

JANUARY 3, 2005 SUPERVISORS' REORGANIZATION MEETING:

The Mount Joy township board of supervisor met this date, as publicly advertised, at 10:00 a.m. in the meeting room of the Mount Joy Township Municipal building, 902 Hoffman Home Road, Gettysburg, PA 17325 with Board Chairman James W. Waybright presiding. Others in attendance were: Supervisors William Chantelau, George Scott, Harold Kirschner, and Samuel Dayhoff; employees Anthony Graham, Donald Himes, and Robin Crushong; News Reporter Jarrad Hedes (*The Gettysburg Times*), and Secretary Brenda J. Constable.

Other in attendance were: Gil Picarelli of KPI Technology; Jerry Althoff representing the Planning Commission; Jerry Maloney; and Steve Kelley.

Board Chairman Waybright led everyone with the Pledge to the Flag.

Temporary Chairman:

Mr. Chantelau moved, seconded by Mr. Dayhoff, to nominate Mr. Scott as temporary chairman. With no further nominations, the motion carried unanimously.

Temporary Secretary:

Mr. Waybright moved, seconded by Mr. Chantelau, to nominate Brenda Constable as temporary secretary. With no further nominations, the motion carried unanimously.

Public Comments: None were given.

Chairman:

Mr. Chantelau moved, seconded by Mr. Kirschner, to nominate James Waybright as Chairman of the Board of Supervisors, effective January 3, 2005. With no further nominations, the motion carried unanimously.

Vice-Chairman:

Mr. Dayhoff moved, seconded by Mr. Scott, to nominate William Chantelau as Vice-Chairman of the Board of Supervisors, effective January 3, 2005. With no further nominations, the motion carried unanimously.

Secretary:

Mr. Scott moved, seconded by Mr. Kirschner, to re-appoint Brenda Constable as Township Secretary, effective January 3, 2005. Motion carried unanimously.

Assistant Secretary:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Robin Crushong as Assistant Township Secretary, effective January 3, 2005. Motion carried unanimously.

Treasurer:

Mr. Chantelau moved, seconded by Mr. Dayhoff, to re-appoint Robin Crushong as Township Treasurer, effective January 3, 2005. Motion carried unanimously.

Treasurer's Bond:

On a recommendation from the Finance Committee, Mr. Chantelau moved, seconded by Mr. Scott, to set the amount of \$1,200,000 for the Treasurer's Bond. Motion carried unanimously.

Engineering Firm:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Herbert, Rowland & Grubic as the township Engineering Firm, Mark Lewis, Engineer, effective January 3, 2005. Motion carried unanimously.

Sewage Enforcement Officer:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint KPI Technology, Gil Picarelli as Township Sewage Enforcement Officer, effective January 3, 2005. Motion carried unanimously.

Solicitor:

Mr. Scott moved, seconded by Mr. Kirschner, to re-appoint Walton V. Davis, Esq. as Township Solicitor, effective January 3, 2005, at the rate of \$125/hour. Motion carried unanimously.

Road Superintendent:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Anthony Graham as Township Road Superintendent, effective January 3, 2005. Motion carried unanimously.

Road Worker:

Mr. Chantelau moved, seconded by Mr. Dayhoff, to re-appoint Donald Himes as Township Road Worker, effective January 3, 2005. Motion carried unanimously.

Building & Grounds Coordinator:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Samuel Dayhoff as Township Building & Grounds Coordinator, effective January 3, 2005. Motion carried unanimously.

Zoning/Code Enforcement Officer:

Mr. Chantelau moved, seconded by Mr. Scott, to accept the resignation of Jay D. Little, Sr., effective December 31, 2004. Motion carried unanimously.

Mr. Waybright noted that the Personnel Committee is currently updating the Zoning Officer job description, has advertised this vacant position, and is currently accepting applications.

Temporary Office Clerk:

Mr. Waybright moved, seconded by Mr. Scott, to approve the appointment of Paula Sebold as temporary Office Clerk, effective January 3, 2005 until the Zoning Officer vacancy is filled. Motion carried unanimously.

Depository Banks:

Mr. Chantelau moved, seconded by Mr. Scott, to approve the following as depositories for the Township: Adams County National Bank, Bank of Hanover, and CommunityBanks. Motion carried unanimously.

