

THE REORGANIZATION MEETING of the Granville Township Board of Supervisors was held on Monday, January 4, 2021 at 3:33 p.m. at the Granville Township Hall, 100 Helen Street, Lewistown, PA 17044.

Those present were Supervisors Mark M. Ellinger, William W. Page and James A. Smith, Sr., and Secretary/Treasurer Mary Herto. Also present was Jim Zubler, DLI, Inc.

Mary Herto opened the meeting and asked for nominations for Chairman. Supervisor Page nominated Mark Ellinger for Chairman. This motion was seconded by Supervisor Smith, (3-0). The meeting was turned over to the Chairman.

Chairman Ellinger asked for nominations for Vice Chairman. Supervisor Smith nominated Bill Page for Vice Chairman, seconded by Supervisor Ellinger, (3-0).

Supervisor Page made a motion, seconded by Supervisor Smith, (3-0), to appoint Mary Herto as Township Manager/Secretary/Treasurer.

Supervisor Smith made a motion, seconded by Supervisor Page, (3-0), to appoint Seth Mosebey of Martson Law Offices as the primary Township Solicitor and Dan Searer of Searer Schrum & Searer as the secondary Township Solicitor.

Supervisor Page made a motion, seconded by Supervisor Smith, (3-0), to appoint The EADS Group as the primary Township engineer and to appoint Taptich Engineering as the secondary Township Engineer.

The Juniata Valley Bank was chosen as the primary depository institution for the township upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0). Also included in that motion was the choice of Kish Bank for a secondary depository institution, with MCSB for investing large sums of money or Invest or the bank with the best interest rate and the Kish Bank was chosen as the primary depository institution for the Sewer & Water Department, with Juniata Valley Bank as the secondary depository and JVB for investing large sums of money or Invest or the bank with the best interest rate. Several banks are to be contacted in the event that money is to be borrowed to get the best rate.

Page SEO, Inc. was appointed as the Sewage Enforcement Agency for the Township. William D. Page will be the primary SEO and Polly Graybill will be the secondary upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0).

Upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0), the following pay rates were set for 2021, effective 12/28/20 for non-uniform, 1/1/21 for uniform per the Police Contract:

PAY RATE CHART 2021		
Job Title	Pay Rate	Employee Presently Holding Position
Township Manager/Secretary/Treasurer*	\$ 56,264.00	Mary E. Herto
Asst. Sec/Treas./Code Officer/Zoning/BCO	\$ -	Mary E. Herto
Office Assistant	\$ 16.45	Shawna Conaway
Police Chief	\$ 33.28	Craig A. Weston
Police Sergeant	\$ 29.42	Martin C. Bubb, Jr.
Corporal	\$ 28.02	Vacant at this time
Senior Patrolman	\$ 28.02	Stephen A. Busch
	\$ 28.02	William H. Eversole, Jr.
	\$ 28.02	Thomas M. Wilson
Patrolman	\$ 27.27	Dustin W. Maxwell
	\$ 27.27	Chad A. Brehman
	\$ 27.27	Nicholas Hamler
Patrolman Part time	\$ 21.18	Vacant at this time
Sewer & Water Foreman	\$ 26.45	Timothy E. Tressler
Operator 2	\$ 21.95	Earl E. Weaver, Jr.
Operator 1 w/ Water License	\$ 20.45	Travis Hartzler
	\$ 20.45	Russ Sherwood
	\$ 20.45	Justin Partner
Operator 1	\$ 20.45	Vacant at this time
Operator in Training	\$ 18.20	Vacant at this time
Trades Laborer	\$ 18.20	Vacant at this time
Sewer & Water Dept. Skilled Laborer	\$ 15.45	Vacant at this time
Sewer & Water Dept. Pt. Time Skilled Laborer	\$ 15.45	Vacant at this time
Sewer & Water Dept. Unskilled Laborer	\$ 14.45	Vacant at this time
Sewer & Water Dept. Secretary/Police Clerk	\$ 17.30	Kerry F. Whitsel
Office Vacation Coverage	\$ 14.00	Lisa J. Swisher
Road Foreman	\$ 26.45	Douglas R. Herto
Heavy Equipment Operator	\$ 20.45	Matthew C. Rowles
	\$ 20.45	Barry Youtzy
Summer College Student Helper	\$ 10.25	Vacant at this time
Light Equipment Operator	\$ 17.20	Vacant at this time
Summer College Student Helper	\$ 10.25	Vacant at this time
Road Department Skilled Laborer	\$ 15.45	Vacant at this time
Road Department Unskilled Laborer	\$ 14.45	Vacant at this time
*Salaried position beginning in 2007		
Uniform Pay Rates effective: 1/1/2021		
NonUniform Pay Rates effective: 12/28/2020		

Supervisor Page made a motion to appoint Craig Weston as Chief of Police, Doug Herto as Road Foreman, Timothy E. Tressler as Sewer & Water Foreman and Mary E. Herto as the Building Code Department Head, seconded by Supervisor Smith, (3-0).

Jim Smith was appointed to attend the State Convention and be the voting delegate for Granville Township upon motion of Supervisor Page, seconded by Supervisor Ellinger, (3-0).

The Vacation schedule for 2020 is as follows, upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0):

1 week after 1 year; 2 weeks after 2 years; 3 weeks after 5 years; 4 weeks after 10 years; and 5 weeks after 15 years.

The Holiday schedule for 2020 is as follows, upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0):

Good Friday, Easter (Police only), Memorial Day, Independence Day, Labor Day, General Election Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, ½ day December 23rd, Christmas Day observed on December 24th, New Year's Day 2022 observed on December 31, 2021, Birthday (Non-uniform employees only) – Christmas Day & New Year's Day fall on a Saturday. The non-uniform employees will also observe their birthday as a holiday and the Police Department will observe Easter Sunday and the first day of Buck Season as a holiday.

