

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS
YEAR 2016 RE-ORGANIZATION MEETING & Work Session
MONDAY, JANUARY 4, 2016
6:00P.M.

Newly elected Supervisors Alan DeGennaro and Harold Hartlaub took their Oath of Office.

Newly elected Auditors Edward Weed and Daniel Saltzgiver took their Oath of Office.

The 2016 Re-Organizational Meeting of the West Manheim Township Board of Supervisors was held on the above date and time at the Municipal Building at 2412 Baltimore Pike.

ELECTION OF TEMPORARY CHAIRMAN

Chairman Hartlaub made a motion to nominate Supervisor Ault as temporary Chairman of the Board, seconded by Supervisor DeGennaro, and carried, the Board of Supervisors nominated Supervisor Ault as temporary chair.

The Meeting was called to Order by Temporary Chairman Ault, followed by the Pledge to the Flag and the Invocation.

ROLL CALL: Present were Supervisors Ault, Blettner, DeGennaro, Hartlaub, and Staaf. Also, present were Solicitor Linus Fenicle, Christopher Toms of C. S. Davidson, Inc. and Manager Marc Woerner.

NOMINATE AND ELECT

A. Chairman of the Board

Supervisor Staaf made a motion to nominate Supervisor Hartlaub as Chairman of the Board, seconded by Supervisor Blettner. Motion carried.

At this point in the meeting Chairman Hartlaub took over the meeting.

B. Vice-Chairman of the Board

Supervisor Staaf made a motion to nominate Supervisor Ault as Vice-Chairman of the Board, seconded by Supervisor Blettner. Motion carried.

2016 RE-ORGANIZATION APPOINTMENTS

C. Township Manager

Supervisor Staaf made a motion to appoint Marc Woerner as Township Manager, seconded by Supervisor Ault. The motion carried.

D. Secretary

Supervisor Staaf made a motion to appoint Miriam Clapper as Township Secretary, seconded by Supervisor DeGennaro. The motion carried.

E. Treasurer

Supervisor Staaf made a motion to appoint Beverly Frey as Township Treasurer, seconded by Supervisor DeGennaro. The motion carried.

F. Chief of Police

Supervisor Staaf made a motion to appoint Tim Hippensteel as Chief of Police, seconded by Supervisor DeGennaro. The motion carried.

G. Road Master

Supervisor Staaf made a motion to appoint Jeff Rummel as Road Master, seconded by Supervisor DeGennaro. The motion carried.

H. Zoning Officer

Supervisor Staaf made a motion to appoint Marc Woerner as Zoning Officer, seconded by Supervisor DeGennaro. The motion carried.

I. Code Enforcement Officer

Supervisor Staaf made a motion to appoint Heather Bair as Code Enforcement Officer, seconded by Supervisor DeGennaro. The motion carried.

J. Vacancy Board Chairman

Supervisor Staaf made a motion to appoint John Berry as Vacancy Board Chairman, seconded by Supervisor DeGennaro. The motion carried.

K. Chief Administrative Officer of Pension Plan

Supervisor Staaf made a motion to appoint Harold Hartlaub as Chief Administrative Officer of Pension Plan, seconded by Supervisor DeGennaro. The motion carried.

L. Supervisors as Township employees and equipment operators

Supervisor Staaf made a motion to appoint Supervisors as Township employees and equipment operators, seconded by Supervisor DeGennaro. The motion carried.

• **RE-APPOINT AND ACCEPTANCE OF INDIVIDUAL FEE SCHEDULES FOR 2014**

M. Solicitor - Reager & Adler, PC

Supervisor Staaf made a motion to reappoint Reager & Adler PC as Solicitor seconded by Supervisors DeGennaro. The motion carried.

N. Engineer - C.S. Davidson

Supervisor Staaf made a motion to reappoint C.S. Davidson as Township Engineer, seconded by Supervisors DeGennaro. The motion carried.

O. Auditors - Stambaugh – Ness

Supervisor Staaf made a motion to reappoint Stambaugh - Ness as Auditors, seconded by Supervisor DeGennaro. The motion carried.

