

**FRANKLIN TOWNSHIP  
BOARD OF SUPERVISORS  
RE-ORGANIZATION MEETING  
January 4, 2016**

**CALL TO ORDER**

Supervisor Holder called the meeting to order at 7:00 p.m. The meeting was held at the Franklin Township Municipal Building, 150 Century Lane, Dillsburg, York County, Pennsylvania.

**ROLL CALL**

Present were Supervisors John Holder, David Sprigg, Naomi Decker, Kevin Cummings and Michael Ryan. Also present was Secretary Nancy Zentmeyer. Visitors are listed on the attached sign-in sheet.

**PLEDGE OF ALLEGIANCE AND PRAYER**

Supervisor Holder led the Pledge of Allegiance and Supervisor Sprigg gave the opening prayer.

**APPOINTMENT OF TEMPORARY CHAIRMAN**

**Motion:** Supervisor Sprigg made a motion to appoint Supervisor Holder as temporary Chairman. **Seconded** by Supervisor Decker. The motion carried with Supervisor Ryan opposed.

**APPOINTMENT OF CHAIRMAN**

**Motion:** Supervisor Sprigg made a motion to appoint Supervisor Holder as Chairman of the Board of Supervisors. **Seconded** by Supervisor Decker. The motion carried with Supervisor Ryan opposed.

**APPOINTMENT OF VICE CHAIRMAN**

**Motion:** Supervisor Cummings made a motion to appoint Supervisor Ryan as Vice Chairman of the Board of Supervisors. **Seconded** by Supervisor Sprigg with Supervisor Ryan and Chairman Holder opposed. Supervisor Ryan indicated that he is not interested in this position at this time.

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

**APPOINTMENT OF SOLICITOR**

**Motion:** Chairman Holder made a motion to appoint Mr. Bret Shaffer as Township Solicitor at the rate of \$140.00 per hour. **Seconded** by Supervisor Ryan. Supervisor Decker had discussion with Mr. Shaffer regarding on checking with other attorneys and Mr. Shaffer

would supply support with the lawsuits if the township went with another Solicitor. The motion carried.

#### **APPOINTMENT OF ENGINEER**

**Motion:** Supervisor Decker made a motion to appoint William F. Hill & Associates as Township Engineer for 2016 with the rates that were submitted. **Seconded** by Chairman Holder. The motion carried.

#### **APPOINTMENT OF TRAFFIC ENGINEER**

**Motion:** Supervisor Ryan made a motion to appoint Jim Cullison with Larson Design for 2016 with the fees submitted and on an as needed basis. **Seconded** by Supervisor Sprigg. The motion carried.

#### **APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER**

**Motion:** Supervisor Sprigg made a motion to appoint Vincent Elbel as SEO for 2016 with the rates that were submitted. **Seconded** by Supervisor Decker. The motion carried.

#### **APPOINTMENT OF SECRETARY**

**Motion:** Supervisor Ryan made a motion to appoint Nancy Zentmeyer as Township Secretary for 2016. **Seconded** by Chairman Holder. Supervisor Decker noted that an executive session is needed for personnel issues. The motion carried.

#### **APPOINTMENT OF TREASURER**

**Motion:** Supervisor Decker made a motion to appoint Pam Williams as the Township Treasurer for 2016. **Seconded** by Vice Chairman Cummings. The motion carried.

#### **APPOINTMENT OF ROADMASTER**

**Motion:** Supervisor Decker made a motion to appoint Gary Ocker as the Township Roadmaster for 2016. **Seconded** by Chairman Holder. The motion carried.

#### **APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR & ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

**Motion:** Supervisor Decker made a motion to appoint Laurin Fleming as the Township's Emergency Management Coordinator for 2016 at the same rate of pay of \$300.00 per year. **Seconded** by Chairman Holder. The motion carried.

**Motion:** Supervisor Decker made a motion to appoint Larry Harbold as the Township's Assistant Emergency Management Coordinator for 2016 at the same rate of pay at \$250.00 per year. **Seconded** by Supervisor Sprigg. The motion carried.