Planning Commission Secretary & Assistant Secretary:

Mr. Scott moved, seconded by Mr. Dayhoff, to re-appoint Brenda Constable as Planning Commission Secretary and Robin Crushong as Assistant Secretary, effective January 3, 2005. Motion carried unanimously.

Planning Commission Vacancy:

Mr. Waybright noted that the term of Richard Owings expired December 31, 2004. Mr. Waybright moved, seconded by Mr. Scott, to re-appoint Mr. Owings to a four-year term, effective January 3, 2005 through December 31, 2008. Motion carried unanimously.

Zoning Hearing Board Secretary:

Mr. Scott moved, seconded by Mr. Dayhoff, to re-appoint Brenda Constable as Zoning Hearing Board Secretary, effective January 3, 2005. Motion carried unanimously.

Zoning Hearing Board Vacancy:

Mr. Waybright noted that the term of Tim Brown expired December 31, 2004. Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Mr. Brown to a three-year term, effective January 3, 2005 through December 31, 2007. Motion carried unanimously.

Vacancy Board Chairman:

Mr. Waybright moved, seconded by Mr. Scott, to re-appoint Mr. Louis "Sandy" Rice as the Vacancy Board Chairman. Motion carried unanimously.

Agricultural Land Preservation:

Coordinator, Secretary, and Solicitor:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Mr. Samuel Dayhoff as Ag Land Preservation Coordinator, Robin Crushong as Secretary, and John R. White, Esq., as Solicitor, effective January 3, 2005. Motion carried unanimously.

Agricultural Land Preservation Board Vacancy:

Mr. Waybright noted that the term of Paul Renner, Citizen Representative, expired December 31, 2004 and that Mr. Renner did not wish to be re-appointed due to health reasons. Mr. Waybright moved, seconded by Mr. Kirschner, to appoint Mrs. Alden Reese to a five-year term, effective January 3, 2005 through December 31, 2009. Motion carried unanimously.

White Run Regional Municipal Authority:

Mr. Waybright noted the term of Barbara Neth expired December 31, 2004. He noted that several people have indicated their interest in serving; Barbara Neth, Audrey Weiland, and Louis Shuba. Mr. Scott moved, seconded by Mr. Chantelau, to table action and set up interviews with the prospective candidates to be conducted during the January Supervisors' public meeting. Motion carried unanimously.

Red Rock Municipal Authority:

Mr. Waybright noted that the term of Ken Picking expired December 31, 2004. Mr. Chantelau moved, seconded by Mr. Kirschner, to re-appoint Mr. Picking to a five-year term, effective January 3, 2005 through December 31, 2009. Motion carried unanimously.

Mr. Chantelau moved, seconded by Mr. Kirschner, to change the RRMA Board position representation for Sam Dayhoff as Supervisor, and Will Rogers as citizen. Motion carried unanimously.

Pay Rates:

With recommendation from the Finance and Personnel Committees, Mr. Chantelau moved, seconded by Mr. Kirschner, to approve a four (4%) percent pay rate increase for Township employees, and increases for Board members as follows, effective January 3, 2005:

| | |
|---|---|
| Brenda Constable, Secretary..... | \$17.32/hour |
| Robin Crushong, Treasurer | \$16.22/hour |
| Zoning Officer (Inexperienced)... | \$11.50/hour w/\$.75 increase after satisfactory 6-month probationary period. |
| (Experienced)..... | Negotiable w/experience not to exceed \$15.68/hour |
| Anthony Graham, Road Superintendent..... | \$18.93/hour |
| Donald Himes, Road Worker..... | \$15.68/hour |
| Part-Time Road Crew Help..... | \$10.00/hour |
| Sam Dayhoff, Building & Grounds Coordinator – | pay rate for a working Supervisor is set by the Township Auditors |
| Planning Commission Members | \$50.00/advertised meeting * |
| Zoning Hearing Board Members | \$50.00/advertised meeting * |
| | *Not to Exceed \$1,875 annually |
| Township Auditors – see January 20, 2005 minutes of regular Supervisors' Meeting. | |

Temporary Office Clerk:

Mr. Scott moved, seconded by Mr. Chantelau, to approve the rate of \$11.00/hour for Paula Sebold, effective January 3, 2005. Motion carried unanimously.

