

## **RESOLUTION No. 16 of 2012**

A RESOLUTION of the Board of Supervisors of Mt. Joy Township, Adams County, Pennsylvania providing for the disposition of certain records:

WHEREAS, by virtue of Resolution No. 22, adopted November 17, 2011, the Board of Supervisors of Mt. Joy Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved by the Commonwealth's Local Government Records Committee on December 16, 2008, in accordance with the Municipal Records Act of January 18, 1968 (P.L. 961, No. 428) (Act 428 of 1968); and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Mt. Joy Township, Adams County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

1. Census 1998
2. 2001 JP Harris Reports Tax Collection Analysis
3. 2001 Proof of Publications
4. 2003 Auditors Confirm Letters
5. 2003 Bills and Deposits January – December
6. Forms filed for the year ending 2003
7. 2003 Monthly appointment calendar
8. 2003 Paychecks for January – December
9. 2003 Requisition for supplies July 2001- December
10. 2003-2004 Insurance Policies
11. 2004-2005 Insurance Policies
12. 2004 Adams County Earned Income Tax Information
13. 2004 Election and Voter Information
14. 2003 Mt Joy Treasurers Report
15. Mt Joy Twp Employee Phone List
16. 2003 Emergency Operations Outline
17. 2004 Secretary's Draft Minutes and Documents
18. 2005 Budget Information
19. 2005 Planning Commission Minutes and Notes
20. 2005 Secretary Minutes and Notes/Supervisors Meetings
21. 2004 Adams County Board of Assessment Appeals Millage
22. Adams County Conservation District Letters
23. 2004 Ag Land Preservation Monthly Reports and Letters
24. 2003 Aggregate Bid
25. 2003 Appointment Letters
26. 2004 Appointments to Boards and Committees
27. Assistant Office Manager Faxes Out
28. 2004 Association of Township Officials Meeting Information
29. Bids for 1988 Ford Mower Truck

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30. 2004 Building and Grounds Reports
31. 2005 Building Code Information
32. Capitol Blue Cross Insurance Policy Information
33. DCED Information 2003, 2004
34. 2004 DEP information
35. 2004 Emergency Management Letters
36. 2004 Fire Company Letters
37. 2004 Gettysburg Chamber of Commerce Correspondence
38. 2004 Green Ribbon Commission
39. 2005 Insurance Quotes
40. 2003 JP Harris Tax Collection Summaries
41. 2004 Land and Sea Inspection Reports
42. Meet the Supervisor Folder
43. 2004 Memos
44. 2004 Miscellaneous
45. 2004 Miscellaneous Letters Received
46. 2005 Newsletters
47. 2004 Newsletters Miscellaneous
48. 2003 Parking Lot Paving
49. 2003 Petty Cash Reconciliation
50. 2004 Planning Commission Draft Minutes
51. 2004 Planning Commission Draft Agendas
52. 2004 PSATS
53. 2005 PSATS Folder
54. 2002-2005 PSATS Trustees Insurance Fund
55. 2004 Road Reports
56. 2003 Road Reports
57. 2003 Seal Coat Bid
58. 2005 Secretary Faxes - Incoming
59. 2004 Secretary Faxes - Outgoing
60. 2004 Secretary Petty Cash Reconciliation Reports
61. 2004 Seminars/Workshop Information
62. 2004 SEO Reimbursement Copies
63. 2003 Tax Related Information
64. 2004 Tax Related Information and Letters
65. 2004 Treasurer Reports
66. Workers' Comp Exemption Forms for Building Permits 2001-2004
67. 2005 Tax Duplicate
68. 2005 Deposits/Bills January – December
69. 2005 General Ledger
70. 2005 Donation Receipt Letters
71. Bank of Hanover Blue & Grey Limited Partnership Escrow Account –  
Closed 3/21/05
72. 2004 Mount Joy Township Treasurers Report
73. 2004 Mud College Treasurers Report

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- 74. 2004 Bills and Deposits January – December
- 75. 2004 Paychecks January – December
- 76. 2004 General Ledger
- 77. 2004 Social Security Protection Act Information
- 78. 2004 Third Party Sick Payments – Donald Himes

ADOPTED this 15<sup>th</sup> day of March, 2012.

Mount Joy Township  
Adams County, Pennsylvania  
Mount Joy Township Board of Supervisors

ATTEST:

\_\_\_\_\_  
Susan C. Harbin,  
Secretary/Treasurer

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John E. Gormont, Chairman

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David R. Updyke, Vice-Chairman

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Gilbert M. Clark, Supervisor

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Michael E. Gearhart, Supervisor

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Bradley Trostle, Supervisor