

## CODORUS TOWNSHIP

### ORGANIZATION MEETING - JANUARY 6, 2003

The Codorus Township Board of Supervisors met Monday, January 6, 2003 at 7:30 P.M. in the Township office for the purpose of organizing for the Year 2003 and to conduct other business that came before the Board. Board members present were: Lamar Glatfelter, Brian Baer and Goldie Day.

Goldie Day made a motion to appoint Brian Baer acting Chairman and Goldie Day as acting Secretary, seconded by Lamar Glatfelter. Motion carried.

The acting chairman Brian Baer opened the meeting by asking for a nomination for a Chairman for the year 2003.

Goldie Day made a motion to nominate Brian Baer to serve as Chairman for the Year 2003. Seconded by Lamar Glatfelter. Motion carried.

Brian Baer made a motion to appoint Lamar Glatfelter to serve as Vice-Chairman for the Year 2003, seconded by Goldie Day. Motion carried.

Brian Baer made a motion to appoint Goldie Day to serve as Secretary – Treasurer for the Year 2003. Lamar Glatfelter said he would not second this motion. Goldie asked Lamar if he had someone else in mind for the position and he said no. Goldie Day seconded this motion. A vote was taken. Brian and Goldie voted yes to approve the motion. Lamar voted not to approve. The motion passed by majority vote. Goldie said she would check to see if it was legal for her to vote on this.

Goldie Day made a motion to appoint Lamar Glatfelter as roadmaster for the Year 2003, seconded by Brian Baer. Motion carried.

Lamar Glatfelter made a motion to appoint Brian Baer as roadmaster for the Year 2003, seconded by Goldie Day. Motion carried.

Brian Baer made a motion to re-appoint Timothy Steger as Road Superintendent/Roadmaster for 2003, seconded by Goldie Day. Motion carried.

Brian Baer 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 Galtfelter made a motion to give the Road Superintendent the authority to make purchases up to \$1,000 in case of an emergency, seconded by Goldie Day. Motion carried.

Goldie Day made a motion to re-appoint Laverne Wolfgang , Marlette Thomas and David

Mummert as hourly employees for the year 2003, seconded by Brian Baer. Motion carried.

Brian Baer made a motion to retain John Herrold as Solicitor to the Board for the Year 2003, seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to retain David Davidson of C.S.Davidson, Inc. as Township Engineer for the Year 2003, seconded by Goldie Day. Motion carried.

Brian Baer made a motion to retain Gilbert Malone as Solicitor to the Township Planning Commission for the Year 2003, seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to retain Irvin Rappoldt as Codes Enforcement Officer for three months seconded by Brian Baer. Motion carried.

Goldie Day made a motion to retain William Deal (SEO Services, Inc.) As Sewage Enforcement Officer for 2003 and William Reyna as Alternate Sewage Officer, seconded by Brian Baer. Motion carried.

Brian Baer made a motion to retain Ray Masimore as Chairman of the Vacancy Board for the Year 2003, seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to retain Charles Wehrly as representative to the York Area Earned Income Tax Bureau and Marsha McKnight as alternate for 2003, seconded by Goldie Day. Motion carried.

Lamar Glatfelter made a motion to appoint Brian Baer as Voting Delegate to the 2003 State Convention, seconded by Goldie Day. Motion carried.

Brian Baer made a motion to send the other two supervisors to the 2003 State Convention as delegates seconded by Lamar Glatfelter. Motion carried.

Lamar Glatfelter made a motion to set the Secretary - Treasurer's bond for 2003 at \$700,000 seconded by Brian Baer. Motion carried.

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

Full-time road Superintendent/Roadmaster 15.70 per hour

Full-time regular experienced equipment operators/laborer 14.40 per hour

New employees with experience working full-time 12.30 per hour

New employees without experience working full-time 11.60 per hour

Temporary employees with experience 11.75 per hour

Brian Baer seconded this motion. This motion carried.

Goldie Day made a motion to pay time and one-half for all hours worked in excess of 8 hours per day, any Saturday, Sunday or Holiday work, seconded by Brian Baer. This motion carried.

Lamar Glatfelter made a motion to make the new rates retroactive to January 5<sup>th</sup>, the beginning of the first payroll for 2003. Seconded by Brian Baer. Motion carried.