Meeting Day and Time:

Mr. Dayhoff moved, seconded by Mr. Scott, to set the third Thursday of each month at 7:30 p.m. as the regular meeting day and time for the Supervisors monthly meeting. Motion carried unanimously.

Land Use Permit Fees:

Mr. Scott moved, seconded by Mr. Kirschner, to keep the land use permit fees the same as last year and adopt Resolution #1 of 2005 as follows:

RESOLUTION NO. 1 OF 2005

RESOLVED this 3rd day of January 2005, the Mount Joy Township Supervisors adopt the following fee schedule for land use permits.

All requests shall be subject to an additional fee of \$50 if re-filing a modified application is required.

All permits are valid for one year. A renewal of one year will be issued with required documentation.

Residential permits (including farm structures) shall be based on the value of the improvements as follows:

| <u>Value of Improvement</u> | <u>Permit Fee</u> |
|-----------------------------|--|
| \$0 to \$1,000 | \$25 |
| \$1,001 to \$5,000 | \$50 |
| \$5,001 to \$25,000 | \$100 |
| \$25,001 to \$50,000 | \$150 |
| \$50,001 to \$100,000 | \$200 |
| Over \$100,000 | \$300 + \$1.00 per \$1,000 over \$100,000 |

Permits for Commercial or Industrial development shall use the following fee schedule:

For buildings up to 5, 000 square feet, the fees shall be the same as those for residential. An additional fee for parking areas or other accessory uses shall be subject to a charge of \$0.10 per square foot.

For buildings over 5,000 square feet an additional permit fee of \$0.40 per square foot for buildings, and \$0.20 per square foot for parking areas or other accessory uses shall be required.

Barns and other farming structures are not considered as commercial or industrial development.

Motion carried unanimously.

Sign Permit Fees:

Mr. Kirschner moved, seconded by Mr. Chantelau, to keep the sign permit fees the same as last year. Discussion: The Supervisors felt that the fee for signs 61 square feet and over should be increased. Mr. Waybright called for the question on the motion. No one in favor and the motion died.

Mr. Scott moved, seconded by Mr. Kirschner, to approve the sign permit fees by adoption of Resolution #2 of 2005 as follows:

RESOLUTION NO. 2 OF 2005

BE IT RESOLVED, this 3rd day of January, 2005, that the Mount Joy Township Supervisors hereby adopt the following permit fees for freestanding and wall signs:

| | |
|-----------------------------|--|
| Up to 40 sq. ft. | \$ 50.00 |
| 41 sq. ft. up to 60 sq. ft. | \$100.00 |
| 61 sq. ft. and over | \$4.00 per sq. ft. calculated on both sides of sign |

Motion carried unanimously.

Subdivision and Land Development Fees:

Mr. Kirschner moved, seconded by Mr. Waybright, to keep the subdivision and land development fees the same as last year and adopt Resolution #3 of 2005 as follows:

RESOLUTION NO. 3 OF 2005

BE IT RESOLVED, this 3rd day of January 2005, the Mount Joy Township Supervisors adopt the following fee schedule for Subdivision and Land Development reviews:

| | |
|------------------------|---------------|
| Preliminary Plan | \$100 per lot |
| Final Plan | \$125 per lot |
| Preliminary/Final Plan | \$225 per lot |

Payment is due upon submission of the plan, plus any expenses in excess of the fee to be paid by the applicant.

Motion carried unanimously.

Zoning Hearing Fees:

Mr. Kirschner moved, seconded by Mr. Dayhoff, to keep the zoning hearing fees the same as last year and adopt Resolution #4 of 2005 as follows:

RESOLUTION NO. 4 OF 2005

Resolved this 3rd day of January 2005, the Mount Joy Township Supervisors adopt the following fee schedule for Zoning Hearings:

| | |
|------------|-------|
| Filing Fee | \$400 |
|------------|-------|

Plus any expenses in excess of the fee to be paid by the applicant.

Motion carried unanimously.

Special Events Permit Fee:

Mr. Dayhoff moved, seconded by Mr. Scott, to keep the special events permit fee the same as last year and adopt Resolution No. 5 of 2005 as follows:

RESOLUTION NO. 5 OF 2005

Resolved this 3rd day of January 2005, the Mount Joy Township Board of Supervisors adopt the following fee schedule for a Special Events Permit:

\$500 per application

Payment is due upon submission of the permit application, plus any expenses in excess of the fee to be paid by the applicant.

