

## **JANUARY 6, 2003 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 George Scott, William Chantelau, and Will Rogers; Employees Sam Dayhoff, Anthony Graham, Donald Himes, Robin Crushong and Jay Little; News Reporter Alex Gayhart (*The Gettysburg Times*), and Secretary Brenda J. Constable.

Citizens in attendance were: Jerry & Jan Althoff; and Gilbert Picarelli.

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. Rogers, to nominate James Waybright as Chairman of the Board of Supervisors, effective January 6, 2003. With no further nominations, the motion carried unanimously.

Mr. Chantelau commented that Jim has done an outstanding job as Chairman over the last year and has conducted a few situations that had come before the board in a professional and fair manner. Messrs. Rogers and Scott echoed Mr. Chantelau's comments. Mr. Waybright thanked everyone for their comments and expressed his appreciation for their support.

### **Vice-Chairman:**

Mr. Scott moved, seconded by Mr. Rogers, to nominate Bill Chantelau as Vice-Chairman of the Board of Supervisors, effective January 6, 2003. With no further nominations, the motion carried unanimously.

Mr. Rogers commented that Mr. Chantelau does an outstanding job and is very dedicated to his duties as a Supervisor.

### **Secretary:**

Mr. Scott moved, seconded by Mr. Chantelau, to appoint Brenda Constable as Township Secretary, effective January 6, 2003. Motion carried unanimously.

**Treasurer:**

Mr. Scott moved, seconded by Mr. Chantelau, to appoint Robin Crushong as Township Treasurer, effective January 6, 2003. Motion carried unanimously.

**Assistant Secretary:**

Mr. Scott moved, seconded by Mr. Rogers, to appoint Robin Crushong as Assistant Township Secretary, effective January 6, 2003. Motion carried unanimously.

**Road Superintendent:**

Mr. Chantelau moved, seconded by Mr. Scott, to appoint Anthony Graham as Road Superintendent, effective January 6, 2003. Motion carried unanimously.

Mr. Chantelau commented that everything with the road department is going well and the crew is doing an outstanding job with snow removal.

**Road Worker:**

Mr. Waybright moved, seconded by Mr. Chantelau, to appoint Donald Himes as Road Worker, effective January 6, 2003. Motion carried unanimously.

**Engineering Firm:**

Mr. Chantelau moved, seconded by Mr. Scott, to appoint Herbert, Rowland & Grubic as the Township Engineering Firm, Mark Lewis, Engineer, effective January 6, 2003. Motion carried unanimously.

**Sewage Enforcement Officer:**

Mr. Scott moved, seconded by Mr. Rogers, to appoint Gilbert Picarelli of KPI Technology as the Township Sewage Enforcement Officer, effective January 6, 2003. Motion carried unanimously.

Since Mr. Picarelli was present, Mr. Chantelau questioned how White Run Regional Municipal Authority (WRRMA) is pumping out Highland Avenue Road and whether the Township should have those records or not. Mr. Picarelli stated that the Township should have those records. The Supervisors instructed the Secretary to check with Solicitor Davis for the law on this and to send a letter to WRRMA requesting those records.

**Solicitor:**

Mr. Rogers moved, seconded by Mr. Scott, to appoint Walton V. Davis, Esq. as Township Solicitor, effective January 6, 2003. Motion carried unanimously.

**Zoning Officer:**

Mr. Rogers moved, seconded by Mr. Scott, to appoint Jay Little Sr., as Township Zoning Officer, effective January 6, 2003. Motion carried unanimously.

### **Building & Grounds Coordinator:**

Mr. Scott moved, seconded by Mr. Rogers, to appoint Sam Dayhoff as Township Building & Grounds Coordinator, effective January 6, 2003. Motion carried.

### **Depository Banks:**

Mr. Chantelau moved, seconded by Mr. Scott, to approve the following as depositories for the Township:

Discussion: Mr. Waybright questioned if the Treasurer had the flexibility to change funds around from one depository to another, if the interest rate is better elsewhere. Mr. Chantelau responded yes.

Motion carried unanimously.

### **Planning Commission Secretary & Assistant Secretary:**

Mr. Scott moved, seconded by Mr. Rogers, to appoint Brenda Constable as Planning Commission Secretary and Robin Crushong as Assistant Secretary, effective January 6, 2003. 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 George Scott and Nick Cool. He further noted that Mr. Scott expressed an interest in continuing to serve, and Mr. Cool did not.

Mr. Waybright moved, seconded by Mr. Chantelau, to appoint George Scott to a four (4) year term on the Planning Commission, effective January 6, 2003 through December 31, 2006. Motion carried unanimously.

Mr. Chantelau moved, seconded by Mr. Waybright, to appoint Jim Wiltgen to a four (4) year term on the Planning Commission, effective January 6, 2003 through December 31, 2006. Discussion: Mr. Scott noted that there was a second interested applicant, Mr. Tim Rothhaupt, and asked that the Supervisors postpone the appointment until the Supervisors had a chance to interview each of the candidates, and then make the appointment at the January 16, 2003 Supervisors' Meeting. Mr. Waybright noted that the interviews would need to be done in a public forum, per Township Code. Mr. Waybright then called for the question. All members unanimously opposed the motion to appoint Mr. Wiltgen. Motion denied.

