

CODORUS TOWNSHIP

ORGANIZATIONAL MEETING - JANUARY 4, 1993

The Codorus Township Organizational meeting was held January 4, 1993 at 7:30 P.M. in the Township Building. Present were Supervisors Lamar Glatfelter, James Bailey, Charles Wehrly and Goldie Day

Charles Wehrly made a motion to appoint Lamar Glatfelter acting Chairman to open the meeting and Goldie Day as acting Secretary, seconded by James Bailey. Motion carried.

The acting Chairman, Lamar Glatfelter, opened the meeting by asking for a nomination for Chairman for the Year 1993.

James Bailey made a motion to nominate Lamar Glatfelter to serve as Chairman of the Board for the Year 1993, seconded by Charles Wehrly. Motion carried.

Charles Wehrly made a motion to nominate James Bailey to serve as Vice-Chairman of the Board for the Year 1993, seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to appoint Goldie Day to serve as Secretary-Treasurer for 1993, seconded by James Bailey. Motion carried.

James Bailey made a motion to appoint Charles Wehrly as Roadmaster and Superintendent for the year, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to appoint James Bailey as Roadmaster for the year, seconded by Lamar Glatfelter. Motion carried.

James Bailey made a motion to appoint Lamar Glatfelter as Roadmaster for the year, seconded by Charles Wehrly. Motion carried.

Lamar Glatfelter made a motion to give the Road Superintendent the authority to hire and fire employees as the need arises, seconded by James Bailey. Motion passed.

James Bailey made a motion to give the Road Superintendent the authority to make purchases up to \$500.00 in case of an emergency, seconded by Lamar Glatfelter. Motion passed.

Charles Wehrly made a motion to retain John C. Herrold as Solicitor to the Board for the year, seconded by James Bailey. Motion carried.

Lamar Glatfelter made a motion to retain David Davidson of C.S. Davidson, Inc. as Township Engineer for the year, seconded by Charles Wehrly. Motion carried.

Charles Wehrly made a motion to retain Gilbert Malone as Solicitor to the Township Planning Commission for the year, seconded by James Bailey. Motion carried.

James Bailey made a motion to retain Irvin Rappoldt as Zoning Officer for 1993, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to retain Mahlon Stambaugh as Sewage Enforcement Officer for 1993, seconded by James Bailey. Motion carried. Mr. Stambaugh will be asked to spend from 6 P.M. to 8 P.M. every second and fourth Wednesday at the Township office to accommodate persons wishing to do business with him.

Lamar Glatfelter made a motion to retain John Klinedinst of C.S. Davidson, Inc. as the alternate Sewage Enforcement Officer for 1993, seconded by Charles Wehrly. This motion carried.

James Bailey made a motion to retain Gary Masimore as Chairman of the Vacancy Board for the year, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to retain Marilyn Godson as Representative to the York Area Earned Income Tax Bureau for 1993 and Goldie Day as Alternate representative, seconded by James Bailey. Motion carried.

Lamar Glatfelter made a motion to appoint Charles Wehrly as Voting Delegate to the 1993 State Convention, seconded by James Bailey. Motion carried.

James Bailey made a motion to send the other two Supervisors and the Secretary to the 1993 State Convention as delegates, seconded by Charles Wehrly. Motion carried.

Lamar Glatfelter made a motion to pay the Secretary-Treasurer a salary of \$440.00 per week, seconded by James Bailey. Motion carried.

James Bailey made a motion to pay hired help as follows: \$11.00 per hour for equipment operators; \$10.75 per hour for new employees with experience and a starting rate of \$10.30 per hour for new maintenance employees without experience, seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to pay time and one-half for all hours worked in excess of eight (8) hours per day, seconded by James Bailey. Motion carried.

Charles Wehrly made a motion to make the new rates retroactive to January 1, 1993, seconded by Lamar Glatfelter. Motion carried.

James Bailey made a motion to pay full time regularly employed employees eleven (11) paid holidays per year: (1) New Year's Day (2) Good Friday (3) Memorial Day (4) July 4th (5) Labor Day (6) Thanksgiving Day (7) Christmas Day (8) & (9) two floating holidays of the employees choice and (10) & (11) the two election days, seconded by Charles Wehrly. Motion carried.

Lamar Glatfelter made a motion to pay part-time employees holiday pay only if they are working when the holiday falls, but no floating or election day holiday pay, seconded by James Bailey. Motion carried.

Charles Wehrly made a motion that should an emergency arise, requiring the employee to work on a holiday, then the holiday would be taken the first working day after the emergency has ended, James Bailey seconded. Motion carried.

James Bailey made a motion to pay regular employees two weeks vacation pay provided the employee has been employed one full year up to eight years; three weeks pay for employees with eight to fifteen years and four weeks vacation pay after fifteen years of service, seconded by Lamar Glatfelter. Motion passed.

Charles Wehrly made a motion to pay part-time employees three days vacation pay provided the employee has worked twenty weeks during the year, seconded by James Bailey. Motion carried.