Goldie Day made a motion to pay full-time regular employees eleven (II) 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 employee's choice Brian Baer seconded this motion. This motion carried.

The employee must work the day before and day after the holiday in order to receive holiday pay.

Lamar Glatfelter made a motion that no holiday pay be paid to employees that are on disability or receiving insurance benefits, seconded by Brian Baer. This motion carried.

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

One year through eight years - two weeks

Eight years through 15 years - three weeks

After completion of 15 years - four weeks

Lamar Glatfelter seconded this motion. Motion carried.

Goldie Day made a motion to pay part-time employees 3 days vacation pay provided the employee has worked 20 weeks during the year, seconded by Brian Baer. Motion carried.

Brian Baer made a motion to pro-rate vacation pay as follows for employee 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) hours 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.

Lamar Glatfelter made a motion to pay regular full-time employees ten (10) days sick leave per year with unused days accumulating to thirty days which can be used for an extended illness or paid at retirement age of 62 or older or upon leaving Township employment after ten years of service. Goldie Day seconded this motion. Motion carried.

Brian Baer 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 a jury, seconded by Lamar Glatfelter. Motion carried.

Goldie Day 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. Brian Baer seconded this motion. Motion carried.

Lamar Glatfelter made a motion to request the auditors set the pay for supervisors working as roadmasters at 15.70 per hour with time and one-half for all hours worked in excess of 8 hours per day, seconded by Goldie Day. This motion carried.

Brian Baer 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. Lamar Glatfelter seconded this motion. This motion carried.

Lamar Glatfelter made a motion to pay Township employees .32 per mile for the use of their personal vehicles on Township business, seconded. by Brian Baer. Motion carried.

Brian Baer 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 Goldie Day. Motion carried.

Brian Baer made a motion to retain the Community Bank as banking institution for the Year 2003, seconded by Goldie Day. Motion carried.

Lamar Glatfelter 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. Brian Baer seconded this motion. Motion carried.

Brian Baer made a motion to make the fees for the Sewage Officer for 2003 as follows:

Probe evaluation	\$80.00
Percolation test	\$160.00 per test
System Design & Permit Issuance	\$40.00
Final inspection of system	\$80.00
Total charge for above per application	\$360.00
Sewage Complaint Investigation	\$50.00
Site Inspection	\$50.00
Existing- System Inspection	\$50.00
Planning Module (Existing System Inspection)	\$50.00
Unplanned Subdivision Existing System Inspection	\$50.00
Preparation for filing of charges and /or Court Appearance	\$40.00/hour
System Design Review	40.00 per design
Review Design for holding tank	40.00
Application fee repair System (depending on necessary tests)	\$120.00 – 360.00

Lamar Glatfelter seconded this motion. Motion carried.

Goldie Day made a motion to pay the Codes Enforcement Officer \$70.00 for each building permit, home occupation or hardship permit issued, seconded by Brian Baer. This motion carried.

Lamar Glatfelter made a motion to pay the secretary of the Planning Commission \$35.00 for each meeting as expense money, seconded by Goldie Day. This motion carried.

Lamar Glatfelter made a motion to pay members of the Planning Commission 35.00 for each site inspection attended, seconded by Brian Baer. Motion carried.

Goldie Day made a motion to pay members of the Zoning Hearing Board 50.00 for each hearing and decisional meeting attended, seconded by Brian Baer. Motion carried.

Lamar Glatfelter made a motion to hire the elected tax collector for the collection of Township Per Capita Taxes for the Year 2003, seconded by Brian Baer. Motion carried.

Lamar Glatfelter made a motion to pay Goldie Day \$55.00 per month for cleaning the office and restrooms, seconded by Brian Baer. Motion carried.

Brian Baer 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 related to the payroll when necessary, seconded by Lamar Glatfelter. Motion carried.

Goldie Day 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 Brian Baer. 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 .32 per mile for travel
- (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 accommodation.

With the stipulation that the delegate submits all receipts before being reimbursed. Goldie Day seconded this motion. Motion carried.

Lamar Glatfelter made a motion to pay April Rehbein 9.00 per hour for part-time office work. Brian Baer seconded this motion. Motion carried.

The organization meeting ended at 8:05 P.M. and the general session started.

  
Goldie Day, Secretary