

**2016 REORGANIZATION MEETING  
January 4, 2016**

**CALL TO ORDER**

The meeting was called to order by temporary Chairperson Rosa Hickey at 7:30 a.m.

Other Supervisors Present:                    David Markel

Supervisor Absent:                             Steve J. Harlacher

Staff Present:                                    Kelly K. Kelch, Township Manager  
Lori Trimmer, Assistant Township Manager  
Tricia E. Smeltzer, Stenographer

**PUBLIC COMMENTS**

Temporary Chairperson Hickey requested comments from the public regarding any Agenda item or any other matter they wish to bring to the Board's attention. There were none.

**NEW BUSINESS**

Motion to elect Steve Harlacher as Chairperson of the Board of Supervisors for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to elect Dave Markel as Vice Chairman of the Board of Supervisors for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Kelly K.Kelch as Township Manager and Lori Trimmer as Assistant Township Manager for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Kelly K. Kelch as Secretary for the year 2016; and Keith Whittaker as Assistant Secretary for the year 2016.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Keith Whittaker as Treasurer for the year 2016.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED 2-0

Motion to recommend to the Board of Auditors that the Treasurer's bond be set at \$1,000,000 for the year 2016.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Dawood Associates, Inc., as Township Engineer at a rate of \$50 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are:

|                                    |          |
|------------------------------------|----------|
| Principal                          | \$130.00 |
| Project Engineer (Senior Engineer) | \$115.00 |
| Project Manager (Staff Engineer)   | \$100.00 |
| PLS (Professional Surveyor)        | \$95.00  |
| Planner                            | \$85.00  |
| Staff Engineer                     | \$80.00  |
| Staff Professional                 | \$70.00  |
| Engineer's Assistant               | \$60.00  |
| CADD Technician                    | \$65.00  |
| Administrative Assistant           | \$40.00  |
| Survey Crew Chief                  | \$65.00  |
| Surveyor                           | \$45.00  |
| Engineering Technician             | \$60.00  |
| Inspector                          | \$55.00  |

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Griest, Himes, Herrold, Schauman, Reynosa, LLP as Township Solicitor with John Herrold as primary contact person at a rate of \$225 per meeting up to three hours and \$135 per hour over three hours; and \$170 per hour for representation, billed on a monthly basis.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Bradley Hengst as the Township Sewage Enforcement Officer.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to afford all Board of Supervisor's members the same benefits and privileges of the Township Manager.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to set benefits for all uniformed personnel. Benefits for all Police Officers to be governed fully by the terms of the 2016-2018 Police Contract and the Police Chief's benefits to be governed by contract with the Chief.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to establish the wages for all non-uniform Township Employees in accordance with the adopted 2016 General Fund Budget.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to name Metro Bank as depository for funds deposited by the Township Tax Collector.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to compensate Supervisors and all Township employees for the authorized use of their personal cars while on Township business at a rate equal to the IRS approved rate (54 cents/mile).

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Rick Trout as Acting Emergency Management Coordinator and Kelly Kelch as Assistant Emergency Management Coordinator for West Manchester Township.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to authorize Markel, Harlacher, Hickey, 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: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to reappoint James Bentzel Jr. as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2020.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to reappoint Karla Farrell as a member of the West Manchester Township Zoning Hearing Board for a three-year term ending December 31, 2018.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to reappoint Richard Gordon as a member of the West Manchester Township Planning Commission, for a four-year term ending December 31, 2019.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Jan R. Dell to the Vacancy Board for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Monica Love as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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 for the year 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

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

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to adopt Resolution 16-01 appointing Maher Duessel, Certified Public Accountants, to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2015.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to adopt Resolution 16-02, setting fees, rates, and costs for West Manchester Township for 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTON PASSED 2-0

Motion to adopt Resolution 16-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2016.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to adopt Resolution 16-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2016, as required by Act No. 205.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to adopt Resolution 16-05, appointing Kelly K. Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Motion to authorize the West Manchester Township Fire Police and Fire Fighters to participate in activities per the attached letter from the Township Fire Chief for the year 2016 for the purpose of worker's compensation coverage.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0.

Manager Kelch requested the Board to acknowledge the executed Memorandum of Understanding between the County of York and West Manchester Township regarding its participation in the York County Drug Task Force starting on March 1, 2016 for a period of 3 years.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

### **ADJOURNMENT**

Motion to adjourn the Reorganization Meeting at 7:40 am.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED 2-0

Respectfully submitted,

Kelly K. Kelch/Secretary  
Tricia E. Smeltzer/Stenographer