

## **JANUARY 7, 2002 ORGANIZATIONAL MEETING:**

The Mount Joy Township Board of Supervisors held their Organizational Meeting this date at 10:00 a.m., as publicly advertised, in the Mount Joy Township Municipal Building, 902 Hoffman Home Road, Gettysburg, PA with the following in attendance: Supervisors James Waybright, William Chantelau, William Rogers and George Scott; Solicitor Walton V. Davis; News Reporter Alex Gayhart, *The Gettysburg Times*, and Secretary Brenda Constable.

Others in attendance were: Township employees Jay Lithe, Sr., Anthony Graham, Mike Purnell, and Robin Crushong; citizens Jerry Maloney; Ralph H. Taylor representing the LHPOA; Jerry and Jan Althoff, Harold Kirschner; Speros Marinos; and Gilbert Picarelli of KPI Technology.

Supervisor Waybright led everyone in the Pledge to the Flag.

### **Temporary Chairman:**

Waybright asked for nominations for Temporary Chairman. Chantelau moved, seconded by Rogers, to nominate Supervisor George Scott as Temporary Chairman. With no further nominations, the motion carried unanimously.

### **Temporary Secretary:**

Scott asked for nominations for Temporary Secretary. Chantelau moved, seconded by Waybright, to nominate Brenda Constable as Temporary Secretary. With no further nominations, the motion carried unanimously.

### **Public Comments:**

#### Snow Plowing:

Supervisor Chantelau thanked the Road Crew for the good work they did on Sunday and early Monday morning in getting the roads plowed and cleared off for safe traveling.

#### Board Quorum:

Supervisor Waybright noted that since a final decision has not yet been given on the vacant fifth supervisor position, the Board will need to conduct business with only four (4) supervisors and all votes will need a majority decision, rather than a quorum, in order to conduct business.

### **Appointments for 2002:**

#### Chairman:

Scott asked for nominations for the position of Chairman of the Board of Supervisors. Chantelau moved, seconded by Rogers, to nominate James W. Waybright as Chairman. With no further nominations, the motion carried unanimously.

#### Vice-Chairman:

Chairman Waybright asked for nominations for the position of Vice-Chairman of the Board of Supervisors. Chantelau moved, seconded by Rogers, to nominate George L. Scott as Vice-Chairman. With no further nominations, the motion carried unanimously.

Secretary:

Chantelau moved, seconded by Scott, to appoint Brenda J. Constable as Township Secretary. Motion carried unanimously.

Treasurer:

Scott moved, seconded by Chantelau, to appoint Robin K. Crushong as Township Treasurer. Motion carried unanimously.

Assistant Secretary:

Chantelau moved, seconded by Scott, to appoint Supervisor William C. Rogers as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.

Road Superintendent

Chantelau moved, seconded by Rogers, to appoint Anthony Graham as Road Superintendent. Motion carried unanimously.

Township Engineer:

Chairman Waybright noted that the Township had received proposals from the engineering firms of Erdman Anthony in Mechanicsburg and Ronald J. Horton of Gettysburg for consideration as the Township's engineer for 2002. He noted that the 11mm of Herbert Rowland and Grubic (HRG), of Gettysburg and Harrisburg, had been the Township's engineer in past years and has done a fine job. Chantelau moved, seconded by Scott, to appoint Herbert Rowland and Grubic as the Township's Engineer for 2002. Motion carried unanimously.

Township Sewage Enforcement Officer:

Chairman Waybright noted that the Township's SEO has been Gilbert Picarelli of William F. Hill and Associates of Gettysburg. However, Mr. Picarelli has left that company and has started his own consulting business with partner Timothy Knoebel, known as the firm of KPI Technology located in Gettysburg. The Supervisors have received a proposal from Mr. Picarelli for consideration as the Township's SEO. Scott moved, seconded by Rogers, to appoint Gilbert Picarelli of KPI Technology as the Township's Sewage Enforcement Officer for 2002. Motion carried unanimously.

