Board of Supervisors Reorganization Meeting

January 3, 2023

5:30 P.M.

AGENDA

1. **Call to Order-Solicitor**

Solicitor James Sanders called the meeting to order at 5:30 pm

**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 Police Lieutenant Braxton Ditty

Solicitor, James Sanders

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

**Nomination** by Supervisor Kauffman to nominate Vice Chairman Harkins as Chairman. Seconded by Supervisor Wintermyer. Carried unanimously

**Nomination**  by Supervisor Kauffman to nominate Supervisor Shellenhamer for Vice Chairman.

Seconded by Supervisor Shellenhamer. Carried unanimously

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

**Nomination** by Supervisor Kauffman to nominate Supervisor Shellenhamer for Vice Chairman.

Seconded by Supervisor Shellenhamer. Carried unanimously

IV. **Public Comment**

None

V  **Appointments**

* 1. Manager/Secretary/Asst. Treasurer: Anthony Miller
  2. Zoning Officer/ Building Code Official: Marcus Brandt
  3. Alternate Zoning Officer/Building Code Official: Laura Kauffman
  4. Comptroller/ Treasurer/Asst. Secretary: Jane Deamer
  5. Sewage Enforcement Officer: Gary Morrow
  6. Alternate Sewage Enforcement Officer: Brandt Fink Jr.
  7. Solicitor: MPL, James Sanders
  8. Labor Attorney: Pillar and Aught
  9. Engineer: Pennoni Associates
  10. Police Chief: Steve Lutz
  11. Third Party Inspection Services: Approved Code & Commonwealth Code Inspection Service

**Motion**  by Supervisor Kirkpatrick to approve all appointments. Seconded by Supervisor Kauffman.

Carried Unanimously

VI

**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 Shellenhamer, carried unanimously

VII

**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.

VIII  **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 Vice-Chair Shellenhamer, carried unanimously

IX. **Appoint Open Records Officer(s): Township:**

Anthony Miller Alternate: Laura Kauffman Police Department: Steven Lutz Alternate: Braxton Ditty

**Motion** by Supervisor Kauffman to authorize supervisors to appoint Open Records Officer. The motion, seconded by Supervisor Wintermyer, carried unanimously

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X. **Appoint York County Planning Commission Local Advisory Committee:**

**Motion** by Supervisor Kauffman to appoint Anthony Miller to York County Planning Commission local advisory. The motion, seconded by Vice Chairman Shellenhamer, carried unanimously

XI.  **Appoint Newberry Township Planning Commission Member(s)**

**Motion** by Supervisor Kirkpatrick to reappoint Toni Sharp to a second term on the NTWP Planning Commission. Term ending December 31, 2027. Seconded by Supervisor Kauffman, carried unanimously.

XII.  **Appoint Newberry Township Police Commissioner:**

**Motion** Supervisor Kirkpatrick to appoint the Board of Supervisors as the Commissioner, seconded Supervisor Kauffman, carried unanimously

XIII.  **Appoint Newberry Township Vacancy Board Chairman:**

**Motion** Supervisor Kirkpatrick to reappoint Dave Parsons, Seconded by Supervisor Wintermyer. carried unanimously

XIV **Newberry Township Representative to Lewisberry Sewer Authority:**

Paul Fisher will accept the Continuous term. No Motion or Vote necessary

XV **Authorize PSATS Convention Attendance (April 23-26, 2023, in Hershey) & Appoint Voting**

**Delegate**

**Motion**

Vice Chairman Shellenhamer to appoint Anthony Miller, seconded by Supervisor Kauffman, carried unanimously

XVI. **Resolutions:**

1. Approval of Resolution No. 2023-01: Order to Conduct Meetings:

**Motion** by Supervisor Kauffman to approve conducting meetings, Seconded by Vice Chairman

Shellenhamer, carried unanimously

1. Approval of Resolution No. 2023-02: establishing the fee schedule for Newberry

Township:

**Motion** by Supervisor Kauffman to establish the 2023 fee schedule, seconded by Supervisor Kirkpatrick,

Carried unanimously

1. Approval of Resolution No. 2023-03: establishing employee contributions to the Newberry Township Police Pension Plan for plan year 2023.

