



**DAMASCUS TOWNSHIP**  
**ORGANIZATION MEETING MINUTES OF:**  
**January 5<sup>th</sup>, 2009**

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Meeting called to order @ 7:15 PM.

The Pledge of Allegiance was led by Chairman Jeffrey R. Dexter.

Attendance: [ x ] Jeffrey R. Dexter, [ x ] Charles Grady, [ / ] Jason Roberts,  
[ / ] Dolores Card, [ / ] Ed Lagarenne, [ / ] Jeffrey M. Finlay,  
[ / ] Ernest C. Matern, [ x ] Howard Schuchman, [ x ] Bob Dexter,  
and [ x ] Karyle A. Woods, Secretary & Open Records Officer.

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Open Floor: AGENDA Items only. Three minutes per speaker.

No speakers

1. Elect a Temporary Chairman for this BOS Meeting: Chairman Dexter explained the need to elect a Temporary Chairman, and made a motion to select a Temporary Chairman- Chuck Grady; Chuck Grady made the second on this motion and the vote was taken. Approval- unanimous. Chuck Grady became the Chairman.
2. Elect a Chairman of the Board of Supervisors: A motion was made by Chuck Grady to elect Jeffrey R. Dexter as Chairman of the Board of Supervisors. Jeffrey R. Dexter seconded the motion. Chairman Grady called for a vote and the motion passed unanimously to approve Jeffrey Dexter as Chairman of the Board of Supervisors.
3. Elect a Vice Chairman of the Board of Supervisors: Chairman Dexter asked for a motion, and put forward Chuck Grady as Vice Chairman of the Board of Supervisors. Chuck Grady seconded the motion and a vote was called. By unanimous approval, Chuck Grady is elected Vice Chairman of the Board of Supervisors.

**APPOINTMENTS//REAPPOINTMENTS:**

**\*\*\* Each Appointment/ Reappointment required a Motion\*\*\***

1. Appoint/Reappointment of a Secretary of the Board of Supervisors.  
A motion was made by Chuck Grady to reappoint Karyle A. Woods as Secretary of the Board of Supervisors. The motion was seconded by Jeffrey Dexter-Chairman. A vote was called and the motion to approve the reappointment passed unanimously at the same salary as in 2008, and conditions as outlined in the current Employee Manual.
2. Appoint/ Reappointment of a Treasurer of Damascus Township.  
A motion was made by Chuck Grady to appoint a Treasurer, Ms. Dolores Card. Her hours to be determined; Hourly wage to be \$14.00 per hour. The motion was seconded by Jeffrey Dexter. A vote was called and the motion was approved unanimously.

**3. Percentage of Net Income to be paid for Tax Collector's Services remains at 3%; on a motion made by Jeffrey Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**4. Reappointment of a Damascus Township Attorney. Mr. Jeffrey S. Treat was reappointed as the Township Solicitor on a motion made by Chuck Grady, and seconded by Jeffrey R. Dexter. A vote was called and the motion was approved unanimously.**

**5. Reappointment of a Zoning Hearing Board Attorney. Mr. John Keating was reappointed as the ZHB attorney on a motion made by Chuck Grady and seconded by Jeffrey R. Dexter. A vote was called and the motion was approved unanimously.**

**6. Appoint/Reappoint 3 members to the Planning Commission. Susan Canfield, Sandra Maciejewski, and Ed McNulty were reappointed to the Damascus Township Planning Commission for new terms of office on a motion made by Jeffrey R, Dexter and seconded by Chuck Grady. A vote was called, and the motion was approved unanimously.**

