

JANUARY 5, 2004 SUPERVISORS' REORGANIZATION MEETING:

The Mount Joy Township Board of Supervisors 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, and Will Rogers; Employees Sam Dayhoff, Anthony Graham, Donald Himes, and Jay Little; News Reporter Alex Gayhart (*The Gettysburg Times*), and Secretary Brenda J. Constable. Robin Crushong was absent.

Also in attendance were: Jerry Althoff representing the Planning Commission; Gilbert Picarelli of KPI Technology, and E. Lee Ramsburg II, representing the Zoning Hearing Board.

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

Temporary Chairman:

Mr. Chantelau moved, seconded by Mr. Rogers, 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 5, 2004. With no further nominations, the motion carried unanimously.

Mr. Chantelau commented that Mr. Waybright has done a splendid job as Chairman and is very dedicated to the Township.

Vice-Chairman:

Mr. Kirschner moved, seconded by Mr. Rogers, to nominate Bill Chantelau as Vice-Chairman of the Board of Supervisors, effective January 5, 2004. With no further nominations, the motion carried unanimously.

Mr. Rogers commented that Mr. Chantelau does a great job and has served the Township well.

Secretary:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Brenda Constable as Township Secretary, effective January 5, 2004. Motion carried unanimously.

Assistant Secretary:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Robin Crushong as Assistant Township Secretary, effective January 5, 2004. Motion carried unanimously.

Treasurer:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Robin Crushong as Township Treasurer, effective January 5, 2004. Motion carried unanimously.

Engineering Firm:

Mr. Chantelau moved, seconded by Mr. Rogers, to re-appoint Herbert, Rowland & Grubic as the Township Engineering Firm, Mark Lewis, Engineer, effective January 5, 2004, for the same fee as in 2003. Motion carried unanimously.

Sewage Enforcement Officer:

Mr. Scott moved, seconded by Mr. Rogers, to re-appoint Gilbert Picarelli of KPI Technology as the Township Sewage Enforcement Officer, effective January 5, 2004. Motion carried unanimously.

Solicitor:

Mr. Chantelau moved, seconded by Mr. Kirschner, to re-appoint Walton V. Davis, Esq. as Township Solicitor, effective January 5, 2004, at a rate of \$100/hour. Motion carried unanimously.

Road Superintendent:

Mr. Rogers moved, seconded by Mr. Kirschner, to re-appoint Anthony Graham as Road Superintendent, effective January 5, 2004. Motion carried unanimously.

Road Worker:

Mr. Waybright moved, seconded by Mr. Scott, to re-appoint Donald Himes as Road Worker, effective January 5, 2004. Motion carried unanimously.

Building & Grounds Coordinator:

Mr. Rogers moved, seconded by Mr. Kirschner, to re-appoint Sam Dayhoff as Township Building & Grounds Coordinator, effective January 5, 2004. Motion carried.

Zoning Officer:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Jay Little Sr., as Township Zoning Officer, effective January 5, 2004. Motion carried unanimously.

Planning Commission Secretary & Assistant Secretary:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Brenda Constable as Planning Commission Secretary and Robin Crushong as Assistant Secretary, effective January 5, 2004. Motion carried unanimously.

Planning Commission Vacancy:

Mr. Waybright noted that there are two (2) vacancies on the Planning Commission, due to the expired terms of Roger Steele and the resignation of George Scott. He further noted that Mr. Steele expressed an interest in continuing to serve.

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint Roger Steele to a four (4) year term on the Planning Commission, effective January 5, 2004 through December 31, 2007. Motion carried unanimously.

Mr. Althoff, Planning Commission Chairman asked to have the Secretary send an e-mail to all Planning Commission members to get the word out and try to recruit any interested Township resident to serve on the Commission. The Supervisors agreed.

Zoning Hearing Board Vacancy:

Mr. Scott moved, seconded by Mr. Kirschner, to re-appoint E. Lee Ramsburg II to the ZHB, for a three (3) year term beginning January 5, 2004 through December 31, 2006. Motion carried unanimously.

Vacancy Board Chairman:

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

White Run Regional Municipal Authority:

Mr. Chantelau moved, seconded by Mr. Scott, to re-appoint Donald G. Hubbard Jr. the WRRMA for a five (5) year term, effective January 1, 2004 through December 31, 2008. Motion carried unanimously.

