

**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