**7. Karyle A. Woods was reaffirmed as Secretary to the Damascus Township Planning Commission at the same hourly rate as in 2008, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**8. Ed Lagarenne was reappointed as the Zoning and Buildings Codes Enforcement Officer, at the same hour and rates as in 2008; on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**9. Charles Bayly was reappointed as the Sewage Codes Enforcement Officer, as per the rates outlined in the Damascus Township Fee Schedule, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**10. Mr. Chris Martin was reappointed as the Alternate Sewage Codes Enforcement Officer, on a motion made by Jeffrey R, Dexter, and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**11. Chuck Grady was reappointed as the Roads Master, at the current rates in place, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**12. The Treasurer's Bond was continued at \$400,000.00 on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**13. Mrs. Donna Borrowes was reappointed as the Court Stenographer for the Zoning Hearing Board and the Board of Supervisors at her current rates.**

**14. Mr. Elwin "Bucky" Davis was reappointed as an Elector, the Chairman of the Vacancies Board, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A voted was called and the motion was approved unanimously.**

**DESIGNATIONS:**

**15. Designations of Depositories: The Wayne Bank  
The Dime Bank  
PLGIT Accounts**

**were approved on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**16A. Designation of meeting- Board of Supervisors: 3<sup>rd</sup> Monday at 7:00 PM, was approved as the regularly schedule meeting Day and Time on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**16B. Designation of meeting- Planning Commission: 2<sup>nd</sup> Thursday, at 7:00 PM, on a motion made by Jeffrey R. Dexter, and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**16C. Designation of meeting: Planning Commission Work Night on the 1<sup>st</sup> Wednesday at 7:00 PM. On a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**16D. Designation of meeting- Zoning Hearing Board: 1<sup>st</sup> Tuesday at 7:00 PM, as needed. On a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**17. Select a PSATS Annual Conference VOTING Delegate. Chuck Grady made a motion to select Jeffrey R. Dexter, Chairman of the Board as the voting Delegate at the PSATS Convention. The motion was reluctantly seconded by Jeffrey R. Dexter. A vote was called and the motion was approved unanimously.**

**18. A Full Time Employee Benefits package with no changes or raises; to be re-examined within the next 6 months, was motioned by Jeffrey R. Dexter, and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**19. H A Thomson was reappointed as the Township Insurance Carrier; on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**20. Damascus Township Personnel Manual was approved on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**21. The IRS Mileage reimbursement rate shall be set at the Float Rate indicated by The Internal Revenue Service. On a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion passed unanimously.**

**22. Jeffrey M. Finlay was reappointed an Emergency Management Coordinator; on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**23. Chuck Grady was reappointed Chairman of the Agriculture Security Area Board, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.**

**24. Jeffrey R. Dexter was reappointed as the Delegate to the Northern Wayne Council of Governments, on a motion made by Chuck Grady and seconded by Jeffrey R. Dexter. A vote was called and the motion was approved unanimously.**

25. Chuck Grady was reappointed as Chairman of the Parks and Recreation Commission, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.

26. Vote: Hire an Office Cleaner was not taken up at this time.

27. Dolores Keesler was reappointed as the Upper Delaware River Council representative, on a motion made by Jeffrey R. Dexter and seconded by Chuck Grady. A vote was called and the motion was approved unanimously.

28. Howard Schuchman was reappointed as the Chairman of the Damascus Township Zoning Hearing Board.

29. Kristina Adams was appointed as a Township Auditor, to fill in for the 6 year term left vacant by the resignation of Dolores Card.

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**OPEN FLOOR:** Three minutes per speaker.

1. A RESIDENT WANTED THE Name of the Park and Recreation area dedicated to Ray Dexter. This recommendation will be forwarded to the Parks and Recreation committee.

Hearing no further comments, Chuck Grady made a motion to adjourn the meeting; this motion was seconded by Jeffrey R. Dexter. The meeting was adjourned at 8:50 PM.

These Minutes are respectfully submitted by: Karyle A. Woods, Secretary.

**SIGNED by the Board of Supervisors:**

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Jeffrey R. Dexter, Chairman

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Charles Grady, Vice Chairman

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Jason E. Roberts, Supervisor

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Karyle A. Woods, Secretary