Mr. Scott moved, seconded by Mr. Rogers, to recommend that the Supervisors interview all interested candidates at the January 16, 2003 Supervisors' Meeting. Motion carried unanimously. The Supervisors instructed the Secretary to send a letter to each of the candidates stating that they would need to attend the January 16, 2003 meeting for the interview process.

### **Zoning Hearing Board Vacancy:**

Mr. Scott moved, seconded by Mr. Chantelau, to appoint Gerald "Jerry" Maloney to the vacant position on the ZHB, with a three (3) year term beginning January 1, 2003 through December 31, 2005. Motion carried unanimously.

### **Alternate Position:**

It was noted that due to the appointment of Mr. Maloney to a regular position on the ZHB, the alternate position is now vacant. No one has expressed an interest in serving at this time. Mr. Scott stated that he would ask around and Mr. Waybright suggested that possibly one of the Planning Commission applicants would be interested in this as well. They decided to wait until after the January meeting to see if any unsuccessful applicants would be interested.

### **Vacancy Board Chairman:**

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

### **White Run Regional Municipal Authority:**

Mr. Waybright moved, seconded by Mr. Scott, to reappoint Richard Munshour, to the WRRMA for a five (5) year term. Motion carried unanimously.

### **Agricultural Land Preservation:**

Mr. Scott moved, seconded by Mr. Rogers, to appoint the following to the Ag Land Preservation Formulation Committee: E. Lee "Beau" Ramsburg III, Benjy Conover, David Kehr, Richard Owings, Carol Newhart; and Jerry Maloney; Sam Dayhoff as Coordinator; Robin Crushong as Secretary, 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:**

Discussion was held as to what was done last year. Mr. Little noted that the only question that has come up with the current fee schedule is the first level of \$0 - \$5,000 value with a \$25 permit fee. The County does not require a permit for anything under \$1,000, however, if we do this, then we would lose control over what is being built within the required setbacks.

Mr. Scott moved, seconded by Mr. Chantelau, to adopt the same fee schedule as last year with the exception of the level of value from \$0 - \$999, a permit would be required with no fee. Discussion: Mr. Chantelau questioned if we require justification from the applicant regarding the value. Mr. Scott responded that the Zoning Officer would need to determine this. Mr. Jerry Althoff suggested that we look at last years building permits and determine how many actually fall in the category of \$0 - \$999. Mr. Rogers suggested that

we keep the same fee schedule as last year. The County uses this information for assessment purposes more than permit purposes. Mr. Scott and Mr. Chantelau then withdrew their motion and second.

Mr. Scott moved, seconded by Mr. Rogers, to adopt Resolution #1 of 2003, setting the building permit fees, as follows:

RESOLUTION #1 OF 2003

RESOLVED this 6<sup>th</sup> day of January 2003, 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 \$5,000	\$25
\$5,000 to \$25,000	\$50
\$25,000 to \$50,000	\$75
\$50,000 to \$100,000	\$100
Over \$100,000	\$150 + \$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 \$0.05 per square foot.

For buildings over 5,000 square feet an additional permit fee of \$0.20 per square foot for buildings, and \$0.10 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. Scott moved, seconded by Mr. Rogers, to adopt Resolution #2 of 2003, setting the permit fee schedule for signs as follows:

RESOLUTION #2 OF 2003

BE IT RESOLVED, this 6<sup>th</sup> day of January, 2003, that the Mount Joy Township Supervisors hereby adopt the following permit fees for freestanding and wall signs:

Up to 40 sq. ft.	\$25.00
40 sq. ft. up to 60 sq. ft.	\$50.00
60 sq. ft. and over	\$100.00

Motion carried unanimously.

**Subdivision and Land Development Review Fees:**

Mr. Rogers moved, seconded by Mr. Scott, to keep the review fees for subdivision and land development plans the same as 2002, and adopts Resolution #3 of 2003 as follows:

RESOLUTION #3 OF 2003

Resolved this 6<sup>th</sup> day of January 2003, the Mount Joy Township supervisors adopt the following fee schedule for Subdivision and Land Development reviews:

Preliminary Plan	\$100
Final Plan	\$125
Preliminary/Final Plan	\$225

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. Rogers moved, seconded by Mr. Scott, to set the fees for Zoning Hearings the same as 2002, with an opportunity to revisit and restructure the fee schedule for larger development purposes, if needed.

Discussion: Mr. Rogers noted that with more smaller subdivisions going in, the Supervisors may need to consider charging a higher rate due to the use of more supervisor time and use of the building. Mr. Waybright suggested that they might need to determine what is a major or minor subdivision and restructure fees from that. The chairman of the Planning, Land Use and Zoning committee could get with the ZHB Chairman to discuss this. Adopt Resolution #4 of 2003 as follows:

RESOLUTION #4 OF 2003

Resolved this 6<sup>th</sup> day of January 2003, the Mount Joy Township Supervisors adopt the following fee schedule for zoning Hearings:

Filing Fee	\$350
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Plus additional expenses to be paid by the applicant.