**Motion** by Supervisor Kauffman to establish employee contributions to the Police Pension Plan, Seconded

by Vice Chairman Shellenhamer, carried unanimously

1. Approval of Resolution No. 2023-04: establishing employee contributions to the Newberry Township Non-Uniformed Pension Plan for plan year 2023

**Motion** by Vice Chairman Shellenhamer to approve contributions to the Non-Uniformed Pension Plan,

Seconded by Supervisor Kirkpatrick, carried unanimously

1. Approval of Resolution No. 2023-05: designating PNC, M &T, Member’s 1st,

Traditions and PLGIT, as the banks for the depositing of Township Funds.

**Discussion** Jane Deamer explained PNC bank is not being used. Tony Miller explained PNC Bank was on the

Agenda but not the Resolution

**Motion** Chairman Harkins to amend the agenda and remove PNC Bank, Seconded by Supervisor

Kirkpatrick, carried unanimously

**Discussion by** Supervisor Kauffman stating Traditions charges the Township over $3000.00 in yearly fees.

Chairman Harkins questioned why the need for so many banks. Tony Miller explained Members

First is used for the sewer’s credit card payments. M&T is use for the Sewer as well as the

Townships General Fund. Tony Miller then explained that PNC was costing the Township money

because the funds were in a non-interest-bearing account

by Dave Parsons, resident questioning the resolution. The Solicitor explained a new resolution can

be made to move funds

by Supervisor Kauffman that she would like us to go with local banks and not big

conglomerates

**Motion** by Supervisor Kirkpatrick to amend the agenda to remove PNC Bank from Resolution

2023-05. Designated banks are M&T, Members First, Traditions and PLGIT. Seconded by Vice

Chairman Shellenhamer, carried unanimously

1. Approval of Resolution No. 2023-06: setting 2023 wages:

**Motion** bySupervisor Kirkpatrick to approve setting the 2023 wages, seconded Vice Chairman

Shellenhamer carried unanimously

1. Approval of Resolution 2023-07: establishing the IRS rate of mileage reimbursement for the use of

personal vehicles on Township business: new rate is $.625 cents per

**Motion** bySupervisor Kauffman to approve the 2023 Mileage reimbursement Seconded by Supervisor

1. Approval of Resolution 2023-08: Appointing a member(s) to the Zoning Hearing Board:

**Motion** by Supervisor Kirkpatrick to reappoint Eric Johnson with a term ending December 31,

2027. Motion seconded by Vice Chairman Shellenhamer, carried unanimously

XVII**. Other Business:**

**West Shore Recreation Reimbursement Program:**

**Motion** by Supervisor Kirkpatrick to table the discussion until the January 24, 2023, BOS meeting, by

Supervisor Wintermyer, carried unanimously

**Discussion** Supervisor Wintermyer agrees just as long as reimbursement is retroactive to 1/1/2023.

Vice Chairman Shellenhamer would like to move forward since sign up start the following day

Supervisor Kauffman does not agree that the Township should reimburse all activities such as

Learning to Babysit.

Jane Harmon, resident also does not agree that all activities should be reimbursed, such as out of

School Summer Programs

Tony Miller then explained he would have to go through the program page by page and have the

BOS approve what can be reimbursed and what cannot. This will be discussed at the BOS meeting

on January 24, 2023 and voted on at the BOS meeting 2/27/2023.

XVIII. **Executive Session**

by Chairman Harkins to discuss personnel issues

XIX. **Adjournment:**

**Motion** By Supervisor Kirkpatrick to Adjourn seconded by Supervisor Kauffman

Respectfully Submitted,

Tony Miller, Secretary