

**FRANKLIN TOWNSHIP
BOARD OF SUPERVISORS
RE-ORGANIZATION MEETING
January 7, 2013**

CALL TO ORDER

Supervisor Lerew called the meeting to order at 4:01p.m. The meeting was held at the Franklin Township Municipal Building, 150 Century Lane, Dillsburg, York County, Pennsylvania.

ROLL CALL

Present were Supervisors Donald Lerew, John Shambaugh, John Holder, Naomi Decker and Ed Campbell. Also present was Secretary Nancy Zentmeyer. Visitors are listed on the attached sign-in sheet.

PLEDGE OF ALLEGIANCE AND PRAYER

Supervisor Lerew led the Pledge of Allegiance and Supervisor Decker gave the opening prayer.

APPOINTMENT OF TEMPORARY CHAIRMAN

Motion: Supervisor Campbell made a motion to appoint Supervisor Lerew as temporary Chairman. **Seconded** by Supervisor Shambaugh. The motion carried with Supervisor Lerew abstaining.

APPOINTMENT OF CHAIRMAN

Motion: Supervisor Campbell made a motion to appoint Supervisor Lerew as Chairman of the Board of Supervisors. **Seconded** by Supervisor Decker. The motion carried.

APPOINTMENT OF VICE CHAIRMAN

Motion: Supervisor Campbell made a motion to appoint Supervisor Shambaugh as Vice Chairman of the Board of Supervisors. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF SOLICITOR

Motion: Vice Chairman Shambaugh made a motion to appoint Stacey MacNeal from Katherman & Perry as Township Solicitor for 2013 with compensation at a rate of \$130.00 per hour. **Seconded** by Supervisor Campbell. The motion carried with Supervisor Decker opposing due to lack of confidence.

APPOINTMENT OF ENGINEER

Motion: Vice Chairman Shambaugh made a motion to appoint KPI Technology as the Township Engineer for 2013 with the rates as submitted. **Seconded** by Supervisor Campbell. . The motion carried with Supervisor Decker opposing due to lack of confidence.

APPOINTMENT OF TRAFFIC ENGINEER

Motion: Chairman Lerew made a motion to put this on hold until more information is received. **Seconded** by Supervisor Campbell. The motion carried.

APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER

Motion: Vice Chairman Shambaugh made a motion to appoint KPI Technology with Gil Picarelli as the primary SEO for 2013 with the rates on their schedule. **Seconded** by Supervisor Campbell. The motion carried with Supervisor Decker opposing due to lack of confidence.

APPOINTMENT OF SECRETARY

Motion: Vice Chairman Shambaugh made a motion to appoint Nancy Zentmeyer as Township Secretary for 2013 with a salary of \$36,229.00. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF TREASURER

Motion: Vice Chairman Shambaugh made a motion to appoint Kimberly Shoffner as the Township Treasurer for 2013 with a salary of \$16.00 per hour for the first 6 months and with an increase to \$17.00. **Seconded** by Supervisor Campbell. The motion carried.

APPOINTMENT OF ROADMASTER

Motion: Vice Chairman Shambaugh made a motion to appoint Gary Ocker as the Township Roadmaster for 2013. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR & ASSISTANT MANAGEMENT COORDINATOR

Motion: Vice Chairman Shambaugh made a motion to appoint Laurin Fleming as the Township's Emergency Management Coordinator for 2013 and Larry Harbold as the Township's Assistant Management Coordinator at the same rate of pay with Mr. Fleming at \$300.00 per year and Mr. Harbold at \$250.00 per year. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF ZONING OFFICER & BCO

There was discussion on the proposals received for the position of zoning officer. Supervisor Campbell noted that it was suggested last year to separate the two positions. It was noted that there is a need for checks and balances to be done.

Motion: Supervisor Campbell made a motion to retain Brian Fahey as the BCO for 2013 at a rate of \$18.00 per hour and to retain KPI as the Zoning Officer for 2013 at the rate stated of \$48.00 to \$55.00 per hour depending on the staff. **Seconded** by Vice Chairman Shambaugh. Supervisor Decker stated that the motion should be broken down into two separate motions.

