

**FRANKLIN TOWNSHIP  
BOARD OF SUPERVISORS  
WORKSHOP MEETING  
April 5, 2017**

**CALL TO ORDER**

Present were Supervisors David Sprigg, Kevin Cummings, Eric Stonesifer, Michael Ryan and Naomi Decker. Also present was Secretary Nancy Zentmeyer. The meeting was called to order at 6:30 p.m. at the Township Municipal Building, 150 Century Lane, Dillsburg, York County, PA.

Chairman Cummings led the pledge of allegiance and gave the opening prayer.

**AMENDMENT TO TRAFFIC ORDINANCE**

This amendment to the traffic ordinance is under Section 2: Article IV, paragraph A “to facilitate snow and ice removal, parking shall be prohibited on the below indicated township roads and highways during inclement weather during both the following periods of year: 1) January 1<sup>st</sup> through April 15<sup>th</sup> and November 15<sup>th</sup> through December 31<sup>st</sup>.” This was advertised in the Banner. There was no one present to oppose this amendment.

**Motion:** Chairman Cummings made a motion to approve the amendment to the traffic ordinance. **Seconded** by Supervisor Stonesifer. The motion carried.

**EMPLOYEE HANDBOOK**

It was noted that the employee handbook needs to be updated and the Supervisors proceeded to review the handbook to discuss and make changes.

Chairman Cummings commented on the days carried over on both sick time and vacation.

The following are changes/corrections to be made to the employee handbook:

On page 3 under Substance Abuse, this needs to be worded legally correct.

On page 5 under Full Time Employee the hours need to be changed from 40 hours per week to 30 hours per week. This is a legal issue with the health care reform.

On page 11 under Holidays Occurring During Leave of Absence – this should be omitted.

On page 12 there was discussion on the accrued vacation days for each month worked. Also vacation time with the part-time employees was discussed.

On page 12 – under Sick Leave it was suggested that there be no more carryover with future employees, but it could be okay to leave as is as long as it is not abused. It was

also noted to possibly look at another number regarding sick days. The number of sick days accumulated for new hires should be changed to 60 instead of 100.

On page 13 under Hospitalization, omit “Roadmaster, road workers and secretary/treasurer” and replace with “All full-time employees”.

On page 13 under Dental & Vision Insurance, omit the percentages.

On page 13 under Leave of Absence, include short term disability.

The job descriptions were discussed briefly. It was noted that there are minor differences between the 2 road workers. Once the Supervisors have read both what is in the handbook and the newer ones proposed by Mr. Yerger they will be discussed.

Supervisor Ryan commented on the pension plan and changing the retirement age from 65 to 62 and to also address an employee’s spouse to receive part of the pension if the employee is deceased (survivor benefit). It was suggested to pay more into the pension plan equal less sick leave.

On page 38 under Substance Abuse Policy – it was discussed whether or not to omit the word “workplace” in the third paragraph.

On page 4 under Code of Ethics – there was discussion that an employee cannot be terminated until they are convicted.

There was discussion on the traffic ordinance amendment and the parking of vehicles along the street and if emergency vehicles can maneuver around those vehicles.

It was suggested that the Treasurer contact PSATS regarding the pension plan.

### **EXECUTIVE SESSION**

It was noted that when the next executive session is to be held the BOS need to discuss the fire company issues.

### **PUBLIC COMMENT**

#### **Linda Walker, Lost Hollow Road**

Ms. Walker asked the Supervisors about the shed on her neighbor’s property and what is happening with it. It was noted that 2 more sheds have been built and are in the setbacks. It was suggested that she sign a grievance and then the zoning officer would investigate, but since Ms. Walker is at a public meeting a letter is not needed. The BOS informed the zoning officer of this matter and that he is to investigate the property at 233 Lost Hollow Road. The township needs to contact the owner of the property.

**ADJOURNMENT**

**Motion:** Chairman Cummings made a motion to adjourn the meeting at 8:05 p.m.  
**Seconded** by Vice Chairman Sprigg. The motion carried.

Respectfully submitted,  
Nancy Zentmeyer  
Township Secretary