

## CODORUS TOWNSHIP

### ORGANIZATION MEETING – JANUARY 4, 2016

The Codorus Township Board of Supervisors met Monday January 4, 2016 at 7:30 P.M. in the Township office for the purpose of organizing for the Year 2016 and to conduct other business that came before the Board. Board members present were: Lamar Glatfelter, Charlie Van Scoyoc and Robert Gladfelter.

Charlie made a motion to appoint Lamar acting Chairman and April as acting Secretary, seconded by Bob. Motion carried.

The acting Chairman Lamar opened the meeting by asking for a nomination for Chairman for the year 2016.

Charlie made a motion to nominate Lamar to serve as Chairman for the Year 2016, seconded by Bob Motion carried.

Lamar made a motion to appoint Bob to serve as Vice-Chairman for the Year 2016, seconded by Charlie. Motion carried.

Bob made a motion to appoint April to serve as Secretary-Treasurer for the Year 2016, seconded by Lamar. Motion carried.

Charlie made a motion to appoint Bob as roadmaster for the Year 2016, seconded by Lamar. Motion carried.

Bob made a motion to appoint Charlie as roadmaster for the Year 2016, seconded by Lamar. Motion carried.

Bob made a motion to appoint Lamar as roadmaster for the Year 2016, seconded by Charlie. Motion carried.

Lamar made a motion to appoint Bob Gladfelter as Road Superintendent/Roadmaster for 2016, seconded by Charlie. Motion carried.

Charlie made a motion that the Road Superintendent be given the authority to recommend any hiring or firing of employees to the Board of Supervisors for final action, seconded by Lamar. Motion carried.

Lamar made a motion to give the Road Superintendent the authority to make purchases up to \$1,500 in case of an emergency, seconded by Charlie. Motion carried.

Bob made a motion to appoint Laverne Wolfgang as Assistant Road Superintendent/Roadmaster for 2016, seconded by Charlie. Motion carried.

Bob made a motion to re-appoint John Rohrbaugh and Stephen Nafe as hourly employees for the year 2016, seconded by Charlie. Motion carried.

Lamar made a motion to retain John Herrold as Solicitor to the Board for the Year 2016, seconded by Charlie. Motion carried.

Charlie made a motion to retain C.S. Davidson, Inc. as Township Engineer for the Year 2016, seconded by Lamar. Motion carried.

Charlie made a motion to retain Gilbert Malone as Solicitor to the Township Planning Commission for the Year 2016, seconded by Lamar. Motion carried.

Bob made a motion to retain Keith Hennings as Codes Enforcement Officer for the Year 2016, seconded by Charlie. Motion carried.

Charlie made a motion to retain William Deal (SEO Services, Inc.) as Sewage Enforcement Officer for 2016 and Ethan Poe as Alternate Sewage Officer, seconded by Bob. Motion carried.

Lamar made a motion to retain Ray Masimore as Chairman of the Vacancy Board for the Year 2016, seconded by Charlie. Motion carried.

Bob made a motion to retain Marsha McKnight as representative to the York Area Earned Income Tax Bureau, seconded by Lamar. Motion carried.

Charlie made a motion to appoint Bob as Voting Delegate to the 2016 State Convention, seconded by Lamar. Motion carried.

Lamar made a motion to send the other two Supervisors to the 2016 State Convention as delegates seconded by Charlie. Motion carried.

Bob made a motion to set the Secretary-Treasurer's bond for 2016 at \$700,000 seconded by Charlie. Motion carried.

Lamar made a motion to pay hired help as follows:

- Full-time road Superintendent/Roadmaster 21.53 per hour
- Full-time Assistant road Superintendent/Roadmaster 19.48 per hour
- Full-time regular experienced equipment operators/laborer 19.48 per hour
- New employees with experience working full-time 18.48 per hour
- Raises for new employee would be given at intervals of .25@ 3 months, .25@ 6 Months and .50@ 15 months
- Part time Equipment Operator 21.53 per hour
- Part time Park Help 14.32 per hour
- Secretary/Treasurer 725.43 per week

Charlie seconded the motion. Motion carried.

Bob made a motion to pay time and one-half for all hours worked in excess of 40 hours per week or 8 hours in one day, seconded by Lamar. Motion carried.