Agricultural Land Preservation:

Mr. Chantelau moved, seconded by Mr. Waybright, to re-appoint the following for the Ag Land Preservation Program: Sam Dayhoff as Coordinator; Robin Crushong as Secretary/Treasurer, and John R. White as Solicitor. Motion carried unanimously.

Meeting Day and Time:

Mr. Chantelau moved, seconded by Mr. Scott, to set the third Thursday of each month at 7:00 p.m. as the regular meeting day and time for the Supervisors monthly meeting. Motion carried unanimously.

Building Permit Fees:

Mr. Rogers commented that he felt the fee schedule for building permits is too low. He suggested that the fees be doubled from the 2003 schedule. Mr. Little questioned if the fee of \$50 seemed appropriate for a small building that costs under \$1,000. It was suggested to add another step to the fee schedule for \$0 - \$1,000. Mr. Scott suggested eliminating the \$0 - \$1,000 level and keep it the way it was at \$0 - \$5,000, and to double the fee for commercial parking areas.

Mr. Rogers moved, seconded by Mr. Scott, to adopt Resolution #1 of 2004, setting the building permit fees, as follows:

RESOLUTION #1 OF 2004

RESOLVED this 5th day of January 2004, the Mount Joy Township Supervisors adopt the following fee schedule for building 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. Rogers suggested that these fees be doubled, as was done with the building permits.

Mr. Rogers moved, seconded by Mr. Scott, to adopt Resolution #2 of 2004, setting the permit fee schedule for signs as follows:

RESOLUTION #2 OF 2004

BE IT RESOLVED, this 5th day of January, 2004, that the Mount Joy Township Supervisors hereby adopt the following permit fees for freestanding and wall signs:

Up to 40 sq. ft.	\$ 50.00
40 sq. ft .up to 60 sq. ft.	\$100.00
60 sq. ft. and over	\$200.00

Motion carried unanimously.

Subdivision and Land Development Review Fees:

Discussion was held regarding a review that was done of HRG Engineer expenses versus income for plan review fees. It was noted that expenses for 2003 were approximately \$21,000 and income was approximately \$2,500. The Supervisors concurred that the fees needed to be increased as well as a thorough review so that a fair fee schedule could be set up. Mr. Rogers suggested keeping the base fee (as in 2003) and then have HRG give the

Township a breakdown of expenses above the base fee. It was later decided that this would be too time consuming for HRG.

Mr. Rogers moved, seconded by Mr. Scott, to increase the fees and adopt Resolution #3 of 2004 as follows, and to revisit this issue to develop a more flexible structure for larger developments. It was suggested that the Planning, Land Use and Zoning Committee, along with the Planning Commission, do a review and come up with a fee schedule that would be revenue neutral.

RESOLUTION #3 OF 2004

Resolved this 5th day of January 2004, 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. Any additional expenses shall be passed on to the applicant.

Motion carried unanimously.

Zoning Hearing Fees:

Mr. Chantelau moved, seconded by Mr. Kirschner, to increase the fees for Zoning Hearings and adopt Resolution #4 of 2004 as follows:

RESOLUTION #4 OF 2004

Resolved this 5th day of January 2004, the Mount Joy Township Supervisors adopt the following fee schedule for Zoning Hearings:

Filing Fee	\$400
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Plus additional expenses to be paid by the applicant.

Motion carried unanimously.

Delegates to PSATS and Voting Delegate:

Mr. Scott moved, seconded by Mr. Waybright, to appoint Bill Chantelau as the Supervisors' Delegate to the PSATS Convention and voting delegate. Motion carried unanimously.

Supervisor Sub-Committee Appointments:

Mr. Scott moved, seconded by Mr. Chantelau, to re-appoint the following sub-committees, keeping them the same as 2003, as follows:

Personnel:	Waybright and Chantelau
Finance:	Chantelau and Rogers
Planning, Land Use & Zoning:	Scott and Rogers
Building & Grounds:	Scott and Kirschner
(includes Mud College)	

Roads:
Public Safety:

Waybright and Kirschner
Waybright and Rogers

Motion carried unanimously.

Resolution to Pay Bills:

Mr. Chantelau moved, seconded by Mr. Kirschner, to adopt Resolution #5 of 2004, as follows:

RESOLUTION #5 OF 2004

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 5th day of January 2004.

Motion carried unanimously.

