

## CODORUS TOWNSHIP

### ORGANIZATION MEETING – JANUARY 2, 2024

Robert Gladfelter made a motion to appoint Lamar Glatfelter acting Chairman and Megan Harris as acting Secretary, seconded by Charles VanScoyoc. Motion carried.

The acting Chairman Lamar Glatfelter opened the meeting by asking for a nomination for Chairman for the year 2024.

Bob Gladfelter made a motion to nominate Lamar Glatfelter to serve as Chairman for the Year 2024, seconded by Charles VanScoyoc. Motion carried.

Lamar Glatfelter made a motion to appoint Robert Gladfelter to serve as Vice-Chairman for the Year 2024, seconded by Charles VanScoyoc. Motion carried.

Charles VanScoyoc made a motion to appoint Megan Harris to serve as Secretary-Treasurer for the Year 2024, seconded by Lamar Glatfelter. Motion carried.

Charles VanScoyoc made a motion to appoint Robert Gladfelter as roadmaster for the Year 2024, seconded by Lamar Glatfelter. Motion carried.

Robert Gladfelter made a motion to appoint Charles VanScoyoc as roadmaster for the Year 2024, seconded by Lamar Glatfelter. Motion carried.

Charles VanScoyoc made a motion to appoint Lamar Glatfelter as roadmaster for the Year 2024, seconded by Robert Gladfelter. Motion carried.

Lamar Glatfelter made a motion to appoint Brandon Maxwell as Road Superintendent/Roadmaster for 2024, seconded by Charles VanScoyoc. Motion carried.

Charles VanScoyoc 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 Glatfelter. Motion carried.

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

Lamar Glatfelter made a motion to re-appoint Charles Aiken and as an hourly employee for the year 2024, seconded by Charles VanScoyoc. Motion carried.

Lamar Glatfelter made a motion to appoint Clark Thoman and as an hourly employee for the year 2024, seconded by Robert Gladfelter. Motion carried.

Robert Gladfelter made a motion to retain Andrew Herrold as Solicitor to the Board for the Year 2024, seconded by Charles VanScoyoc. Motion carried.

Charles VanScoyoc made a motion to retain C.S. Davidson, Inc. as Township Engineer for the Year 2024, seconded by Robert Gladfelter. Motion carried.

Lamar Glatfelter made a motion to retain Andrew Herrold as Solicitor to the Township Planning Commission for the Year 2024, seconded by Robert Gladfelter. Motion carried.

Robert Gladfelter made a motion to retain Simon Schilling as Codes Enforcement Officer for the Year 2024, seconded by Lamar Glatfelter. Motion carried.

Charles VanScoyoc made a motion to retain Hanover Land Services as Sewage Enforcement Officer for 2024 by Robert Gladfelter. Motion carried.

Lamar Glatfelter made a motion to retain Ray Masimore as Chairman of the Vacancy Board for the Year 2024, seconded by Robert Gladfelter. Motion carried.

Charles VanScoyoc made a motion to appoint Lamar Glatfelter as Voting Delegate to the 2024 State Convention, seconded by Robert Gladfelter. Motion carried.

Robert Gladfelter made a motion to send the other two Supervisors to the 2024 State Convention as delegates seconded by Charles VanScoyoc. Motion carried.

Robert Gladfelter made a motion to set the Secretary-Treasurer's bond for 2024 at \$750,000 seconded by Charles VanScoyoc. Motion carried.

Lamar Glatfelter made a motion to pay hired help as follows:

- Full-time road Superintendent/Roadmaster \$27.50 per hour
- Full-time regular experienced equipment operators/laborer \$26.00 per hour
- New employees with experience working full-time \$22.80 per hour
- Raises for new employee would be given at intervals of \$.25 @ 3 months, \$.25@ 6 Months and \$.50@ 15 months, including Brandon Maxwell
- Part time Equipment Operator \$27.50 per hour
- Part time Park Help \$20.00 per hour
- Secretary/Treasurer \$950.00 per week

Robert Gladfelter seconded the motion. Motion carried.

Robert Gladfelter 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 Glatfelter. Motion carried.

Charles VanScoyoc 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 Lamar Glatfelter seconded the motion. Motion carried. The employee must have a scheduled vacation or report to work as scheduled the day before and the day after the holiday in order to receive holiday pay.

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

Lamar Glatfelter 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

Robert Gladfelter seconded the motion. Motion carried.

Charles VanScoyoc 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.

Lamar Glatfelter seconded this motion. Motion carried.

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

Charles VanScoyoc 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 Robert Gladfelter. Motion carried.

Lamar Glatfelter 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. Charles VanScoyoc seconded this motion. Motion carried.

Robert Gladfelter made a motion to request the auditors set the pay for Supervisors working as roadmaster at \$27.50 per hour with time and one-half for all hours worked in excess of 8 hours per day, seconded by Lamar Glatfelter. Motion carried.

Charles VanScoyoc 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. Robert Gladfelter seconded this motion. Motion carried.

Lamar Glatfelter made a motion to pay Township employees .67 (2024 IRS Rate) per mile for the use of their personal vehicles on Township business, seconded by Charles VanScoyoc. Motion carried.

Robert Gladfelter 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 Lamar Glatfelter. Motion carried.

Robert Gladfelter made a motion to retain the Peoples Bank as banking institution for the Year 2024, seconded by Charles VanScoyoc. Motion carried.

Charles VanScoyoc made a motion to continue to hold regular monthly meetings of the Board on the first Thursday of each month at 7:30 P.M. Robert Gladfelter seconded the motion. Motion carried.

Robert Gladfelter made a motion to pay the secretary of the Planning Commission \$75.00 for each meeting as expense money, seconded by Robert Gladfelter. Motion carried.

Lamar Gladfelter made a motion to pay members of the Planning Commission \$75.00 for each meeting attended, seconded by Robert Gladfelter. Motion carried.

Charles VanScoyoc made a motion to pay members of the Planning Commission \$75.00 for each inspection attended, seconded by Robert Gladfelter. Motion carried.

Robert Gladfelter made a motion to pay members of the Zoning Hearing Board \$ 100.00 for each hearing and decisional meeting attended, seconded by Motion carried.

Lamar Glatfelter 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 Robert Gladfelter. Motion carried.

Charles VanScoyoc 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 Robert Gladfelter. Motion carried.

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

1. Actual cost of registration
2. A mileage allowance of .67 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. Robert Gladfelter seconded this motion. Motion carried.

Lamar Glatfelter made a motion to accept the fee schedule from Commonwealth Code Inspection Service for Codorus Township for 2024. Robert Gladfelter seconded this motion. Motion carried.