Charlie made a motion to pay full-time regular employees eleven (11) paid holidays per year (1) New Years Day (2) Good Friday (3) Memorial Day (4) July 4<sup>th</sup> (5) Labor Day (6) Thanksgiving Day (7) Christmas Day (8) & (9) the two election days and (10) & (11) two floating days of the employees choice Bob seconded the motion. Motion carried. The employee must work the day before and the day after the holiday in order to receive holiday pay.

Bob made a motion that no holiday pay be paid to employees that are on disability or receiving insurance benefits, seconded by Charlie. Motion carried.

Bob made a motion to pay full-time regular employees vacation pay as follows:

One year through eight years – two weeks

Eight years through fifteen years- three weeks

After completion of 15 years – four weeks

Lamar seconded the motion. Motion carried.

Lamar made a motion to pro-rate vacation pay as follows for employees working less than twelve months of the year:

(1) Employees eligible for (80) hours vacation pay will receive vacation pay consisting of one twelfth (1/12) of eighty (80) hours for each month worked.

(2) Employees eligible for one hundred twenty (120) hours vacation pay will receive vacation pay consisting of one twelfth (1/12) of one hundred twenty (120) for each month worked

(3) Employees eligible for one hundred sixty (160) hours vacation pay will receive vacation pay consisting of one twelfth (1/12) of one hundred sixty (160) hours for each month worked.

Charlie seconded this motion. Motion carried.

Bob made a motion to pay regular full-time employees five (5) days sick leave per year with unused days being forfeited. Lamar seconded the motion. Motion carried.

Charlie made a motion to pay regular full-time employees the difference in Jury Duty pay and their regular pay if the employee is called to serve on jury, seconded by Bob. Motion carried.

Charlie made a motion to pay full-time employees three (3) days pay for a death in the immediate family (parent, spouse, child, sister, brother, grandparent or grandchild) and one (1) day for an in-law, Aunt or Uncle. Lamar seconded this motion. Motion carried.

Charlie made a motion to request the auditors set the pay for Supervisors working as roadmaster at 21.53 per hour with time and one-half for all hours worked in excess of 8 hours per day, seconded by Bob. Motion carried.

Lamar made a motion to request that the Auditors set the same Holiday, Vacation, Sick, Jury Duty and Funeral pay for Supervisor working full-time as Roadmasters or Secretary-Treasurer as that set by the Board for full-time employees. Charlie seconded this motion. Motion carried.

Charlie made a motion to pay Township employees .57 per mile for the use of their personal vehicles on Township business, seconded by Lamar. Motion carried.

Bob made a motion to request that the Auditors set the same mileage allowance for Supervisors using their personal vehicles; for Township business as that set for other employees, seconded by Charlie. Motion carried.

Lamar made a motion to retain the Peoples Bank as banking institution for the Year 2012, seconded by Bob. Motion carried.

Charlie made a motion to continue to hold regular monthly meetings of the Board on the first Thursday and second Wednesday of each month at 7:30 P.M. Lamar seconded the motion. Motion carried.

Bob made a motion to pay the secretary of the Planning Commission \$50.00 for each meeting as expense money, seconded by Charlie. Motion carried.

Lamar made a motion to pay members of the Planning Commission \$50.00 for each meeting attended, seconded by Bob. Motion carried.

Charlie made a motion to pay members of the Planning Commission \$50.00 for each inspection attended, seconded by Lamar. Motion carried.

Bob made a motion to pay members of the Zoning Hearing Board \$50.00 for each hearing and decisional meeting attended, seconded by Charlie. Motion carried.

Lamar made a motion to pay April Rehbein \$65.00 per month for cleaning the office and restrooms, seconded by Bob. Motion carried.

Charlie made a motion to give the Secretary-Treasurer the authority to pay any bills coming due before the monthly meetings that would result in saving a late penalty and pay all bill related to the payroll when necessary, seconded by Lamar. Motion carried.

Bob made a motion to pay the registration fee, mileage allowance and attendance fee for each Township official attending the York County Supervisors Convention, seconded by Lamar. Motion carried.

Charlie made a motion to pay or reimburse delegates attending the State Convention as follows:

1. Actual cost of registration
2. A mileage allowance of .57 per mile for travel
3. Actual expense for meals with a maximum of \$60.00 per day for the four Day convention
4. Actual hotel/motel expense for room accommodation. With the stipulation that the delegate submit all receipts before being reimbursed. Lamar seconded this motion. Motion carried.

Bob made a motion to adopt resolution No. 16-01 setting the fees, rates and costs for Codorus Township for 2016. Charlie seconded this motion. Motion carried.