Lamar Glatfelter made a motion to pay regular full-time employees then (10) days sick leave per year with unused days accumulating to thirty (30) days, which can be paid upon leaving the Township employ after ten years of service or at retirement age of 62 or older, seconded by James Bailey. Motion carried.

James Bailey made a motion to pay regular full time employees the difference in Jury Duty pay and their regular rate of pay should the employee be called to Jury Duty, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to pay full time employees three days pay for a death in the immediate family (mother, father, son, daughter, sister, brother, spouse, grandparent or grandchild) and one day for an in-law, aunt or uncle, seconded by James Bailey. Motion carried.

Lamar Glatfelter made a motion that the Board of Auditors set the Secretary-Treasurer's Bond at \$600,000., seconded by Charles Wehrly. Motion passed.

James Bailey made a motion to request that the auditors set the rate of pay for Supervisors working as roadmasters at \$11.50 per hour with time and one-half for all hours in excess of eight hours per day, seconded by Lamar Glatfelter. Motion passed.

Lamar Glatfelter made a motion that the Auditors made the rate of pay for Supervisors retroactive to January 1, 1993, seconded by James Bailey. Motion passed.

James Bailey made a motion to request that the Auditors set the same Holiday, Vacation, Sick Pay, Jury Duty Pay and Funeral pay for Supervisors working full-time as Roadmasters as that set by the Board for full time hired employees. Lamar Glatfelter seconded this motion. Motion carried.

Charles Wehrly made a motion to pay employees a mileage allowance of 26¢ per mile for the use of their personal vehicles for Township business, seconded by Lamar Glatfelter. Motion passed.

James Bailey made a motion that the Auditors set the same rate of mileage reimbursement for Supervisors using their personal vehicles for Township as that set for other employees (26¢ per mile), seconded by Charles Wehrly. Motion carried.

James Bailey made a motion that the Township change the banking institution from Farmers Bank and Trust Co., Hanover, Pa to The Glen Rock State Bank of Glen Rock, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion that the Township continue to hold regular monthly meetings the first Thursday and second Wednesday of every month at 7:30 P.M., seconded by James Bailey. Motion carried.

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Lamar Glatfelter made a motion to pay the Sewage Enforcement Officer \$100.00 for each percolation test performed, \$50.00 for each permit issued, \$50.00 for each site inspection, plus \$20.00 for each extra trip to a site, \$40.00 for each extra probe in excess of two on first day visit and \$20.00 for attendance at township meetings, seconded by James Bailey. Motion carried.

Charles Wehrly made a motion to pay the Zoning Officer \$35.00 for each building permit issued and \$35.00 for each home occupation permit issued, seconded by Lamar Glatfelter. Motion carried.

James Bailey made a motion to pay the Secretary of the Township Planning Commission \$20.00 for each meeting attended, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to pay members of the Planning Commission \$15.00 for each site inspection attended, seconded by Lamar Glatfelter. Motion carried.

James Bailey made a motion to appoint Ruth Baer, the elected tax collector to collect the Township Per Capita Taxes (Act 511) for the Year 1993, seconded by Charles Wehrly. Motion carried.

Lamar Glatfelter made a motion to pay Goldie Day \$50.00 per month for cleaning the office and rest rooms, seconded by Charles Wehrly. Motion carried.

James Bailey 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 to pay all bills connected with the payroll every two weeks or as necessary, seconded by Lamar Glatfelter. Motion carried.

Charles Wehrly made a motion to pay the registration fee, mileage allowance and \$35.00 attendance fee for each Township official attending the York County Convention, seconded by James Bailey. Motion carried.

Lamar Glatfelter made a motion to reimburse delegates attending the State Convention for the following:

- (1) Actual cost of registration
- (2) A mileage allowance of 26¢ per mile for travel or actual cost of gasoline purchased if car pooling.
- (3) Actual expense for meals with a maximum of \$50.00 per day for the four day convention.
- (4) Actual hotel/motel expense for room.
- (5) Voting delegate, Charles Wehrly, is to be paid his regular rate of pay for three days (8 hrs. per day)

The delegates must submit an itemized statement with all receipts before reimbursement can be made. James Bailey seconded this motion. Motion carried.

Lamar Glatfelter made a motion to pay members of the Township Zoning Hearing Board \$20.00 for each hearing attended, seconded by James Bailey. Motion carried.

Charles Wehrly made a motion to hire a part-time administrative assistant to fill in for the Secretary when she is on Vacation or Sick leave and to work other times to learn the business and work of the Secretary-Treasurer. Lamar Glatfelter seconded this motion. The motion carried.

James Bailey made a motion to pay an administrative assistant \$8.25 per hour, provided the person is experienced in general office work, seconded by Charles Wehrly. Motion carried.

The organizational meeting closed at 8:30 P.M. on motion by Charles Wehrly and second by James Bailey. A regular business meeting followed.

Respectfully submitted,

Goldie Day

Goldie Day, Secretary/Treasurer