Motion carried unanimously.

**Delegates to PSATS and Voting Delegate:**

Mr. Waybright moved, seconded by Mr. Scott, to appoint Bill Chantelau as the Supervisors' Delegate to the PSATS Convention and voting delegate. Mr. Chantelau noted that due to his part-time job, he may not be able to attend the convention in April. Mr. Waybright amended his motion to include the remaining supervisors as alternate delegates, if needed. Mr. Scott amended his second and the motion carried unanimously.

**Supervisor Sub-Committee Appointments:**

Mr. Scott moved, seconded by Mr. Chantelau, to appoint the following sub-committees the same as 2002, as follows:

Personnel:	Waybright and Chantelau
Finance:	Chantelau and Rogers
Planning, Land Use & Zoning:	Scott and Rogers
Building & Grounds: (includes Mud College)	Scott and _____ (t/b/d)
Roads:	Waybright and _____ (t/b/d)
Public Safety:	Waybright and Rogers

Motion carried unanimously.

**Resolution to Pay Bills:**

Mr. Waybright moved, seconded by Mr. Chantelau, to adopt Resolution #5 of 2003, as follows:

RESOLUTION #5 OF 2003

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 6<sup>th</sup> day of January 2003.

Motion carried unanimously.

**Resolution for Financial Authorizations:**

Mr. Chantelau moved, seconded by Mr. Waybright, to adopt Resolution #6 of 2003 as follows:

RESOLUTION #6 OF 2003

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 6<sup>th</sup> day of January 2003, 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:

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/s/  
William J. Chantelau, Vice-Chairman

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/s/  
Brenda J. Constable, Secretary

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/s/  
William C. Rogers, Supervisor

Motion carried unanimously.



### **Hours of Operation:**

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

### **2003 Holidays:**

Mr. Scott moved, seconded by Mr. Rogers, to approve the following as paid holidays for 2003 for all Township employees: January 1 – New Years Day; January 20 – Martin Luther King Jr.; February 17 – All Presidents' Day; May 26 – Memorial Day; July 4 – Independence Day; September 1 – Labor Day; October 13 – Columbus Day; November 4 – General Election Day; November 11 – Veterans' Day; November 27 – Thanksgiving Day; December 24 and 25 – Christmas. Motion carried unanimously.

### **Mileage Reimbursement:**

Mr. Scott moved, seconded by Mr. Rogers, to set the rate of \$0.36 per mile for reimbursement purposes when using a personal vehicle for Township business. Motion carried unanimously.

**Pay Rates:** (All rates are effective January 6, 2003)

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. Scott moved, seconded by Mr. Rogers, to set the rate of \$50/meeting, not to exceed \$1,875 annually. Motion carried unanimously.

Secretary: Mr. Scott moved, seconded by Mr. Chantelau, to set the rate of \$15.50/hour for Brenda Constable.

### **Executive Session:**

Mr. Waybright called for an Executive Session at 11:12 a.m. this date.

### **Meeting Reconvened:**

Mr. Waybright reconvened the Supervisors' Reorganization Meeting at 11:25 a.m. this date with all in attendance as listed above.

Secretary: Mr. Waybright called for the question on the motion for Ms. Constable's pay rate at \$15.50/hour. Motion was denied.

Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$16/hour for Brenda Constable. Motion carried unanimously.

Discussion: Mr. Waybright noted that the Supervisors decided that the salaries would be set with relation to the responsibilities and duties of each position and the Township.

Treasurer: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$15/hour for Robin Crushong. Motion carried unanimously.

Zoning Officer: Mr. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$14.50/hour for Jay Little. Motion carried unanimously.

Road Superintendent: Mr. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$17.50/hour for Anthony Graham. Motion carried unanimously.

Building & Grounds Coordinator: MR. Chantelau moved, seconded by Mr. Rogers, to set the rate of \$17/hour for Sam Dayhoff. Motion carried unanimously.

Road Worker: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$14.50/hor for Donald Himes. Motion carried unanimously.

Part-Time Road Workers: Mr. Chantelau moved, seconded by Mr. Scott, to set the rate of \$10/hour with the discretion of the Personnel Committee to set a higher rate, due to experience and recommendation of the Road Superintendent. Motion carried unanimously.

**Other Business:**

Mr. Waybright noted that the next Supervisors' Meeting will be held on January 16, 2003 at 7:00 p.m. A Public Hearing is scheduled for January 27, 2003 at 7:30 p.m. as publicly advertised, with intent to adopt an Ordinance amending and revising the Planned Golf Community section of the Zoning Ordinance. A workshop will follow to discuss a neighborhood improvement district process for the golf community.

**Adjournment:**

With no further business to come before the Board, Mr. Scott moved, seconded by Mr. Chantelau, to adjourn the Reorganization Meeting at 11:30 a.m. this date. Motion carried unanimously.

Respectfully submitted,

Brenda J. Constable  
Secretary