would define if he met the definition of eligible.

Solicitor Kelso will go over the Pension Plan terms.

April 24th Meeting

Kathy Durf reminded everyone that the next Board of Supervisor's meeting is Wednesday, the 24th due to elections. It has been advertised.

EXECUTIVE SESSION

Chairman Cressler closed the regular meeting of April 9th at 8:55 a.m. and opened an Executive Session.

Chairman Cressler closed the executive session at 9:22 a.m. and reopened the regular meeting.

No action was taken.

ACTION ON PAYING BILLS

MOTION: Supervisor Hall moved to pay the general fund in the amount of \$143,139.06. Supervisor Brenize seconded the motion which passed unanimously.

ADJOURNMENT

Chairman Cressler adjourned the meeting at 9:23 a.m.

Respectfully Submitted

Maria Misner
Planning/Zoning/Recording Secretary