

**Newberry Township  
Board of Supervisors  
Reorganization Minutes  
January 3, 2021**

I. Solicitor James Sanders called the meeting to order at 5:30 P.M.

**Attendance**

|                                |  |
|--------------------------------|--|
| Supervisor, David Kirkpatrick  | Township Manager, Tony Miller                  |
| Supervisor, Maxine Kauffman    | Police Chief, Steve Lutz                       |
| Supervisor, Clair Wintermyer   | Public Works Director, Scott Getgen            |
| Supervisor, Diane Shellenhamer | Wastewater Services Coordinator, Brent Zeiders |
| Supervisor, Rob Harkins        | Zoning Officer, Marcus Brandt                  |
| Solicitor, James Sanders       |  |

**II. Nomination and Election of Chairman of the Board**

NOMINATION by Supervisor Wintermyer to appoint Supervisor Kirkpatrick as the Chairman. There were no other nominations. The vote, carried unanimously.

**Nomination and Election of Vice-Chairman of the Board**

NOMINATION by Supervisor Kauffman to nominate Supervisor Wintermyer as the Vice-Chair. The vote, carried 1 aye and 4 nays.

NOMINATION by Supervisor Wintermyer to nominate Supervisor Harkins as the Vice-Chair. The vote, carried unanimously.

**III. Public Comment**

*Mike Krone, 170 Bobbie Jones:* Mike talked to the board regarding the set hours for the new tax collector. Chairman Kirkpatrick said this is an elected position and she sets her own hours. Mike is concerned about the ADA access at the Tax Collector office. Tony Miller said that they have reviewed it and it is ADA compliant. Mike Krone requested written proof of this. It was discussed that the tax collector has passed her test and is currently waiting on more information from the County.

*Sheila Eisele, 2985 Old Trail Rd:* Sheila is the new tax collector and confirmed she has passed the test. She said she is having a difficulty getting trained by the county. Vice-Chair Harkins asked if her situation is ADA compliant. She said she believes so, and she is willing to make accommodations to help them out. Solicitor James Sanders said you must make reasonable accommodations. He said what is being described is under ADA compliance for Sheila.

**IV. Appointments**

1. **Manager/Secretary/Asst. Treasurer:** Anthony Miller
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Shellenhamer
2. **Zoning Officer/ Building Code Official:** Marcus Brandt
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Wintermyer
3. **Alternate Zoning Officer/Building Code Official:** Laura Kauffman

- i. Motion by Supervisor Kauffman, Seconded by Vice-Chair Harkins
- 4. **Comptroller/ Treasurer/Asst. Secretary:** Jane Deamer
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Wintermyer
- 5. **Sewage Enforcement Officer:** Gary Morrow
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Shellenhamer
- 6. **Alternate Sewage Enforcement Officer:** Brandt Fink Jr.
  - i. Motion by Supervisor Kauffman, Seconded by Vice-Chair Harkins
- 7. **Solicitor:** MPL, Andrew Miller
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Shellenhamer
- 8. **Labor Attorney:** Pillar and Aught
  - i. Motion by Supervisor Kauffman, Seconded by Vice-Chair Harkins
- 9. **Zoning Board Solicitor:** Caldwell & Kearns
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Wintermyer
- 10. **Engineer:** Pennoni Associates
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Shellenhamer
- 11. **Police Chief:** Steve Lutz
  - i. Motion by Supervisor Kauffman, Seconded by Supervisor Wintermyer

**V. Authorize Supervisors to serve as Township Employees**

MOTION by Supervisor Kauffman to authorize supervisors to serve as Township Employees. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**VI. Set Treasurer Bond at \$1 million for Treasurer and Manager**

MOTION by Supervisor Kauffman to set bond at \$1 Million. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**VII. Authorize Township Manager to appoint Township staff to serve as Township employee within another department**