Township Solicitor:

Chantelau moved, seconded by Scott, to appoint Walton V. Davis, Esquire, as the Township's Solicitor for 2002. Scott noted that Mr. Davis has done a fine job for the Township in the past. With no further discussion, the motion carried unanimously.

Zoning Officer/Code Enforcement:

Chantelau moved, seconded by Scott, to appoint Jay D. Lithe, Sr., as the Township's Zoning/Code Enforcement Officer. Motion carried unanimously.

Depository Banks:

Chantelau moved, seconded by Scott, to approve the following as depository banks for the Township funds:

General Fund: Adams County National Bank, Bank of Hanover, AllFirst Bank (formerly Farmers Bank), and Waypoint Bank (formerly York Federal)

Checking: Adams County National Bank and Bank of Hanover

Payroll: Adams County National Bank

State Funds: PLGIT Plus (Pennsylvania Local Government Investment Trust)

Motion carried unanimously.

Planning Commission Secretary and Assistant Secretary:

Chantelau moved, seconded by Rogers, to appoint Brenda J. Constable as Planning Commission Secretary. Motion carried unanimously.

Chantelau moved, seconded by Rogers, to appoint Robin K. Crushong as Assistant Secretary to the Planning Commission. Motion carried unanimously.

Planning Commission Vacancy:

Chairman Waybright noted that a vacancy currently exists on the Planning Commission with the term of Elsie Morey expiring. She had expressed her desire to not be reappointed.

Scott moved, seconded by Chantelau, to appoint Gerald "Jerry" Althoff to the Planning Commission for a four (4) year term to expire the first Monday in January 2006. Motion carried unanimously.

Zoning Hearing Board Vacancy:

Chairman Waybright noted that a vacancy currently exists on the Zoning Hearing Board with the term of Timothy Brown expiring. He has expressed his interest in being reappointed.

Scott moved, seconded by Chantelau, to reappoint Timothy Brown to the Zoning Hearing Board for a three (3) year term to expire the first Monday in January 2005. Motion carried unanimously.

Vacancy Board Chairman:

Scott moved, seconded by Chantelau, to reappoint Louis "Sandy" Rice as Chairman of the Vacancy Board. Motion carried unanimously.

**Pay Rates / Range:**

Scott moved, seconded by Chantelau, to keep the rate of \$1 5.00/hour for Brenda Constable, Secretary, effective January 7, 2002. Chantelau noted that Constable just received a \$1 .00/hour increase in December 2001 at her six (6) month employment review. With no further discussion, the motion carried unanimously.

Scott moved, seconded by Chantelau, to approve a \$1 .00/hour increase for Robin K. Crushong, Treasurer, to a rate of \$1 2.00/hour, effective January 7, 2002. It was noted that her last increase was at her six (6) month employment review in October 2001. Motion carried unanimously.

Chantelau moved, seconded by Rogers, to approve a \$1 .00/hour increase for Anthony Graham, Road Superintendent, to a rate of \$16.00/hour, effective January 7, 2002. It was noted that his last increase was in January 2001. Motion carried unanimously.

Chantelau moved, seconded by Scott, to approve a \$1 .00/hour increase for Michael A. Purnell, Roadmaster, to a rate of \$16.00/hour, effective January 7, 2002. It was noted that his last increase was in

January 2001. Motion carried unanimously.

Chantelau moved, seconded by Scott, to approve a \$1 .00/hour increase for Jay D. Little, Sr., Zoning/Code Enforcement Officer, to a rate of \$13.00/hour, effective January 7, 2002. It was noted that his last increase was at his six (6) month employment review in August 2001. Motion carried unanimously.

#### Building & Grounds Coordinator:

Chairman Waybright noted that the Personnel Committee met and decided that the position of Building & Grounds Coordinator was needed to oversee building projects and the Mud College grounds.

Chantelau added that if the Township were to add a recreation department in the future, someone would need to oversee this as well.

Waybright moved, seconded by Chantelau, to approve the promotion of Samuel L. Dayhoff from Road Laborer to the position of Building & Grounds Coordinator, with an increase of \$2.00/hour to a rate of \$16.00/hour, effective January 7, 2002. It was noted that the Township Auditors set Dayhoff's 2001 rate in January 2001 since he was also a Township Supervisor at that time.