#### **APPOINTMENT OF BCO**

**Motion:** Supervisor Decker made a motion to appoint Nancy Zentmeyer as the BCO for 2016. **Seconded** by Chairman Holder. Supervisor Ryan noted that there are 2 other applicants interested in the BCO position and if they are not appointed are they still interested in the Zoning/Code Enforcement Officer positions. The motion carried.

**APPOINTMENT OF BUIDLING INSPECTOR**

**Motion:** Chairman Holder made a motion to appoint Bob Shelly as the township's building inspector for 2016 with the rates submitted for inspection fees. **Seconded** by Supervisor Decker. The motion carried.

**APPOINTMENT OF ZONING OFFICER**

**Motion:** Vice Chairman Cummings made a motion to appoint Brian Fahey as the Zoning Officer for 2016. It was noted that the current rate is \$16.25. **Seconded** by Supervisor Ryan. The fee needs to be discussed. It was questioned, was he not fired a couple of years ago. This is an average of 12-15 hours per week. Supervisor Decker stated that Mr. Fahey has a full plate with life in general and insisted that his responsibilities are not to interfere with response to the citizens. The motion carried with Chairman Holder and Supervisor Sprigg opposing.

**APPOINTMENT OF CODE ENFORCEMENT OFFICER**

**Motion:** Supervisor Sprigg made a motion to appoint John Shambaugh as the Code Enforcement Officer for 2016. **Seconded** by Chairman Holder. Vice Chairman Cummings, Supervisors Decker and Ryan opposed, therefore the motion failed.

**Motion:** Vice Chairman Cummings made a motion to appoint Brian Fahey as the Code Enforcement Officer for 2016. **Seconded** by Supervisor Decker. The motion carried with Chairman Holder and Supervisor Sprigg opposing.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN**

This is to be tabled until the Township receives a name to serve in this capacity.

**APPOINTMENT OF NORTHERN YORK COUNTY REGIONAL POLICE DEPARTMENT COMMISSIONER AND ALTERATE**

**Motion:** Chairman Holder made a motion to appoint Supervisor Sprigg as the Northern York County Regional Police Department Commissioner. **Seconded** by Supervisor Decker. The motion carried with Supervisor Ryan opposing. **Motion:** Supervisor Decker made a motion to appoint Vice Chairman Cummings as the Northern York County Regional Police Department Commissioner Alternate. **Seconded** by Supervisor Sprigg. The motion carried.

**APPOINTMENT OF DELINQUENT TAX COLLECTOR**

**Motion:** Supervisor Ryan made a motion to appoint J.P. Harris Associates, Inc. as the Delinquent Tax Collector for 2016. **Seconded** by Chairman Holder. The motion carried.

**APPOINTMENT OF TOWNSHIP DELEGATES TO STATE ASSOCIATION CONVENTION**

**Motion:** Supervisor Decker made a motion to retain all Supervisors and Township Secretary as delegates to the State Association Convention. **Seconded** by Supervisor Sprigg. The motion carried.

**APPOINTMENT OF TOWNSHIP VOTING DELEGATE TO STATE ASSOCIATION CONVENTION**

**Motion:** Supervisor Decker made a motion to appoint the Township Secretary as the voting delegate to the State Association Convention. **Seconded** by Chairman Holder. The motion carried.

#### **APPOINTMENT TO ZONING HEARING BOARD**

**Motion:** Vice Chairman Cummings made a motion to appoint Leonard McLaughlin to a 3-year term on the Zoning Hearing Board. **Seconded** by Supervisor Sprigg. The motion carried.

**Motion:** Vice Chairman Cummings made a motion to appoint Grover Starner as the alternate to the Zoning Hearing Board but to check with Mr. Starner to see if he wants that position. **Seconded** by Supervisor Decker. The motion carried.

#### **APPOINTMENT TO PARK & RECREATION BOARD**

**Motion:** Supervisor Decker made a motion to appoint John Ross to the Park & Recreation Board for a 5-year term. It was noted that there is still one vacancy. **Seconded** by Vice Chairman Cummings. The motion carried.