Motion carried unanimously.

Delegates to PSATS and Voting Delegate:

Mr. Dayhoff moved, seconded by Mr. Scott, to appoint Harold Kirschner as the Supervisors' Delegate and voting delegate to the PSATS Convention. Motion carried unanimously.

Planning Commission Annual Report:

Mr. Chantelau moved, seconded by Mr. Kirschner, to accept the Planning Commission 2004 Annual Report as presented. Motion carried unanimously.

Other Business:

Sub-Committee Appointments:

Mr. Scott moved, seconded by Mr. Kirschner, to re-appoint the following sub-committees:

| | |
|-----------------------------------|-------------------------|
| Personnel | Waybright and Chantelau |
| Finance..... | Chantelau and Kirschner |
| Planning, Land Use & Zoning | Chantelau and Scott |
| Building & Grounds..... | Scott and Kirschner |
| Roads | Waybright and Kirschner |
| Public Safety | Waybright and Dayhoff |

Motion carried unanimously.

Resolution to Pay Bills:

Mr. Scott moved, seconded by Mr. Kirschner, to adopt Resolution No. 6 of 2005 as follows:

RESOLUTION NO. 6 OF 2005

A Resolution of the Board of Supervisors of the Township of Mount Joy, Adams County, Pennsylvania, authorizing the payment of recurring and customary bills and expenses prior to the approval of the bills list at the monthly meeting of the Board of Supervisors.

Whereas, the Board of Supervisors ("Board") of the Township of Mount Joy, Adams County, Pennsylvania, ("Township") meets once a month;

Whereas, at each meeting of the Board of Supervisors, a list of bills and expenses incurred by the Township is presented for review and approval or denial for payment;

Whereas, the Township experiences recurring and customary expenses each month for items such as payroll, utility services, and professional services;

Whereas, some of the said recurring and customary expenses have penalties and/or late fees if not paid within a stated time period, which time period may expire prior to the monthly meeting of the Board, and payroll must be paid more often than monthly; and,

Whereas, the aforesaid expenses, because they are recurring, can be adjusted in later billings should there be an overcharge, or an undercharge, or other irregularity in the amount billed and paid prior to approval of the bills list by the Board;

Now Therefore, Be It Resolved, that the township officials authorized to make and sign drafts, checks, and other forms of payment from the Township funds for expenses of the township be, and hereby are, authorized to pay recurring and customary bills and expenses of the Township prior to approval of payment of those bills and expenses by the Board of Supervisors of Mount Joy Township when those bills meet the following criteria:

- The bill or expense is a recurring expense, such as a utility bill, a bill from a professional adviser to the Township, an employee wage or salary, etc.;
- It is reasonably expected that if there is an error in the payment made prior to approval of the Bills List by the Board, there will be a subsequent opportunity adjust for the error; and,
- The bill or expense is for an employee, or is from a vendor or creditor who has presented billings in the past that have been approved by the Board and who has not been the subject of disputes or differences concerning such prior billings.

Adopted this 3rd day of January 2005.

Discussion on the motion: Mr. Dayhoff recused himself from all Supervisory votes during 2005 that relate to approval of bills that include payroll due to his status as a Township employee. With no further discussion, the motion carried.

Resolution for Financial Authorizations:

Mr. Scott moved, seconded by Mr. Chantelau, to adopt Resolution No. 7 of 2005 as follows:

RESOLUTION NO. 7 OF 2005

A Resolution indicating those individuals and their titles authorized to conduct financial transactions on behalf of Mount Joy Township.

Whereas, Mount Joy Township has various depositories for funds; and

Whereas, the Mount Joy Board of Supervisors has changed since many of these investment instruments were initiated; and

Whereas, it is now necessary to reinvest and or change some of the investment vehicles.