#### Pay Range:

Chairman Waybright noted that a pay range was set at the 2001 Organization Meeting for road workers/helpers at \$8.00 to \$14.00/hour. Inexperienced would start at \$8.00 and the personnel committee would have the discretion of setting a higher rate for those with experience and qualifications such as a CDL.

Scott moved, seconded by Chantelau, to keep the pay range of \$8.00 - \$14.00/hour for road workers/helpers. Motion carried unanimously.

#### **Meeting Days and Times:**

##### Supervisors' Meeting:

Chantelau moved, seconded by Rogers, to keep the third Thursday of each month as the regular meeting day but to change the time from 7:30 p.m. to 7:00 p.m. Chantelau noted that this would allow more time for discussion and an opportunity to adjourn earlier. With no further discussion, the motion carried unanimously.

##### Comprehensive Plan/Act 537:

Chantelau moved, seconded by Scott, to keep the third Monday of each month at 7:00 p.m. for the Comprehensive Plan/Act 537 regular meetings, as needed until the plan is completed. Motion carried unanimously.

#### **Building Permit Fees:**

Scott moved, seconded by Waybright, to keep the building permit fees as is (set at the January 2001 Organizational Meeting). Rogers stated that he felt that the current fees are too low and that each fee, based on value of improvement, should be raised \$25.00. After further review and discussion of the current fees, Scott moved to retract his motion, Waybright seconded and the motion carried. Scott moved, seconded by Rogers, to adopt a Resolution setting the new rates for building permit fees as follows:

RESOLUTION NO. 1 OF 2002  
A RESOLUTION TO SET BUILDING PERMIT FEES

Resolved this 7th day of January 2002, 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	\$125
Over \$100,000	\$150 + \$1.00 per \$1000 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 and 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.

**Subdivision and Land Development Review Fees:**

Chantelau moved, seconded by Rogers, to adopt a resolution increasing the subdivision and land development review fees by \$25.00 each. It was noted that these fees have not been increased for two (2) years.

RESOLUTION NO. 2 OF 2002  
A RESOLUTION SETTING THE FEES FOR SUBDIVISION AND LAND DEVELOPMENT REVIEWS

Resolved this 7th day of January 2002, the Mount Joy Township Supervisors adopt the following fee schedule for Subdivision and Land Development review fees:

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:**

Scott moved, seconded by Rogers, to adopt a Resolution keeping the Zoning Hearing fees as is (set at the 2000 Organizational Meeting).

RESOLUTION NO. 3 OF 2002  
A RESOLUTION SETTING THE FEES FOR ZONING HEARINGS

Resolved this **7th** day of January 2002, the Mount Joy Township Supervisors adopt the following fee schedule for Zoning Hearings:

Filing Fee                      \$350

Plus additional expenses to be

Motion carried unanimously.

**Delegate to State Supervisors' Convention and Voting Delegate:**

Scott moved, seconded by Rogers, to appoint Supervisor William Chantelau as the delegate to the State Supervisors' Convention and voting delegate. Motion carried unanimously.

**Other Business:**

Sub-Committee Appointments:

Chantelau moved, seconded by Rogers, to amend the current list of sub-committees as follows:

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

Discussion on the motion. Scott stated that with regard to the Planning Commission, he feels that it is good to have a supervisor present at the meeting. He suggested that when he goes off the Planning Commission (end of 2002), that at least one supervisor on the Planning sub-committee attend the Planning Commission meetings. Chantelau stated that he feels that it is convenient to have a supervisor on the Planning Commission. Rather than a sub-committee member attend the Commission meetings, have the chair or vice-chair of the Planning Commission attend the supervisors' meetings. Scott noted that planning commission members do not get paid so they should not be required to attend supervisor meetings. Chantelau stated that there is a new House Bill in the works that would allow planning commission members to be paid. Rogers stated that he thinks that it is a good idea to split the duties of the Planning sub-committee members to attend the Commission meetings for now and then possibly reorganize when the Planning Commission can be paid.

