

**BEDMINSTER TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING  
TUESDAY, JANUARY 3, 2012**

**SUPERVISORS PRESENT:** Morgan Cowperthwaite, Jr., Chairman - absent  
Glenn A. Wismer, Vice Chairman  
Mark W. Schmidt, Member

**STAFF:** John T. Terry, Township Manager  
Jean Herstine, Office Administrator/Secretary/Treasurer

**Call to Order and Pledge of Allegiance**

The Chairman called the meeting to order at 9:06 a.m. in the Municipal Township Building in the Village of Bedminster and lead those in attendance in the pledge of allegiance to the Flag.

**Public Comments for Agenda items only:** There were no public comments.

**Nominations for the position of temporary Chairman of the Board of Supervisors**

Glenn Wismer, made a motion, seconded by Mark Schmidt to appoint Jean Herstine as temporary Chairman of the Board of Supervisors. The motion carried unanimously.

**Nominations for the position of Chairman of the Board of Supervisors**

Jean Herstine, made a motion, seconded by Glenn Wismer to appoint Morgan Cowperthwaite as Chairman of the Board of Supervisors. The motion carried unanimously.

**Nominations for the position of Vice-Chairman of the Board of Supervisors**

Jean Herstine, made a motion, seconded by Mark Schmidt to appoint Glenn Wismer as Vice-Chairman of the Board of Supervisors. The motion carried unanimously.

**Appointment of Delegate and Alternate Delegate for PSATS Convention**

Mark Schmidt, made a motion, seconded by Glenn Wismer to appoint Glenn Wismer as delegate and Mark Schmidt as alternate for the PSATS Convention. The motion carried unanimously.

**Supervisor's comments – Vice Chairman's comments**

The Chairman announced the following goals for 2012.

**VICE CHAIRMAN'S PRIORITIES FOR 2012**

**Vice Chairman's Comments**

The Chairman announced that looking forward in 2012 the township hopes to continue being fiscally responsible in these difficult times. The Public Works Department will complete sealcoat on various roadways in the townships along with a paving project in 2012. The Police Department will continue to enforce the speed limits on roads. Land preservation will continue to be a top priority for the township.

The Vice Chairman also thanked and expressed the importance of all the board and committee members who donate their time to serve this community.

**Declaration of vacancy in the position of Elected Auditor for the year 2012**

With the passing and the reelection of elected auditor, Beverly Bryant Carr in 2011 Vice Chairman Glenn Wismer declared the vacancy in the position of elected auditor, the Board will announce an appointment to fill the position at a future meeting.

**Establishment of meeting dates for the Board of Supervisors for the year 2012**

Glenn Wismer, made a motion, seconded by Mark Schmidt stating that the proposed meeting scheduled would remain the same with the regular monthly meeting scheduled for the second Wednesday of each month at 7:30 p.m. in the Municipal Township Building in the Village of Bedminster. The motion carried unanimously.

A motion was made by Mark Schmidt, seconded by Glenn Wismer to make the following appointments:

**Appointments & Professional Service Agreements for the year 2012**

Appointment of Office Administrator/Secretary/Treasurer – Jean L. Herstine

Appointment of Assistant to the Township Manager/Secretary/Treasurer – Patricia McVaugh

Appointment & PS Agreement of Solicitor – John B. Rice, Esq., Grim, Biehn & Thatcher

Appointment & PS Agreement of Township Engineer – Thomas J. Fountain, P.E., Keystone  
Municipal Engineering, Inc.

Appointment & PS Agreement of Zoning Officer and Building Inspector – Keystone Municipal  
Services

Appointment & PS Agreement of Township Planner – George F. Spotts, Castle Valley Consultants,  
Inc.

Appointment of Chief Administration Officer for Pension Plans – Jean L. Herstine

Appointment & PS Agreement of Certified Public Accounting Firm (CPA) – Dunlap & Associates

The Chairman asked for public comments. The motion carried unanimously.

**Resolution #2012-01: Adoption of a Resolution establishing number of employee positions for Bedminster Township in 2012**

Mark Schmidt, made a motion, seconded by Glenn Wismer, to approve the following Resolution #2012-01: Establishing Employee positions for Bedminster Township. The Chairman asked for comments. The motion carried unanimously.

