

**FORWARD TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL MEETING
FEBRUARY 4, 2016**

PRESENT:

Mary L. McElhinny, Chairperson
J. Rodger Lees, Supervisor
Tom Hartwig, Engineer
Jim Rape, PC Chairman

Jay Rape, Vice Chairman
Tom May, Solicitor
Charles Behm, Roadmaster
Donna Behm, Auditor

Call to Order:

Chairperson McElhinny called the meeting to order at 7:00PM and asked all to stand for the Pledge of Allegiance to Flag.

The meeting adjourned to an executive session at 7:05PM and reconvened at 7:55PM.

A motion was made by Supervisor Lees to accept the resignation of the Forward Township Secretary/Treasurer Debra Rajchel effective February 2, 2016 at 2:30PM. Jay Rape seconded the motion, motion passed unanimously.

A motion was made by Chairman McElhinny to pay Debra Rajchel for time worked on February 1 and 3, for five accrued vacation days due to her and for the additional one-half time premium for attending meetings, January 4, 2016, January 12, 2016 and January 26, 2016. Supervisor Lees seconded the motion, motion passed unanimously.

Chairmen McElhinny motioned for Supervisor Rape to begin acting in the capacity of Township Treasurer and to become bonded for all financial matters. Supervisor Lees seconded, motion passed unanimously.

Chairmen McElhinny motioned to delete the existing overtime statement related to the eight-hour benchmark from the Overtime Section / Paragraph two of the current personnel handbook. Vice Chairmen Rape seconded, motion passed unanimously.

Roadmaster Behm presented several items related to road preparations/cleaning, summer paving projects, bond release requests and the spring road inspection activities. No action was taken.

Jim Rape mentioned efforts to develop a planning budget.

Donna Behm outlined the efforts conducted thus far with the 2015 annual audit. The Board also discussed the need to conduct a short-cycle audit of 2016 activities during Ms. Rajchel's employment.

There being no further business, Vice Chairmen Rape moved to adjourn the meeting. Supervisor Lees seconded the motion which passed unanimously.

Meeting adjourned at 8:24PM.

Respectfully submitted,
Forward Township Board of Supervisors