

**Middlesex Township Board of Supervisors  
Minutes of the Re-organization Meeting for 2017  
January 3, 2017**

**Board of Supervisors:**

**Mike Spreng  
Don Marshall**

**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 3:11 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 with the exception of Robert Brash.

**Board of Supervisors – Election of Officers**

**Selection of Chairman** – On a motion of Marshall; seconded by Spreng. 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 Marshall. 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.

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**Organizational Business**

1. Motion to adopt **Resolution #1 of 2017**, 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 **2017**.

On a motion by Marshall; seconded by Spreng to adopt **Resolution #1 of 2017**. Motion carried unanimously.

2. 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 Spreng to establish the Board of Supervisors **Regular** meeting schedule for **2017** as the third Wednesday of every month beginning at 6:30 PM at the Middlesex Township Municipal Building. Motion carried unanimously.

3. 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 Spreng to establish the Board of Supervisors **Work Session** meeting schedule for **2017**. Motion carried unanimously.

4. Motion to establish the Treasurer's Bond for 2017 in the amount of \$500,000.00.

On a motion by Marshall; seconded by Spreng to establish the **Treasurer's Bond for 2017** in the amount of \$500,000. Motion carried unanimously.

5. Motion to authorize the Treasurer to pay all bills of a **re-occurring** nature when received.

On a motion of Marshall; seconded by Spreng to authorize the Treasurer to pay all bills of a **re-occurring** nature when received. Motion carried unanimously.

6. Motion to authorize the Treasurer to transfer monies within Township funds as required for the orderly financial operation of the Township.

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

7. Motion to set the travel mileage rate for officials and employees' use of personal

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vehicles for Township business at the rate set by the IRS.

On a motion of Marshall; seconded by Spreng 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 **Eric Schmidt**, 112 Pine Ridge Acres to the Planning Commission for a **four-year term** to expire **December 31, 2020**.

On a motion of Marshall; seconded by Spreng to re-appoint **Eric Schmidt**, 112 Pine Ridge Acres to the Planning Commission for a **four-year term** to expire **December 31, 2020**. Motion carried unanimously.

2. Motion to re-appoint **David Fowler**, 385 Steiner Bridge Road, to the Planning Commission for a **four-year term** to expire **December 31, 2020**.

On a motion of Marshall; seconded by Spreng to re-appoint **David Fowler**, 385 Steiner Bridge Road, to the Planning Commission for a **four-year term** to expire **December 31, 2020**. Motion carried unanimously.

3. Motion to re-appoint **Brendan Ryan**, 216 Logan Road, to the Zoning Hearing Board for a **three-year term** to expire **December 31, 2019**.

On a motion of Marshall; seconded by Spreng to re-appoint **Brendan Ryan**, 216 Logan Road, to the Zoning Hearing Board for a **three-year term** to expire **December 31, 2019**. Motion carried unanimously.

**VI Appointments/Reappointments to Boards and Commissions**

**1. Roadmaster:**

Motion to appoint **Supervisor Spreng** to the position of **Roadmaster** for the **2017** 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; Spreng abstained.

On a motion of Marshall; seconded by Spreng to appoint **Supervisor Spreng** to the position of **Roadmaster** for the **2017** 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.**

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1. Motion to adopt **Resolution #2 of 2017** declaring the **Police Pension Plan contribution rate for 2017**. Contribution rate set at **5%** of gross pay.

On a motion of Marshall; seconded by Spreng to adopt **Resolution #2 of 2017** declaring the **Police Pension Plan contribution rate for 2017**. Contribution rate set at **5%** of gross pay. Motion carried unanimously.

2. Motion to adopt **Resolution #3 of 2017** declaring the **Non-Uniform Pension Plan Contribution rate for 2017**. Contribution rate set at **4%** of gross pay.

On a motion of Marshall; seconded by Spreng to adopt **Resolution #3 of 2017** declaring the **Non-Uniform Pension Plan contribution rate for 2017**. Contribution rate set at **4%** of gross pay. Motion carried unanimously.

3. Motion to adopt **Resolution #4 of 2017** appointing **Maher Duessel**, Certified Public Accountants to replace the elected auditors to audit the accounts of the Township for Fiscal Year 2016.

On a motion of Marshall; seconded by Spreng to adopt **Resolution #4 of 2017** appointing **Maher Duessel**, Certified Public Accountants to replace the elected auditors to audit the accounts of the Township for Fiscal Year 2016. Motion carried unanimously.

4. Motion to increase the hourly wage of **Bonnie Chappel** from **\$18.36/hour** to **\$18.91/hour** effective **January 1, 2017**. (3%)

On a motion of Marshall; seconded by Spreng to increase the hourly wage of **Bonnie Chappel** from **\$18.36/hour** to **\$18.91/hour** effective **January 1, 2017**. Motion carried unanimously.

5. Motion to increase the hourly wage of **Linda Harigan** from **\$12.00/hour** to **\$14.40/hour** effective **January 1, 2017**.

On a motion of Marshall; seconded by Spreng to increase the hourly wage of **Linda Harigan** from **\$12.00/hour** to **\$14.40/hour** effective **January 1, 2017**. Motion carried unanimously.

6. Motion to increase the annual salary for **Travis Cavanaugh** to **\$58,900** effective **January 1, 2017**.

On a motion of Marshall; seconded by Spreng to increase the annual salary for **Travis Cavanaugh** to **\$58,900** effective **January 1, 2017**. Motion carried unanimously.

7. Motion to adopt **Resolution #5 of 2017** adopting **Blackberry Lane** as a Township Road.

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On a motion of Marshall; seconded by Spreng to adopt **Resolution #5 of 2017** adopting **Blackberry Lane** as a Township Road. Motion carried unanimously.

8. Motion to accept **Maher-Duessel Certified Public Accountants Engagement Letter** for the audits for years ended December 31, 2016, 2017 and 2018.

On a motion of Marshall; seconded by Spreng to accept **Maher-Duessel Certified Public Accountants Engagement Letter** for the audits for years ended December 31, 2016, 2017 and 2018. Motion carried unanimously.


**ANNOUNCEMENT: The Board of Supervisors will also conduct a Regular Meeting on  
Wednesday, January 18<sup>th</sup> at 6:30 pm**

**Motion to Adjourn**

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

The Board adjourned to an executive session to discuss Park Road. Executive Session  
was from 3:30 – 3:56 p.m.

The Re-organization Meeting adjourned at 3:30 p.m.

  
Travis Cavanaugh  
Township Manager