With no further discussion, the motion carried.

Solicitor for Agricultural Land Preservation:

Chantelau moved, seconded by Scott, to reappoint John R. White, Esquire, as Solicitor for the Township's Agricultural Land Preservation Program for 2002. Motion carried unanimously.

Hours of Operation:

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

### 2002 Holidays:

Scott moved, seconded by Chantelau, to approve the following as paid holidays for 2002 for all Township employees: January 1 — New Years Day; January 21 — Dr. Martin Luther King, Jr.'s Birthday; February 18 — Presidents' Day; March 29 — Good Friday; May 27 — Memorial Day; July 4 — Independence Day; September 2— Labor Day; October 14 — Columbus Day; November 11 — Veterans' Day; November 28 — Thanksgiving Day; December 25— Christmas Day. Motion carried unanimously.

### 2002 Mileage Reimbursement

Chantelau moved, seconded by Rogers, to set the rate of thirty-two and one-half cents (\$0.32.5) per mile for reimbursement purposes when using a personal vehicle for Township business. Motion carried unanimously.

### Increased Work Hours Request

Supervisors received a request from Secretary Brenda Constable and Zoning Officer Jay Little, asking for additional hours per week in order to attend to the additional work that is being created in the office. Scott stated that he has a problem with this and wants to be fiscally responsible. He would like to see a report of what is being done and a projection report of what is to be done. Chantelau agreed and stated that he would like to see a list of work to be done and the time involved.

Chantelau moved, seconded by Scott, to approve additional hours for a six (6) month period up to 35 hours per week as needed, in addition to meeting hours, with a progress/status report and a projection report showing the time to complete the project and to give this report at each Supervisors' meeting. Motion carried unanimously.

### Zoning Officer Workshop Information:

Scott moved, seconded by Rogers, to approve Jay Little, Zoning Officer, to attend four (4) free workshops that will be held in the area during January and February relative to stream cleanup and watershed preservation. Motion carried unanimously.

### Bulk Storage Building Proposal:

Supervisors received a proposal from D.P. Services Plus for a bulk storage building (township salt shed). Scott requested that this issue be addressed at the Supervisors' regular meeting on January 17, 2002. All Supervisors agreed to wait until then.

### Harry L. Ramage Request

Supervisors received a request from Harry L Ramage (Blue and Grey subdivision) asking for a reduction of credit because most of the improvements at the Blue & Grey subdivision have been completed. Scott moved, seconded by Chantelau, to instruct Solicitor Davis and Mark Lewis, Engineer, to review this request and give their comments at the January 17, 2002 Supervisors' Meeting. Motion carried unanimously.

### Final Comments:

1. Ralph Taylor stated that he is in favor of George Scoffs recommendation of different supervisors attending the Planning Commission Meetings.
2. Sam Dayhoff asked the Supervisors if they were going to appoint a supervisor representative for the Township's Agricultural Land Preservation Board. Waybright stated that a committee needs to be created and asked Dayhoff to take charge of this. Scott asked Dayhoff to have a recommendation by the next Supervisors' Meeting of who is interested in being on the Board and how many members

should be appointed.

3. Anthony Graham stated that in the past, the road crew has hired ADECO for part-time help in the summer. He asked if the Board would prefer to continue this or if they would rather hire someone for part-time help, possibly April through August Scott suggested that the Township get the word out and see if there are any interested citizens wanting to work in the summer. Rogers stated that we might be better off sub-contracting with a firm, such as ADECO, so that benefits, etc. would not have to be considered. Graham stated that ADECO is paid \$16.50/hour, much more than what the Township would pay part-time help. Waybright asked Graham to make a recommendation to the Supervisors prior to the time that he would need the help, showing comparisons of hiring part-time vs. sub-contracting.

**Adjournment:**

With no further business to come before the Board, Rogers moved, seconded by Waybright, to adjourn the 2002 Organizational Meeting at 11:20 a.m. this date. Motion carried unanimously.

Respectfully submitted,



Brenda J. Constable  
Secretary