Now, Therefore, Be It Resolved, by the Board of Supervisors of Mount Joy Township, in a lawfully constituted meeting this 3rd day of January 2005, the following persons are lawfully elected or appointed officials of Mount Joy Township and are authorized to conduct financial transactions on behalf of the Township.

| | | |
|----------------------|------------|-------------------|
| James W. Waybright | Supervisor | Chairman |
| William J. Chantelau | Supervisor | Vice-Chairman |
| Harold J. Kirschner | Supervisor | Finance Committee |
| Robin K. Crushong | Treasurer | |

Further, be it resolved, this action will cancel any previous authorizations; and
Further, be it resolved this matter of financial authorization will be an agenda item at each January Reorganization Meeting of the Board of Supervisors; and

Further, be it resolved, signed duplicates of this document will be mailed by the Secretary to each financial institution where we now have Township funds deposited.

MOUNT JOY TOWNSHIP BOARD OF SUPERVISORS

SEAL

ATTEST:

/s/
Brenda J. Constable, Secretary

/s/
James W. Waybright, Chairman

/s/
William J. Chantelau, Vice-Chairman

/s/
Harold J. Kirschner, Supervisor

Motion carried unanimously.

Hours of Operation:

Mr. Scott moved, seconded by Mr. Chantelau, to keep the hours of operation for regular business as Monday through Thursday from 9:00 a.m. through 3:00 p.m. Motion carried unanimously.

2005 Holidays:

Mr. Waybright moved, seconded by Mr. Chantelau, to approve the following as paid holidays for 2005 for all Township employees: (*noted December 31, 2004 as January 1, 2005 holiday*); January 17 – Martin Luther King Jr.; February 21 – All Presidents’ Day; May 30 – Memorial Day; July 4 – Independence Day; September 5 – Labor Day; October 10 – Columbus Day; November 8 – General Election Day; November 11 – Veterans’ Day; November 24 – Thanksgiving; December 23 and 26 – Christmas.

Mr. Dayhoff recused himself from voting. Motion carried.

2005 Mileage Reimbursement:

Mr. Dayhoff moved, seconded by Mr. Chantelau, to set the current IRS rate of 40.5¢ per mile for reimbursement purposes when using a personal vehicle for Township business. Motion carried unanimously.

Pension Ordinance:

Mr. Chantelau moved, seconded by Mr. Kirschner, to authorize the Secretary to advertise the Supervisors intent to adopt Ordinance No. 2 of 2005 amending the Mount Joy General Employees' Pension Plan, at their regular meeting on January 20, 2005.

Mr. Dayhoff recused himself from voting. Motion carried.

Old Business:

Act 209 Traffic Impact Fees:

Mr. Waybright noted that the Supervisors will be contacting two engineering firms to give presentations of the Act 209 program prior to the February Supervisors meeting.

PennDOT – Bridge Project:

Mr. Waybright noted that PennDOT representative Jon Ullring had notified the Township that he would have his letter, as sent to his superiors informing them of the Supervisors' concerns with the proposed bridge project on Route 97 and Low Dutch Road intersection, forwarded to us by the end of the year. As of this date, the letter has not been received so the Secretary will be following up on this.

Final Public Comment:

Mr. Steve Kelley, 259 Clapsaddle Road, asked if the Supervisors would consider placing a 3-way stop sign at Clapsaddle and Highland Avenue Roads intersection. He explained dangerous situations that could occur if not addressed. Mr. Scott moved, seconded by Mr. Chantelau, to have a traffic study done in the area of Clapsaddle and Highland Avenue Road intersection. It was noted that this would be done after the snow season. With no further discussion, the motion carried unanimously.

Mr. Kelley also noted that there is a bad section on Clapsaddle Road (from Lee Little's property to a culvert) where water runs down the road and into a culvert and always freezes over. He asked if something could be done to keep the water from running to that area to eliminate the icy patch on the road. Mr. Graham stated that he would take a look at it and possibly take some trees out to eliminate shading in certain areas of the road.

Mr. Jerry Maloney thanked the Supervisors for a good year and for their good work and attention in running the Township effectively.

Robin Crushong, Treasurer, gave a year-end report on the status of the Township's financial status, noting that the Township ended 2004 with a \$30,607.68 surplus.

Adjournment:

With no further business to come before the Board, Mr. Scott moved, seconded by Mr. Dayhoff, to adjourn the Reorganization Meeting at 11:25 a.m. this date. Motion carried unanimously.

Respectfully submitted,

Brenda J. Constable
Secretary