

## 2021 REORGANIZATION MEETING AGENDA

January 4, 2021

### CALL TO ORDER

### NEW BUSINESS

- Motion to appoint \_\_\_\_\_ as Chairperson of the Board of Supervisors for the year 2021.
- Motion to appoint \_\_\_\_\_ as Vice-Chairman of the Board of Supervisors for the year 2021.
- Motion to appoint \_\_\_\_\_ as Supervisor of the Board of Supervisors for the year 2021.
- Motion to appoint Kelly K. Kelch as Township Manager for the year 2021.
- Motion to appoint Kelly K. Kelch as Secretary for the year 2021; and Keith Whittaker as Assistant Secretary for the year 2021.
- Motion to appoint Keith Whittaker as Treasurer for the year 2021.
- Motion to recommend to the Board of Auditors that the Treasurer's bond be set at \$1,000,000 for the year 2021.
- Motion to meet on those dates and times as attached and on such other days as the Board specifies from time to time.

- 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	\$115.00
PLS (Professional Surveyor)	\$98.00
Planner	\$88.00
Planner Assistant	\$50.00
Staff Engineer	\$90.00
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 to appoint Griest, Himes, Herrold, Reynosa LLP as Township Solicitor with Andrew Herrold as the primary contact, and John Herrold as secondary at a rate of \$225 per meeting and \$190 per hour for representation, billed on a monthly basis.
- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer.
- Motion to appoint Eric Swiger, South Penn Code Consultants LLC, as the Township Alternate Sewage Enforcement Officer.
- 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 to set the benefits for all non-uniformed employees as listed in the Non-Uniformed Personnel Policy.

- Motion to afford all Board of Supervisors members the same benefits and privileges of the Township Manager.
- Motion to set benefits for all uniformed personnel. Benefits for all Police Officers to be governed fully by the terms of the 2019-2023 Police Contract and the Police Chief's benefits to be governed by contract with the Chief.
- Motion to establish the wages for all non-uniformed Township Employees in accordance with the adopted 2021 General Fund Budget.
- 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 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 to name M&T Bank as depository for the West Manchester Township Sewer Revenue Fund.
- Motion to name First National Bank and Fulton Bank as depository for funds deposited by the Township Tax Collector.
- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2021 calendar year at a rate equal to the IRS approved rate (56 cents/mile).
- Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2021.

- 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 to appoint Clifton Laughman as Emergency Management Coordinator and Kelly Kelch as Assistant Emergency Coordinator for West Manchester Township for calendar year 2021.
- Motion to reappoint Jim Bentzel Jr. as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2025, with an effective date of January 1, 2021.
- Motion to reappoint Patrick Hein as a member of the West Manchester Township Planning Commission, for a four-year term ending on December 31, 2024, with an effective date of January 1, 2021.
- Motion to reappoint Ron Stare as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2025, with an effective date of January 1, 2021.
- Motion to reappoint William Vangreen as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2023, with an effective date of January 1, 2021.
- Motion to reappoint Todd Shoemaker as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2023, with an effective date of January 1, 2021.
- Motion to appoint Jan Dell to the Vacancy Board for the year 2021.

- Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2021.
- Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2021.
- 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 to appoint Peter Schilling, Commonwealth Code Inspection Services Inc., as the West Manchester Township Building Code Official, and Rachelle Sampere and Zane Williams as an alternates.
- Motion to adopt Resolution 21-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2020.
- Motion to adopt Resolution 21-02, setting fees, rates, and costs for West Manchester Township for 2021.
- Motion to adopt Resolution 21-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2021.
- Motion to adopt Resolution 21-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2021, required by Act 205.
- Motion to adopt Resolution 21-05, appointing Kelly K. Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

- 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 2021 for the purpose of worker's compensation coverage.

## **ADJOURNMENT**

Motion to adjourn the Reorganization Meeting.