**BEDMINSTER TOWNSHIP BOARD OF SUPERVISORS  
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA**

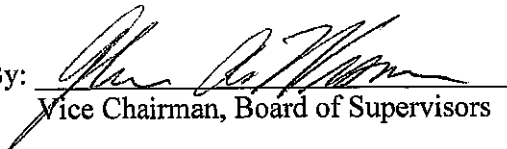
**RESOLUTION NO. 2012-01**

A RESOLUTION OF THE TOWNSHIP OF BEDMINSTER IN THE COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS

**THEREFORE, BE IT RESOLVED THAT THE FOLLOWING EMPLOYEE POSITIONS ARE HERBY AUTHORIZED FOR THE TOWNSHIP:**

<u>JOB TITLE - FULLTIME</u>	<u>NO. OF POSITIONS AUTHORIZED</u>
CHIEF OF POLICE	1
SERGEANT	1
PATROLMAN	4
POLICE SECRETARY	1
TWP. OFFICE ADMINISTRATOR/SEC/TREAS	1
ADMINISTRATIVE ASSISTANT TO MANAGER & TWP SEC/TREAS	1
LAND USE / BMA ADMINISTRATOR	1
DIRECTOR OF PUBLIC WORKS	1
PUBLIC WORKS WORKERS	2
 <u>JOB TITLE - PARTTIME</u>	
ADMINISTRATIVE ASSISTANT PLANNING/ZONING/BUILDING	1

ADOPTED this 3<sup>rd</sup> day of January 2012.

By:   
Vice Chairman, Board of Supervisors

Attest:   
Secretary/Treasurer

**Resolution #2012-02: Adoption of a Resolution establishing approved depositories for Bedminster Township Funds in 2012**

Mark Schmidt, made a motion, seconded by Glenn Wismer, to approve the following Resolution #2012-02: Establishing Approved Depositories for Bedminster Township. The Chairman asked for comments. The motion carried unanimously.

**BEDMINSTER TOWNSHIP BOARD OF SUPERVISORS  
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2012-02**

A RESOLUTION OF THE TOWNSHIP OF BEDMINSTER IN THE COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING BANKS AND SAVINGS AND LOANS AS DEPOSITORIES OF THE TOWNSHIP FUNDS AND ESTABLISHING THE CRITERIA FOR WHICH INSURED BANKS MUST COMPLY BEFORE INVESTMENTS OF THE TOWNSHIP MAY BE MADE WITH THEM

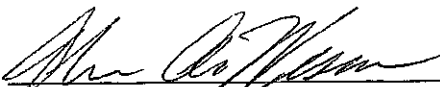
**WHEREAS**, in accordance with the Pennsylvania Second Class Code, Bedminster must declare its bank depositories,

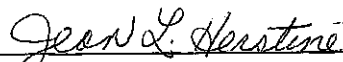
**THEREFORE, BE IT RESOLVED AND ENACTED**, that the Secretary/Treasurer is authorized to utilize the following banks and savings and loans as designated depositories:

1. Pennsylvania Local Government Investment Trust  
P.O. Box 1452, Valley Forge, PA 19482
2. First Savings Bank of Perkasio  
6999 Easton Road, Pipersville, PA 18945

**BE IT FURTHER RESOLVED**, that the Township Secretary/Treasurer shall be authorized to invest Township funds in any bank or savings institution in the United States, which is insured by the ESLIC or FDIC, provided said investments are within the requirements of said insurance regulations.

ADOPTED this 3<sup>rd</sup> day of January 2012.

By:   
Vice Chairman, Board of Supervisors

Attest:   
Secretary/Treasurer

**Resolution #2012-03: Adoption of a Resolution establishing Holidays for Township Employees for the year 2012**

Mark Schmidt, made a motion, seconded by Glenn Wismer, to approve the following Resolution #2012-03: Establishing Holidays for Township Employees for the year 2012. The Chairman asked for comments. The motion carried unanimously.

**BEDMINSTER TOWNSHIP BOARD OF SUPERVISORS  
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA**


**RESOLUTION No. 2012-03**

**NOW, THEREFORE BE IT RESOLVED**, the schedule of holidays through December 31, 2012 are as follows:

01/02/12	Monday	New Year's Day
01/16/12	Monday	Martin Luther King's Day (observed)
02/20/12	Monday	Presidents' Day
04/06/12	Friday	Good Friday
05/28/12	Monday	Memorial Day
06/14/12	Thursday	Flag Day
07/04/12	Wednesday	Independence Day
09/03/12	Monday	Labor Day
10/08/12	Monday	Columbus Day (observed)
11/22/12	Thursday	Thanksgiving Day
12/25/12	Tuesday	Christmas Day

+ One Floating Holiday – Employee's Birthday

ADOPTED this 3<sup>rd</sup> day of January 2012.