MOTION by Supervisor Kauffman to authorize Township Manager to appoint staff. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**VIII. Appoint Open Records Officer: Township: Anthony Miller Alternate; Laura Kauffman Police Department: Steven Lutz Alternate: Braxton Ditty**

MOTION by Supervisor Kauffman to appoint Open Records Officer. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**IX. Appoint York County Planning Commission Local Advisory Committee: Anthony Miller**

MOTION by Supervisor Kauffman to appoint Anthony Miller to York County Planning Commission Local Advisory. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**X. Appoint Newberry Township Planning Commission Members**

MOTION by Supervisor Kauffman to re-appoint Dave Kirkpatrick and James Alexander. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**XI. Appoint Newberry Township Police Commissioner**

MOTION by Supervisor Kauffman to appoint Chairman Kirkpatrick as Newberry Township Police Commissioner. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**XII. Appoint Newberry Township Vacancy Board Chairman**

MOTION by Supervisor Kauffman to re-appoint Dave Parsons as Vacancy Board Chairman. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**XIII. Newberry Township Representative to Lewisberry Sewer Authority**

MOTION by Supervisor Kauffman for Paul Fisher to continue 3<sup>rd</sup> year of term. The motion, seconded by Supervisor Shellenhamer, carried unanimously.

**XIV. Authorize PSATS Convention Attendance (April 24-27, 2022 in Hershey) & Appoint Voting Delegate**

MOTION by Supervisor Kauffman to appoint Anthony Miller as the PSATS voting delegate. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**XV. Resolutions**

**Consideration of Resolution 2022-01: Order to Conduct Minutes**

MOTION by Supervisor Kauffman to approve Resolution 2022-01. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**Approval of Resolution 2022-02: Establishing the fee schedule for Newberry Township**

MOTION by Supervisor Kauffman to approve Resolution 2022-02. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**Approval of Resolution 2022-03: establishing employee contribution to the Newberry Township Police Pension Plan for 2022**

MOTION by Supervisor Kauffman to approve Resolution 2022-03. The motion, seconded by Supervisor Shellenhamer, carried unanimously.

**Approval of Resolution 2022-04: establishing employee contributions to the Newberry Township Non-Uniformed Pension Plan for 2022**

MOTION by Supervisor Kauffman to approve Resolution 2022-04. The motion, seconded by Supervisor Shellenhamer, carried unanimously.

**Approval of Resolution 2022-05: designating PNC, M&T, Member's 1<sup>st</sup>, York Traditions and PLGIT, as the banks for Township funds**

MOTION by Supervisor Kauffman to approve Resolution 2022-05. The motion, seconded by Vice-Chair Harkins, carried unanimously.

**Approval of Resolution 2022-06: setting 2022 wages**

MOTION by Supervisor Kauffman to approve Resolution 2022-06. The motion, seconded by Supervisor Shellenhamer, carried unanimously.

**Approval of Resolution 2022-07: establishing the IRS rate of mileage reimbursement**

MOTION by Supervisor Kauffman to approve Resolution 2022-07. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**Approval of Resolution 2022-08: Appointing a member(s) to the Zoning Hearing Board**

MOTION by Supervisor Kauffman to approve Resolution 2022-08. The motion, seconded by Supervisor Shellenhamer, carried unanimously.

**Approval of Resolution 2022-09: Appoint CPA firm to conduct Audits**

MOTION by Supervisor Kauffman to approve Resolution 2022-09 to appoint Zolenkofske & Axel Rod. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**XVI. Other Business**

**Authorize Opioid Settlement Participation with York County**

MOTION by Supervisor Kauffman to authorize the opioid settlement participation with York County. The motion, seconded by Supervisor Wintermyer, carried unanimously.

**XVII. Executive Session**

Chairman Kirkpatrick announced the board had an executive session before the meeting at 5:30pm where they discussed the River Road and Haring litigation.

**Adjournment**

MOTION by Supervisor Wintermyer to adjourn the meeting at 6:38 P.M. The motion, seconded by Supervisor Kauffman, carried unanimously.