Motion: Supervisor Campbell amended the motion to retain Brian Fahey as BCO for 2013 at a rate of \$18.00 per hour and to rescind the second part of the previous motion. **Seconded** by Vice Chairman Shambaugh. Supervisor Campbell noted that he is comfortable with this motion and that it is a good starting point. The motion carried.

Motion: Supervisor Campbell made a motion to appoint KPI as Zoning Officer for 2013 with the rate of \$48.00 to \$55.00 per hour depending on the staff. **Seconded** by Vice Chairman Shambaugh. Supervisor Decker noted that this is too many positions for one company. It was noted that KPI did the zoning ordinance so they have the knowledge and it would make for a smooth transition. Supervisor Decker stated that there were problems with the SALDO and she is not comfortable with KPI. Supervisor Decker is also concerned with how much this will cost the township. It was suggested to review this position in 3 months. The motion carried with Supervisors Decker and Holder opposing.

APPOINTMENT OF ZONING HEARING BOARD SOLICITOR

Motion: Vice Chairman Shambaugh made a motion to appoint Keith Brenneman as the Solicitor for the Zoning Hearing Board for 2013. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF VACANCY BOARD CHAIRMAN

Motion: Vice Chairman Shambaugh made a motion to appoint Mr. Hephner as the Vacancy Board Chairman for 2013. **Seconded** by Supervisor Campbell. The motion carried.

APPOINTMENT OF NORTHERN YORK COUNTY REGIONAL POLICE DEPARTMENT COMMISSIONER AND ALTERATE

Motion: Vice Chairman Shambaugh made a motion to appoint Supervisor Campbell as the Northern York County Regional Police Department Commissioner and Supervisor Decker as the Alternate for 2013. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF DELINQUENT TAX COLLECTOR

Motion: Supervisor Campbell made a motion to appoint J.P. Harris Associates, Inc. as the Delinquent Tax Collector for 2013. **Seconded** by Vice Chairman Shambaugh. The motion carried.

APPOINTMENT OF TOWNSHIP DELEGATES TO STATE ASSOCIATION COVENTION

Motion: Vice Chairman Shambaugh made a motion to retain all Supervisors and Township Secretary as delegates to the State Association Convention. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT OF TOWNSHIP VOTING DELEGATE TO STATE ASSOCIATION CONVENTION

Motion: Vice Chairman Shambaugh made a motion to appoint the Township Secretary as the voting delegate to the State Association Convention. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT TO ZONING HEARING BOARD

Motion: Vice Chairman Shambaugh made a motion to reappoint John Flanagan to a 3-year term to the Zoning Hearing Board. **Seconded** by Supervisor Campbell. The motion carried with Supervisor Decker opposing.

APPOINTMENT TO PARK & RECREATION BOARD

Motion: Vice Chairman Shambaugh made a motion to reappoint Janet Davis to a 5-year term to the Park & Recreation Board. **Seconded** by Chairman Lerew. The motion carried.

APPOINTMENT TO PLANNING COMMISSION

Motion: Vice Chairman Shambaugh made a motion to reappoint David Sprigg and Charles Bowers to 5-year terms on the Planning Commission. **Seconded** by Chairman Lerew. There was discussion with Mr. Bowers not being able to attend the meeting. It was noted that he does work the evening shift at times but is mostly available. The motion carried.

WAGES

Full Time Road Crew

Motion: Vice Chairman Shambaugh made a motion to have the wages for 2013 as follows: Mr. Ocker with a 25¢ raise for an hourly rate of \$22.50; Mr. May with a 25¢ raise for an hourly rate of \$20.00 and Mr. King with a 25¢ for an hourly rate of \$17.50. **Seconded** by Chairman Lerew. The motion carried.

Temporary Employees

Motion: Supervisor Campbell made a motion to retain the wage for Temporary Employees the same at \$13.50 per hour. **Seconded** by Vice Chairman Shambaugh. The motion carried.

Recommendation to Appointed Auditing Firm, Hourly Wages & Benefits for Working Supervisors

Motion: Supervisor Campbell made a motion to retain the wage at \$17.50 per hour. **Seconded** by Vice Chairman Shambaugh. The motion carried.

TAX COLLECTOR COMPENSATION, 5% AND FEE SCHEDULE

There was discussion if the compensation was always 5%. This will be put on hold until further research can be done to determine the percentage.