P. Zoning Hearing Board Solicitor - Joseph Kalasnik, PC

Supervisor Staaf made a motion to reappoint Joseph Kalasnik PC as Zoning Hearing Board Solicitor, seconded by Supervisor DeGennaro. The motion carried.

Q. Sewage Enforcement Officer - Group Hanover

Supervisor Staaf made a motion to reappoint Group Hanover as the Sewage Enforcement Officer, seconded by Supervisor DeGennaro. The motion carried.

R. Alternate Sewage Enforcement Officer – Patrick Buhl

Supervisor Staaf made a motion to reappoint Patrick Buhl as Alternate Sewage Enforcement Officer, seconded by Supervisor DeGennaro. The motion carried.

S. Building Inspections - Middle Department Inspection Agency

Supervisor Staaf made a motion to reappoint Middle Department Inspection Agency for Building Inspections, seconded Supervisor DeGennaro. The motion carried.

• **2016 ADMINISTRATIVE MOTION ITEMS**

T. Authorizing the following depository institutions to handle all Township accounts: - BB & T Bank, People's Bank, ACNB and Member's 1st Credit Union

Supervisor Staaf made a motion to authorize the following depository institutions: BB & T Bank, People's Bank, ACNB and Member's 1st Credit Union. Chairman Hartlaub requested to remove ACNB and Member's 1st Credit Union citing the Township does not do any business with these institutions. He would like to add PNC.

Supervisor Staaf amended his motion to authorize the following depository institutions: BB & T Bank, People's Bank and PNC to handle all Township Accounts, seconded by Supervisor Blettner. The motion carried.

U. Renew all existing Ordinances and Resolutions

Supervisor Staaf made a motion to renew all existing Ordinances and Resolutions, seconded by Supervisor DeGennaro. The motion carried.

V. Establish the dates and time for Board of Supervisors Meetings

- Work Session the First Thursday of the month at 7:00 P.M. Caucus at 6:00 P.M.
- Regular Meeting the Third Tuesday of the month at 7:00 P.M. Caucus at 6:00 PM;

Supervisor Staaf made a motion to establish the dates and times for the Board of Supervisors meetings, seconded by Supervisor Ault. The motion carried.

W. Establish the mileage reimbursement rate at the prevailing IRS rate

Supervisor Staaf made a motion to establish the mileage reimbursement rate at the prevailing IRS rate, seconded by Al DeGennaro. The motion carried.

X. Establish the Manager's and the Treasurer's bonds at \$1.5 million dollars

Supervisor Staaf made a motion to establish the Manager's bond at and the Treasurer bond at \$1.5 million dollars, seconded by Supervisor DeGennaro. Supervisor Ault questioned why the bond for the Manager and the Treasurer was so large. Linus informed the board members that the amount of the treasurer's bond should equal the highest amount of the township funds estimated by the Board of Supervisors to be available to the township treasurer at any time during the current year. After discussing the amounts that could be in the accounts at one time, the Board decided to change the amount of the Manager to \$1.5 million and the Treasurer to \$3 million. After the discussion, Supervisor Staaf amended his motion.

Supervisor Staaf amended his first motion to establish the Manager's bond at \$1.5 million dollars and the Treasurer bond at \$3 million dollars, seconded by Supervisor Ault. The motion carried.

Y. Resolution #2016-01 - Adopt the Fee Schedule for Services and Permits and Sewer Rates

Supervisor Ault made a motion to adopt the Fee Schedule for Services and Permits and Sewer Rates Resolution # 2016-01, seconded by Supervisor Staaf. By a unanimous roll call vote the West Manheim Township Board of Supervisor adopted Resolution #2601-01. The motion carried.

Chairman Hartlaub announced is ended the Re-Organization meeting at 6:25 p.m.

REGULAR MEETING AGENDA

PUBLIC COMMENTS:

APPROVAL OF MINUTES: Supervisor Ault made a motion to approve the Regular Board of Supervisor Meeting of Thursday, December 15, 2015, seconded by Supervisor DeGennaro. The motion carried.