#### **APPOINTMENT TO THE PLANNING COMMISSION**

**Motion:** Supervisor Sprigg made a motion to appoint Donald Lerew to the Planning Commission. **Seconded** by Chairman Holder. There was discussion that other residents have noted an interest in serving on this Commission and have qualifications. Supervisor Ryan noted that the township is going down the road that we are trying to get off. Supervisor Decker noted that the respect of private property rights is needed. The motion failed with Supervisors Decker, Cummings and Ryan opposing.

**Motion:** Supervisor Ryan made a motion to appoint Dana Taylor to the Planning Commission for a 5-year term. **Seconded** by Vice Chairman Cummings. The motion carried with Chairman Holder and Supervisor Sprigg opposing.

At this time Supervisor Sprigg stated that he is resigning from the Planning Commission so they should appoint someone to fill his term.

**Motion:** Vice Chairman Cummings made a motion to appoint Mark Wenrich to fill the unexpired term on the Planning Commission. **Seconded** by Supervisor Ryan. It was noted that Mr. Wenrich is looking to make positive change. The motion carried.

#### **APPOINTMENT TO THE BOARD OF AUDITORS**

Vice Chairman Cummings stated that the Board of Auditors can set the Board of Supervisors working wage and this is by the Second Class Township Code, Section 606. It was noted that Donald Lerew was elected to the Board of Auditors at the General Election and is willing to accept the 6-year term.

**Motion:** Vice Chairman Cummings made a motion to appoint Peter Cirafici to the 4-year term and John Prato to the 2-year term to the Board of Auditors. **Seconded** by Supervisor Sprigg. The motion carried.

**WAGES**

**Full Time Road Crew**

This will be discussed after the executive session.

**Temporary Employees**

**Motion:** Supervisor Sprigg made a motion to set the wage for Temporary Employees the same at \$13.75 per hour for 2016. **Seconded** by Chairman Holder. The motion carried.

**EMPLOYEE BENEFITS**

There are no new employee benefits at this time.

**SET DATES FOR SUPERVISORS MEETINGS FOR 2016**

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

**ESTABLISH MILEAGE REIMBURSEMENT RATE**

**Motion:** Supervisor Sprigg made a motion to set the mileage reimbursement rate as set by the IRS at 54¢ and to be modified at any time for 2016. **Seconded** by Chairman Holder. The motion carried.

**DESIGNATE TOWNSHIP BANKS & DEPOSITORIES**

**Motion:** Supervisor Decker made a motion to retain Members 1<sup>st</sup> Federal Credit Union as the Township bank and depository. **Seconded** by Supervisor Sprigg. Supervisor Ryan suggested that the township check into Americhoice as they have benefits and hardly any fees. The motion carried.

**SUPERVISOR LIAISONS**

**Road Department**

**Motion:** Vice Chairman Cummings made a motion to appoint Supervisor Ryan as the Road Department Liaison. **Seconded** by Supervisor Decker. The motion carried with Chairman Holder opposing.

**Administrative Department**

**Motion:** Supervisor Sprigg made a motion to appoint Vice Chairman Cummings as the Administrative Department Liaison. **Seconded** by Supervisor Decker. Vice Chairman Cummings noted with his duties at work that he declines this position. Supervisor Sprigg withdrew this motion.

**Motion:** Supervisor Sprigg made a motion to appoint Chairman Holder as the Administrative Department Liaison. **Seconded** by Vice Chairman Cummings. The motion carried with Supervisor Decker opposing.

**CONVENTIONS, SEMINARS & MEETINGS HELD OUTSIDE THE TOWNSHIP OFFICE**

**County Convention**

**Motion:** Supervisor Decker made a motion to authorize 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 Holder. The motion carried.

### **State Convention**

**Motion:** Supervisor Decker made a motion to authorize 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 Holder. The motion carried.

### **Seminars**

**Motion:** Supervisor Decker made a motion to authorize 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 Holder. The motion carried.