EMPLOYEE BENEFITS

It was indicated that a time-off policy and FMLA is needed. This was brought up under the Public Entity Application. There was discussion if this is needed since the township has a small number of employees. This needs to be confirmed.

SET DATES FOR SUPERVISORS MEETINGS FOR 2013

Motion: Vice Chairman Shambaugh made a motion to set the Supervisors' meeting on the second Wednesday of each month beginning at 7:00 p.m. **Seconded** by Supervisor Campbell. The motion carried with Supervisor Holder opposing.

ESTABLISH MILEAGE REIMBURSEMENT RATE

Motion: Supervisor Campbell made a motion to set the mileage reimbursement rate as set by the IRS at 56.5¢ and to be modified at any time for 2013. **Seconded** by Vice Chairman Shambaugh. The motion carried.

DESIGNATE TOWNSHIP BANKS & DEPOSITORIES

Motion: Vice Chairman Shambaugh made a motion to retain Members 1st Federal Credit Union as the Township bank and depository. **Seconded** by Supervisor Campbell. The motion carried.

SUPERVISOR LIAISONS

Road Department

Motion: Chairman Lerew made a motion to retain Vice Chairman Shambaugh as the Road Department Liaison. **Seconded** by Supervisor Campbell. Supervisor Decker nominated Chairman Lerew as road liaison. There was no second. The motion carried with Supervisor Decker opposing.

Administrative Department

Motion: Chairman Lerew made a motion to retain Supervisor Campbell as the Administrative Department Liaison. **Seconded** by Vice Chairman Shambaugh. The motion carried.

CONVENTIONS, SEMINARS & MEETINGS HELD OUTSIDE THE TOWNSHIP OFFICE

County Convention

Motion: Vice Chairman Shambaugh made a motion that all Supervisors and Appointed Officials to attend the County Convention and Employees on a case by case basis. Also a reimbursement of fees, expenses and mileage and the meeting fee not to exceed \$50.00 for the Supervisors. **Seconded** by Chairman Lerew. The motion carried.

State Convention

Motion: Vice Chairman Shambaugh made a motion that all Supervisors, Appointed Officials, Township Secretary, Treasurer, and Road master to attend the State Convention and other Employees on a case by case basis. Also to be reimbursed for fees, expenses and mileage. **Seconded** by Chairman Lerew. The motion carried.

Seminars

Motion: Vice Chairman Shambaugh made a motion that all Supervisors and Elected & Appointed Officials, Employees be able to attend seminars, to pay mileage, fees and expenses with prior approval on a case by case basis. **Seconded** by Chairman Lerew. The motion carried.

Meetings Held Outside Township Office

Motion: Vice Chairman Shambaugh made a motion that all Supervisors, Appointed and Elected Officials attend meetings held outside the Township office and also all Employees with prior approval are able to attend meetings. **Seconded** by Chairman Lerew. The motion carried.

SET TREASURER'S BOND

Motion: Vice Chairman Shambaugh made a motion to set the Treasurer's Bond at \$1,000,000.00 for 2013. **Seconded** by Chairman Lerew. The motion carried.

POLICY FOR PAYMENT OF BILLS

Motion: Vice Chairman Shambaugh made a motion that the current policy of paying the bills remains the same. **Seconded** by Supervisor Campbell. The motion carried.

ESTABLISHING CERTAIN FEES, RESOLUTION NO. 1-2013

Motion: Supervisor Campbell made a motion to adopt Resolution No. 1-2013 establishing certain fees. **Seconded** by Vice Chairman Shambaugh. The motion carried.

OTHER BUSINESS

Vice Chairman Shambaugh noted that with the possibility of changing the meeting night that the Engineer and Solicitor be contacted to supply some dates. This should be placed on the agenda for the Supervisors meeting Wednesday night.

It was authorized to keep Mrs. Pat Sangialosi on for 14 to 30 days, as needed, after the new Treasurer starts so she help can with the annual reports that need to be submitted to the State by the end of January.

ADJOURNMENT

Motion: Vice Chairman Shambaugh made a motion to adjourn the meeting at 5:07 p.m. **Seconded** by Supervisor Campbell. The motion carried.

Respectfully submitted,

Nancy E. Zentmeyer
Township Secretary