Resolution for Financial Authorizations:

Mr. Chantelau moved, seconded by Mr. Scott, to adopt Resolution #6 of 2004 as follows:

RESOLUTION #6 OF 2004

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 5th day of January 2004, 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
William C. Rogers	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

/s/
James W. Waybright, Chairman

ATTEST:

/s/
William J. Chantelau, Vice-Chairman

/s/
Brenda J. Constable, Secretary

/s/
William C. Rogers, Supervisor

Motion carried unanimously.

Hours of Operation:

Mr. Scott moved, seconded by Mr. Kirschner, 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.

2004 Holidays:

Mr. Waybright moved, seconded by Mr. Scott, to approve the following as paid holidays for 2004 for all Township employees: January 1 – New Years Day; January 19 – Martin Luther King Jr.; February 16 – All Presidents’ Day; May 31 – Memorial Day; July 4 – Independence Day; September 6 – Labor Day; October 11 – Columbus Day; November 2 – General Election Day; November 11 – Veterans’ Day; November 25 – Thanksgiving Day; December 23 and 24 – Christmas, and December 31, 2004 for 2005 New Year’s Day. Motion carried unanimously.

Mileage Reimbursement:

Mr. Waybright moved, seconded by Mr. Scott, to set the current IRS rate of 37.5¢ per mile for reimbursement purposes when using a personal vehicle for Township business. Motion carried unanimously.

Meeting Recess:

Mr. Waybright recessed the Reorganization Meeting at 11:10 a.m. this date.

Meeting Reconvened:

Mr. Waybright reconvened the Reorganization Meeting at 11:30 a.m. this date with the following in attendance: Supervisors William Chantelau, George Scott, Will Rogers and Harold Kirschner; Employees Sam Dayhoff, Anthony Graham, Donald Himes, and Jay Little; and Secretary Brenda J. Constable

Treasurer's Bond:

Mr. Chantelau moved, seconded by Mr. Scott, to set the Treasurer's Bond at \$1,200,000. Motion carried unanimously.

Depository Banks:

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

Pay Rates: (All rates are effective January 5, 2004)

Auditors: Mr. Scott moved, seconded by Mr. Chantelau, to set the rate of \$10/hour for Township Auditors. Motion carried unanimously.

Zoning Hearing Board and Planning Commission: Mr. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$50/advertised meeting, not to exceed \$1,875 annually. Motion carried unanimously.

Mr. Waybright noted that all increases were based on a percentage (4%) this year.

Secretary: Mr. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$16.65/hour for Brenda Constable.

Treasurer: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$15.60/hour for Robin Crushong. Motion carried unanimously.

Zoning Officer: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$15.08/hour for Jay Little. Motion carried unanimously.

Road Superintendent: Mr. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$18.20/hour for Anthony Graham. Motion carried unanimously.

Building & Grounds Coordinator: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$17.68/hour for Sam Dayhoff. Motion carried unanimously.

Road Worker: Mr. Chantelau moved, seconded by Mr. Waybright, to set the rate of \$15.08/hour for Donald Himes. Motion carried unanimously.

Part-Time Road Workers: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$10/hour. Motion carried unanimously.

Other Business:

Adams County Transportation Committee:

Mr. Waybright noted that he received information from Gil Pringle, President of the Adams County Township Officials' Association, looking for volunteers to serve on the Adams County Transportation Committee. The Committee meets every two months. Mr. Waybright added that it would be nice to have input from Mount Joy Township and would like if someone would sit on this committee. Mr. Kirschner volunteered to do this.

Grants:

A discussion was held with regard to what the Township's status was with applying for grants. Brenda Constable stated that she gained valuable information from a recent grant writing seminar. Before the Township can start applying for grants, some preliminary work needs to be done, such as surveys on all areas of "needs for services" so that statistics can be used in the applications. Mrs. Constable also stated that there are many opportunities out there for multi-municipal grant application submission, which may be useful for fire companies or any other service that is used by multiple townships, as long as they benefit the citizens of our township. Mr. Rogers stated that he would like to have regular grant updates as much as possible throughout the year.

State-wide Building Code:

The Supervisors noted that the Uniform Commercial Code (Building Code) will soon be approved in the Commonwealth and there is a need for discussion to decide if the Township will opt in or out of the program. The Supervisors instructed Jay Little, Zoning Officer, and Walton Davis, Solicitor, to give the Supervisors a brief update on the process to date.

Final Public Comment: None

Adjournment:

With no further business to come before the Board, Mr. Scott moved, seconded by Mr. Rogers, to adjourn the Reorganization Meeting at 11:55 a.m. this date. Motion carried unanimously.

Respectfully submitted,

Brenda J. Constable
Secretary