CORRESPONDENCE: Chairman Hartlaub noted that the Township had received request for re-appointment from Deb Marsh, Dominick Winder, Jay Weisensale, Jeff Garvick and Holly Zumbrum.

APPROVAL OF DISBURSEMENTS: Supervisor Blettner made a motion to approve the Disbursements from all Funds as listed, seconded by Supervisor Staaf. The motion carried.

DISCUSSION ITEMS:

A. Appointment to Rec Park Board (5-Year Term Expires 2020)

1. Deb Marsh, member
2. Dominick Winder, member

Supervisor Staaf made a motion to re-appoint Deb Marsh and Dominick Winder to the Rec Park Board, seconded by Supervisor DeGennaro. The motion carried.

B. Appointment to Planning Commission (4-Year Term Expires 2019)

1. Jay Weisensale, member

Supervisor Blettner made a motion to re-appoint Jay Weisensale to the Planning Commission, seconded by Supervisor DeGennaro. The motion carried.

C. Appointment to Zoning Hearing Board (3-Year Term Expires 2018)

1. Jeff Garvick, member (*as of February 1, 2016*)
2. Holly Zumbrum, member

Supervisor Staaf made a motion to re-appoint Jeff Garvick with a start date of February 1, 2016 and Holly Zumbrum to the Zoning Hearing Board, seconded by Supervisor DeGennaro. The motion carried.

D. Tentative Shredding Dates – April 16 & October 15, 2016

SUBDIVISION PLANS:

E. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Joshua Hill Farm, 124 - lot Preliminary
The Warner Farm, 15-1ot Preliminary
Preserve at Codorus Creek IV (Marlee Hill), 79 -lot Preliminary
2. Orchard Estates-Gobrecht, 58 - lot Preliminary
3. Homestead Acres, J.A Myers, 134 -lot Preliminary

Homestead Acres, 366 - lot Preliminary

4. Benrus Stambaugh et al, Land Development Plan
5. Tollgate Road Preliminary Subdivision Plan
6. Reservoir Heights Extended Subdivision Final Plan 2 Section C
7. YMCA Preliminary/Final Lot Consolidation & Land Development Plan

Supervisor Staaf made a motion to grant the extension request per developer letters with the stipulations letters are sent requesting that the Developer attend the March 3, 2016 work session to update the Board on the progress on their individual development and to provide a reason for granting their next extension, and that the most recent engineer's comment letter be included outlining the current deficiencies, seconded by Supervisor Ault. Motion carried.

SUPERVISORS AND/OR PUBLIC COMMENTS:

Supervisor Ault questioned if they need a motion to approve the dates for the Township shredding dates. The Solicitor suggested that make a motion to approve the dates for the shredding.

Supervisor Blettner made a motion to hold the shredding dates on April 16 & October 15, 2016, seconded by Supervisor Staaf. Motion carried.

Supervisor Staaf recognized the Police Department for their outstanding job they did with the drug bust in the Township.

Al DeGennaro asked to attend the Boot Camp for newly elected supervisor.

Supervisor Ault made a motion authorizing Al DeGennaro to attend the PSATS boot camp for newly elected township supervisors, seconded Supervisor Blettner. Motion carried.

Supervisor Ault made a motion authorizing Marc Woerner and Jim Staaf, along with any other Supervisor to attend the PSATS conference, seconded by Supervisor Blettner. Motion carried.

Edward Weed introduced himself to the Board members as a newly elected auditor for the next two years. The Board members welcomed him.

NEXT SCHEDULED MEETINGS: Board of Supervisors Meeting Tuesday, January 19, 2016 at 7:00 P.M. with Supervisors Caucus at 6:00 p.m. Supervisors Work Session – Thursday, February 4, 2016 at 7:00 p.m. with Supervisors Caucus at 6:00 P.M.

ADJOURNMENT: The Meeting was adjourned at 7 p.m. in a motion by Supervisor Ault, seconded by Supervisor DeGennaro. Motion carried.

Respectfully submitted,

Miriam Clapper
Secretary