By:   
Vice Chairman, Board of Supervisors

Attest:   
Secretary/Treasurer

**Resolution #2012-04: Adoption of a Resolution approving the execution and signing of payroll between regular meetings for the year 2012**

Mark Schmidt, made a motion, seconded by Glenn Wismer, to approve the following Resolution, #2012-04, approving the execution of payroll between regular meetings for the year 2012. The Chairman asked for public comments. The motion carried unanimously.

**BEDMINSTER TOWNSHIP BOARD OF SUPERVISORS  
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA**

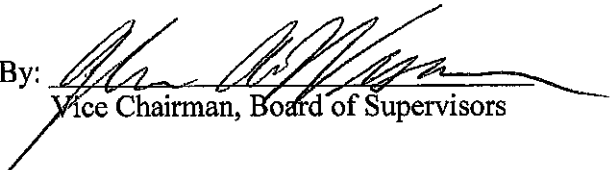
**RESOLUTION NO. 2012-04**

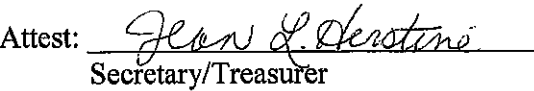
**BE IT RESOLVED**, that the Board of Supervisors of Bedminster Township may preauthorize the preparation and distribution of payroll checks for pay periods, which occur between regular meetings of the Board.

Said checks shall be executed in the same manner as similar checks signed at regularly scheduled Board meetings.

APPROVED at the public meeting of Bedminster Township Board of Supervisors held January 3, 2012.

ADOPTED this 3<sup>rd</sup> day of January 2012.

By:   
Vice Chairman, Board of Supervisors

Attest:   
Secretary/Treasurer

**Motion to approve the mileage rate (55.5 cents per mile\*) for reimbursement of Township Employees**

Glenn Wismer, made a motion, seconded by Mark Schmidt, to approve the mileage rate of 55.5 cents per mile for reimbursement of Township employees. The motion carried unanimously.

**Establishment of Salaries for 2012**

Mark Schmidt, made a motion, seconded by Glenn Wismer, to approve the following salaries of Township employees for 2012. The motion carried unanimously.

Jeffrey L. Heacock, Director of Public Works	\$ 29.04 per hour
Public Works Workers - Full-time:	
Jamie L. Heacock	\$ 24.24 per hour
Randy R. Labs	\$ 15.94 per hour

A maximum of \$15.00 per hour rate would apply for any part-time worker hired for public works.

Jean L. Herstine, Office Administrator/Secretary/Treasurer	\$ 54,515.52
Patricia, S. McVaugh, Administrative Assistant to Manager	\$ 44,483.19
Lynn Malander, Police Secretary	\$ 46,219.69
Dawn M. Cook, Land Use/BMA Administrator	\$ 49,797.84
Administrative Assistants – Planning/Zoning/Building:	
Sarah K. Heyer - Part-time	\$ 16.70 per hour
Mark R. Ofner, Chief of Police	\$ 86,970.00

### **Appointments to Commissions and Boards**

Glenn Wismer, made a motion, seconded by Mark Schmidt, to make the following appointments to the following Boards and Commissions:

Planning Commission, 5-year term — John Spiegel

Municipal Authority, 5-year term — Jay Heacock

Zoning Hearing Board, 3-year term — Walter Wurster

Zoning Hearing Board Alternate, 3-year term — James Logie

Uniform Construction Code Appeals Board, 3-year term — Paul Demusz

Vacancy Board, 1-year term — Barbara Thomas

Act 32 Representative, 1-year term — John Spiegel

Land Preservation Advisory Committee, 1-year term — Donel Moss, Barbara Thomas, Kenneth Bupp, Jessie Berdinka, Josh Rice, Larry Campbell and Jack Rice.

Agriculture Advisory Committee, 1-year term — Glenn Wismer, James Logie, Galen Leatherman, Morgan Cowperthwaite, III and Jeffrey Heacock.

The Chairman asked for public comments. The motion carried unanimously.

### **PUBLIC COMMENTS**

#### **Citizen Comments, Concerns & Questions**

The Chairman asked those present in the audience if there were any public comments or questions on items not on the agenda. There were no public comments

#### **Adjournment:**

There being no further business before the Board, Glenn Wismer, made a motion, seconded by Mark Schmidt, the meeting adjourned at 9:21 a.m. until the next regular monthly meeting January 11, 2012 at 7:30 p.m. in the Bedminster Township Municipal Building. The motion carried unanimously.

**Respectfully submitted,**  
Jean L. Herstine  
Office Administrator/Secretary/Treasurer