

**SPRINGFIELD TOWNSHIP
BOARD OF SUPERVISORS**

9211 SUSQUEHANNA TRAIL S. SEVEN VALLEYS, PA 17360
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November 18, 2022

The Springfield Township Board of Supervisors met at the Township Administration Building (9211 Susquehanna Trail S, Seven Valleys, PA 17360) on November 18, 2022, at 9:00 AM for a Budget Meeting/Work Session. The purpose of the meeting was to discuss the 2023 Budget, Personnel Job Descriptions and Responsibilities, and discuss a Volunteer Firefighter Tax Credit Program.

The members present were Mr. Tommy L Wolfe (Chairman), Mr. John Patrick Rieder (Vice-Chairman) and Mr. Curtis L Ferree, Jr.

Mrs. Tammy L. Ream (Secretary / Treasurer), and the following Township residents and interested parties also attended the meeting: Mr. Jeff Koons.

PERSONNEL – JOB DESCRIPTIONS AND RESPONSIBILITIES

The Board of Supervisors discussed creating the position of Township Manager. Mr. John Patrick Rieder presented a draft of a Job Description for the new position. This would be incorporated with the current Secretary/Treasurer position. The Township Manager would report to the Board of Supervisors. The following positions would report to the Township Manager: All Department Heads, Zoning Officer, Assistant Secretary/Treasurer. Any complaints regarding standalone Ordinances not related to the Zoning Ordinance would be added to the duties of the Road Foreman to investigate and report findings to the Township Manager to proceed. Letters that are authorized and need to be sent following a regular meeting would be signed by the Township Manager instead of a Supervisor. Mr. John Patrick Rieder moved and Mr. Curtis L Ferree, Jr seconded to create the position of Township Manager. A vote of the Board Members was unanimous. The Supervisors asked current Secretary/Treasurer, Tamara Ream, if she would be interested in this new position. She confirmed that she would be interested.

Since Mrs. Ream is interested in the Township Manager with additional duties, Mr. Tommy Wolfe suggested hiring a Recording Secretary to complete the meeting minutes that Mrs. Ream has been doing since Angela Hallett resigned.

Interviews will be held Monday, November 21, 2022, to hire a new member of the Road Crew due to Barry Sweitzer's retirement as of December 31, 2022.

There eventually will be a need to hire someone to replace Mr. Tommy L Wolfe when he decides to retire. Mr. Wolfe also does the stormwater inspections.

VOLUNTEER FIREFIGHTER TAX CREDIT PROGRAM

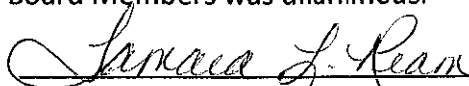
The Board of Supervisors has been discussing creating a Volunteer Firefighter Tax Credit Program. Mr. Tommy L Wolfe moved, and Mr. Curtis L Ferree, Jr. seconded to authorize Attorney John Miller to advertise the Ordinance to create the Volunteer Firefighter Tax Credit Program giving a Tax Credit of up to \$500.00 of the Earned Income Tax levied by the Township and a 100% rebate of the Township real estate tax to eligible volunteer members of an eligible volunteer fire company or non-profit emergency medical agency. A vote of the Board Members was unanimous.

2023 BUDGET

The Secretary had presented the Tentative Budget to the Board of Supervisors at the November 14, 2022, meeting. The Supervisors reviewed the budget line by line and suggestions were made to be included in the 2023 Proposed Budget to be presented at the December 5, 2022, meeting for consideration.

ADJOURNMENT

There being no further business to come before the Board, Mr. John Patrick Rieder moved and Mr. Curtis L Ferree, Jr. seconded to adjourn the meeting at 1:00 pm and to meet again at 7:00 pm on December 5, 2022, for the regular meeting. The vote of the Board Members was unanimous.



Tamara L Ream, Secretary



Tommy L Wolfe, Chairman

12/5/22
Date