### **Meetings Held Outside Township Office**

**Motion:** Supervisor Decker made a motion to authorize all Supervisors, Appointed and Elected Officials attend meetings held outside the Township office and also all Employees with prior approval to attend meetings. **Seconded** by Chairman Holder. The motion carried.

### **SET TREASURER'S BOND**

**Motion:** Supervisor Sprigg made a motion to set the Treasurer's Bond at \$1,000,000.00 for 2016. **Seconded** by Supervisor Decker. The motion carried.

### **POLICY FOR PAYMENT OF BILLS**

**Motion:** Supervisor Decker made a motion that the current policy of paying the bills remains the same for 2016. **Seconded** by Supervisor Sprigg. The motion carried.

### **RESOLUTION FOR ESTABLISHING CERTAIN FEES**

There is one change that needs to be made to the fee resolution and that is the collection of the plan review fee for building permits at the time of submitting the application. In the past plans have been reviewed and then the applicant never picks up the permit.

**Motion:** Chairman Holder made a motion to adopt Resolution No. 1-2016 establishing certain fees for the township to operate with the one change of charging the plan review fee in advance. **Seconded** by Supervisor Decker. The motion carried.

### **EXECUTIVE SESSION**

The Board of Supervisors went into executive session at 8:27 p.m. to discuss personnel wages with action to be taken.

The Board of Supervisors came out of the executive session at 9:00 p.m. with the following action taken.

## WAGES

### **1. Township Secretary**

**Motion:** Vice Chairman Cummings made a motion that the Township Secretary's wage remain at the current wage of \$18.25 per hour. The motion was withdrawn. Discussion ensued.

**Motion:** Supervisor Sprigg made a motion that the Township Secretary's wage remains at the current wage of \$18.25 per hour with time paid for meetings attended as per federal mandates at 1.5 times the hourly rate. **Seconded** by Vice Chairman Cummings. It was noted that an accurate time log needs to be kept. A time clock was suggested. The motion carried.

### **2. Township Treasurer**

**Motion:** Supervisor Sprigg made a motion that the Township Treasurer's wage be increased to \$18.00 per hour. **Seconded** by Vice Chairman Cummings. Supervisor Decker noted that the reason for the increase was that the Treasurer did not have a probation period for an increase. The motion carried.

### **3. Township Roadmaster**

**Motion:** Supervisor Sprigg made a motion that the Township Roadmaster's wage remain at the current wage of \$23.25 per hour. **Seconded** by Supervisor Ryan. It was noted that this is because of the health insurance increase of 15.19%. The motion carried.

### **4. Township Zoning Officer**

**Motion:** Vice Chairman Cummings made a motion that the Township's Zoning Officer's wage be set at \$18.00 per hour. **Seconded** by Supervisor Decker. The motion carried.

### **5. Township Code Enforcement Officer**

**Motion:** Vice Chairman Cummings made a motion that the Township's Code Enforcement Officer's wage be set at \$18.00 per hour. **Seconded** by Supervisor Decker. The motion carried.

## APPOINTMENT OF BACK-UP SEO

**Motion:** Supervisor Decker made a motion to appoint William F. Hill & Associates as the back-up SEO for 2016. **Seconded** by Supervisor Sprigg. The motion carried.

### **6. Full Time Road Crew**

**Motion:** Supervisor Ryan made a motion that Ronald May's wage remain the same at \$20.55 per hour. **Seconded** by Vice Chairman Cummings. This is because of the increase in health insurance. The motion carried.

**Motion:** Supervisor Ryan made a motion that the wage for Robert King be increased to \$18.95 per hour. **Seconded** by Vice Chairman Cummings. This is to close the gap between the road workers. The motion carried.

It was noted at this time that the Treasurer's bond, as per Section 702, has to be filed with the Board of Auditors.

**ADJOURNMENT**

**Motion:** Supervisor Sprigg made a motion to adjourn the meeting at 9:26 p.m. **Seconded** by Vice Chairman Cummings. The motion carried.

Respectfully submitted,

Nancy Zentmeyer  
Township Secretary