The following agenda items were approved upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0): Sick days were set at eight for each employee for the year 2021. The cap is 180 days, with only 100 days paid out at retirement. Police officers will follow their contract. If an employee cashes in their sick days and has none left and becomes sick after the payout, they will not be compensated. They will be advised to keep a day or two in reserve for illness. A maximum of three days will be given to employees for a death in their immediate family. Police Officers will follow their contract. Seven (7) personal days will be given to each employee for the year 2021. Police officers will follow their contract.

The meeting schedule for 2021 was set for the first Monday of every month, at 4 p.m., except for May, June and July, which will be held at 7 p.m. The exceptions are July 5<sup>th</sup> will be July 6<sup>th</sup> due to the July 4<sup>th</sup> holiday observance and due to the Labor Day holiday which is September 6<sup>th</sup>, the meeting will be held on Tuesday, September 7<sup>th</sup>. Motion to approve this meeting schedule was made by Supervisor Page, seconded by Supervisor Smith, (3-0).

Susan Hunter was appointed to a new term with the Granville Township Planning Commission upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0).

Debra Peffer was appointed to a new four (4) year term on the Zoning Hearing Board and Matthew Fisher was appointed to serve a three (3) year term to replace Steve Wilson. Mr. Wilson has moved from the Township. Appointments were approved upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0).

The Recreation Board members remain as follows upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0): John Breneman, Jr. Chairman; Dan Cherry and Ralph Fisher. There has been a vacancy on this board since 2011.

The Vacancy Board appointment of Lisa J. Swisher was approved upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0).

Upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0), Mary Herto was appointed as the member of the Mifflin County Tax Collection Committee, with Shawna Conaway being the first alternate.

Fundraising activities for all three fire companies was approved for the year 2021 upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0). Large fundraisers will require a temporary use zoning permit.

Resolution #2020-1 was approved upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0), as follows:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Granville Township, Mifflin County, Pennsylvania, that there be no deduction from the pay of police officers for contribution to the Granville Township Police Pension Fund, beginning January 1, 2018, and ending on or about December 31, 2018, or at such earlier date when the Board of Supervisor shall be advised that such deductions will be necessary to maintain the action of the Board of Supervisors with respect to fiscal years 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2020 be and are hereby ratified and confirmed.

Resolution #2021-2 was approved as follows upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0):

**BE IT RESOLVED BY THE SUPERVISORS OF THE TOWNSHIP OF GRANVILLE, MIFFLIN COUNTY, PENNSYLVANIA**, as follows:

Section 1. Permit application fees and charges to sewage permit applicants shall be set forth in “Sewage Permit Application Fees and Charges Schedule”, attached hereto and made a part hereof.

Section 2. Applications for Sewage permits shall be made in writing upon forms as prescribed by the Department of Environmental Protection of Pennsylvania.

Section 3. At the time of application, an applicant shall pay the deposit, as security for fees and charges actually incurred in connection with the application, as set forth in the “Application Fee Schedule”, attached hereto and made a part hereof.

Section 4. That portion of a deposit over and above actual fees and charges incurred in connection with the application shall be refunded to the applicant at the time such application is granted or denied.

Section 5. Those fees and charges incurred in connection with an application, which are over and above the deposit paid at the time of application, shall be collected at the time such application is granted or denied.

Section 6. A permit shall not be issued unless the applicant therewith pays all fees and charges in connection in full.

Section 7. William Dan Page, Polly M. Graybill and Jeffrey St. John (under Page SEO Inc.) are hereby appointed to be the Sewage Enforcement officers and to have all the powers and duties as set forth in the Pennsylvania Sewage Act.

Section 8. The provisions of paragraph 1 through 6 shall be effective as of January 1, 2020. The provision of paragraph 7 shall be effective immediately.

Tax millage was established upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0) as set forth in Resolution #2021-3, as follows:

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Granville, Mifflin County, PA:

That a tax be and the same is hereby levied on all real property within the Township of Granville subject to taxation for the fiscal year 2021 as follows:

Tax rate for general purposes, the sum of 7.84 mills  
On each dollar of assessed valuation, or the sum of .00784  
On each one hundred dollars of assessed valuation

For Fire Protection purposes, the sum of 3.08 mills  
On each dollar of assessed valuation, or the sum of .00308  
On each one hundred dollars of assessed valuation

For Light Tax purposes, the sum of .35 cents per front footage

For Ambulance Service purposes, the sum of .25 mills  
On each dollar of assessed valuation, or the sum of .00025

BE IT FURTHER RESOLVED that any resolution, or part of a resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

Resolution #2021-4 appointing a CPA to do the township audit was approved upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0), as follows:

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Granville Township Board of Supervisors that Miller-Gentry CPA's is appointed as the independent auditor to perform the annual 2020 audit of the township records.

Resolution #2021-5 amending the Township Personnel Policy was approved upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0), as follows:

NOW, THEREFORE, BE IT RESOLVED, and it is resolved, that the Board of Supervisors of Granville Township, Mifflin County, Pennsylvania, meeting in lawful session on the date referenced below does cause the Personnel Policy and Employee Handbook to become the legal, official document of the Township governing those areas it purports to cover.

The mileage rate for employees using their personal vehicles for company business is \$0.56 cents per mile as set by the IRS upon motion of Supervisor Smith, seconded by Supervisor Page, (3-0).

With no further business to discuss, the reorganization meeting was adjourned at 3:41 p.m. upon motion of Supervisor Page, seconded by Supervisor Smith, (3-0).



Mary E. Herto  
Secretary/Treasurer