

2020 REORGANIZATION MEETING AGENDA

January 6, 2020

CALL TO ORDER

The meeting was called to order by _____ at _____.

Supervisors Present:

Staff Present

NEW BUSINESS

Motion to elect Steve Harlacher as Chairman of the Board of Supervisors for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to elect Dave Markel as Vice Chairman of the Board of Supervisors for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Kelly K. Kelch as Township Manager for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Kelly K. Kelch as Secretary for the year 2020; and Keith Whittaker as Assistant Secretary for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Keith Whittaker as Treasurer for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to recommend to the Board of Auditors that the Treasurer's bond be set at \$1,000,000 for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to meet on those dates and times as attached and on such other days as the Board specifies from time to time.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Dawood Associates Inc., as Township Engineer at a rate of \$100 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are:

Principal/Director	\$144.00
Senior Engineer	\$129.00
Project Manager	\$113.00
PLS (Professional Surveyor)	\$98.00
Planner	\$88.00
Planner Assistant	\$50.00
Staff Engineer	\$88.00
Staff Professional	\$77.00
CADD Technician	\$72.00
Surveyor	\$57.00
Engineer Technician	\$67.00
Inspector	\$65.00
2-Man Survey Crew	\$72.00
Administrative Assistant	\$45.00

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Griest, Himes, Herrold, Reynosa LLP as Township Solicitor with John Herrold and Andrew Herrold as the primary contacts at a rate of \$225 per meeting and \$190 per hour for representation, billed on a monthly basis.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Eric Swiger, South Penn Code Consultants LLC, as the Township Alternate Sewage Enforcement Officer.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Ream, Carr, Markey & Woloshin LLP as Solicitor for the Zoning Hearing Board with Gavin W. Markey as primary contact person at a rate of \$110 per hour for his services.

MOTION:

SECOND:

MOTION PASSED _____

Motion to set the benefits for all non-uniformed employees as listed in the Non-Uniformed Personnel Policy.

MOTION:

SECOND:

MOTION PASSED _____

Motion to afford all Board of Supervisors members the same benefits and privileges of the Township Manager.

MOTION:

SECOND:

MOTION PASSED _____

Motion to set benefits for all uniformed personnel. Benefits for all Police Officers to be governed fully by the terms of the 2018-2020 Police Contract and the Police Chief's benefits to be governed by contract with the Chief.

MOTION:

SECOND:

MOTION PASSED _____

Motion to establish the wages for all non-uniformed Township Employees in accordance with the adopted 2020 General Fund Budget.

MOTION:

SECOND:

MOTION PASSED _____

Motion to authorize payment of current expenditures and allow staff to pay generally accepted expenditures, with the approval of the Township Manager, which become due prior to the Board's regular meeting.

MOTION:

SECOND:

MOTION PASSED _____

Motion to name PNC Bank depository for all Township funds except for the West Manchester Township Sewer Revenue Fund and funds deposited by the Township Tax Collector.

MOTION:

SECOND:

MOTION PASSED _____

Motion to name M&T Bank as depository for the West Manchester Township Sewer Revenue Fund.

MOTION:

SECOND:

MOTION PASSED _____

Motion to name First National Bank and Fulton Bank as depository for funds deposited by the Township Tax Collector.

MOTION:

SECOND:

MOTION PASSED _____

Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2020 calendar year at a rate equal to the IRS approved rate (58 cents/mile).

MOTION:

SECOND:

MOTION PASSED _____

Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to authorize Markel, Hickey, Harlacher, and Kelch, or their designees, to attend the State Convention of the Pennsylvania State Association of Township Supervisors, and authorize payment of their expenses as allowed by the General Assembly.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Clifton Laughman as Emergency Management Coordinator and Kelly Kelch as Assistant Emergency Coordinator for West Manchester Township for calendar year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to reappoint Eugene Williams as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2024, with an effective date of January 1, 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to reappoint Joy Rusonis as a member of the West Manchester Township Zoning Hearing Board, for a three-year term ending on December 31, 2022, with an effective date of January 1, 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to reappoint Richard Gordon as a member of the West Manchester Township Planning Commission, for a four-year term ending on December 31, 2023, with an effective date of January 1, 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to reappoint Mike Miller as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2022, with an effective date of January 1, 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Jan Dell to the Vacancy Board for the year 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Keith Whittaker as the voting delegate representing West Manchester Township on the York County Tax Collection Committee and Michele Emenheiser as an alternate.

MOTION:

SECOND:

MOTION PASSED _____

Motion to appoint Rachelle Sampere as the West Manchester Township Building Code Official and Zane Williams as an alternate.

MOTION:

SECOND:

MOTION PASSED _____

Motion to adopt Resolution 20-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2019.

MOTION:

SECOND:

MOTION PASSED _____

Motion to adopt Resolution 20-02, setting fees, rates, and costs for West Manchester Township for 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to adopt Resolution 20-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2020.

MOTION:

SECOND:

MOTION PASSED _____

Motion to adopt Resolution 20-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2020, required by Act 205.

MOTION:

SECOND:

MOTION PASSED _____

Motion to adopt Resolution 20-05, appointing Kelly K. Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

MOTION:

SECOND:

MOTION PASSED _____

Motion to authorize the West Manchester Township Fire Police and Fire Fighters to participate in activities per the attached letter from Township Fire Chief, Clifton Laughman, for the year 2020 for the purpose of worker's compensation coverage.

MOTION:

SECOND:

MOTION PASSED _____

Motion to approve Amendment #1 to the Chief of Police Employment Agreement.

MOTION:

SECOND:

MOTION PASSED _____

Motion to approve Amendment #2 to the Lieutenant's Employment Agreement.

MOTION:

SECOND:

MOTION PASSED _____

ADJOURNMENT

Motion to adjourn the Reorganization Meeting at _____ a.m.

MOTION:

SECOND:

MOTION PASSED _____