

**NEWBERRY TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MINUTES  
January 5, 2015**

I. Don Keener called the meeting to order at 5:35 P.M.

Present: Carl Hughes, Supervisor  
Brandt Cook, Supervisor  
Maxine Kauffman, Supervisor  
Will Toothaker, Supervisor  
David Cantrell, Supervisor  
  
Don Keener, Manager

II. NOMINATION AND ELECTION OF CHAIRMAN OF THE BOARD:

Motion by Supervisor Toothaker, seconded by Supervisor Kauffman, to nominate Supervisor Carl Hughes as Chairman of the Board.

Vote on motion to elect Supervisor Hughes Chairman of the Board. 5 Ayes. Motion carried.

Manager Keener turned the meeting over to Chairman Hughes.

III. NOMINATION AND ELECTION OF THE VICE-CHAIRMAN OF THE BOARD:

Motion by Supervisor Kauffman, seconded by Supervisor Cantrell, to nominate Supervisor Toothaker as Vice-Chairman of the Board.

Vote on the motion to elect Supervisor Toothaker as Vice-Chairman of the Board. 5 Ayes. Motion carried.

IV. PUBLIC COMMENT:

Tony Miller asked if the Resolutions could be placed on the website prior to the meeting and if the fees are reviewed prior to the meeting.

Roger Herre asked if a list of the possible appointees could be placed on the website.

V. APPOINTMENTS:

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook, to appoint a-n as follows:

Vote on Motion. 5 Ayes. Motion carried.

- a. Don Keener, Manager, Secretary/Treasurer
- b. Jeff Martz, Zoning Officer
- c. Susan Aucker, Administrative Assistant/Asst. Secretary/Asst. Treasurer
- d. Stacy Craley, Refuse Billing Clerk
- e. Angela Seitz, Office Assistant (PT)
- f. Aimee Kluyber, Pagie Thurber, Receptionist(s) (PT)

- g. Margaret Clark, Police Administrative Assistant
- h. Rebecca Langan, Police Clerk
- i. Jerry Spease, Sewage Enforcement Officer
- j. Tim Wargo/Hoover Engineering, Robert Whitmore, Gary Morrow & Pennoni Associates  
Alternate Sewage Enforcement Officers
- k. CGA, Margaret Driscoll, Solicitor
- l. Pennoni Associates, Engineer
- m. John Snyder, Police Chief
- n. Greg Condon, Building Code Official until Jeff Martz receives his license from L&I then he will  
immediately become the Building Code Official

Motion made by Supervisor Cantrell, seconded by Vice-Chairman Toothaker, to leave the Roadmaster position open. Vote on Motion. 5 Ayes. Motion carried.

**VI. AUTHORIZE SUPERVISORS TO SERVE AS TOWNSHIP EMPLOYEES:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook, to authorize Supervisors to serve as Township Employees. Vote on Motion. 5 Ayes. Motion carried.

**VII. SET TREASURER BOND AT \$1 MILLION:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to set Newberry Township's Treasurer's Bond at \$1 Million for 2015. Vote on Motion. 5 Ayes. Motion carried.

**VIII. AUTHORIZE TOWNSHIP MANAGER TO APPOINT TOWNSHIP STAFF TO SERVE AS A TOWNSHIP EMPLOYEE WITHIN ANOTHER DEPARTMENT:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to authorize the Township Manager to appoint Township staff to serve as a Township employee within another department. Vote on Motion. 5 Ayes. Motion carried.

**IX. APPOINT OPEN RECORDS OFFICER:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to appoint Don Keener, Open Records Officer and Sue Aucker, Alternate Open Records Officer for the Township and John Snyder Open Records Officer, and, Steven Lutz Alternate Open Records Officer for the Police Department. Vote on Motion. 5 Ayes. Motion carried.

**X. YORK COUNTY PLANNING COMMISSION LOCAL ADVISORY COMMITTEE:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to appoint Don Keener, to the York County Planning Commission Local Advisory Committee. Vote on Motion. 5 Ayes. Motion carried.

**XI. NEWBERRY TOWNSHIP PLANNING COMMISSION:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Kauffman to appoint Kurt Williams to the Newberry Township Planning Commission for a 4 year term ending 12/31/18. Vote on Motion. 5 Ayes. Motion carried.

**XII. NEWBERRY TOWNSHIP MUNICIPAL AUTHORITY:**

Motion made by Supervisor Kauffman to appoint Robert Conley to the Newberry Township Municipal Authority. Motion died for lack of a second.

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cantrell, to appoint Anthony Miller to the Newberry Township Municipal Authority for a 5 year term ending 12/31/19.

Vote on Motion. 5 Ayes. Motion carried.

**XIII. NEWBERRY TOWNSHIP POLICE COMMISSIONER:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cantrell, to appoint Supervisor Kauffman as Police Commissioner. Vote on Motion. 5 Ayes. Motion carried.

**XIV. NEWBERRY TOWNSHIP VACANCY BOARD CHAIRMAN:**

Motion made by Supervisor Kauffman, seconded by Vice-Chairman Toothaker to appoint Mark Doemland as the Newberry Township Vacancy Board Chairman. Vote on Motion. 5 Ayes. Motion carried.

**XV. APPOINTMENT OF NEWBERRY TOWNSHIP FIRE/EMS LIAISON:**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cantrell to appoint Steven Forry as the Fire/EMS Liaison. Vote on Motion. 5 Ayes. Motion carried.

**XVI. AUTHORIZE PSATS CONVENTION ATTENDANCE (April 13- 16 at Hershey) & APPOINT VOTING DELEGATE**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to authorize Don Keener to attend and to be the Voting Delegate. Vote on Motion. 5 Ayes. Motion carried.

**XII. APPROVAL OF THE NEWBERRY TOWNSHIP FIRE DEPARTMENT LIST OF FIRE POLICE FOR JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 @ MIDNIGHT ON FILE WITH THE CHIEF OF POLICE.**

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve the list. Vote on Motion. 5 Ayes. Motion carried.

**XIII. RESOLUTIONS:**

1. Approval of Resolution No. 2015-01, establishing the order for Meetings.

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve Resolution 2015-01. Vote on Motion. 5 Ayes. Motion carried.

2. Approval of Resolution No. 2015-02, establishing the fee schedule, for Newberry Township.

Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to table Resolution 2015-02. Vote on Motion. 5 Ayes. Motion carried.

3. Approval of Resolution No. 2015-03, establishing employee contributions to the Newberry Township Police Pension Plan for plan year 2015. Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve Resolution 2015-03. Vote on Motion. 5 Ayes. Motion carried.
4. Approval of Resolution No. 2015-04, establishing employee contributions to the Newberry Township Non-Uniformed Pension Plan for plan year 2015. Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve Resolution 2015-04. Vote on Motion. 5 Ayes. Motion carried.
5. Approval of Resolution No. 2015-05, designating PNC, M&T, Fulton, Member 1<sup>st</sup> and PLGIT as the banks for the depositing of Township Funds. Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve Resolution 2015-05. Vote on Motion. 5 Ayes. Motion carried.
6. Approval of Resolution No. 2015-06, appointing a member(s) of the Zoning Hearing Board. Motion made by Supervisor Cantrell, to appoint William Hendrickson to a five-year term ending 12/31/19. Motion died for lack of a second.  
Motion made by Supervisor Cook, seconded by Vice-Chairman Toothaker to approve Resolution 2015-06 appointing James Novinger to the Zoning Hearing Board for a 5 year term ending 12/31/19. Vote on Motion. 5 Ayes. Motion carried.
7. Approval of Resolution No. 2015-07, setting 2015 wages. Motion made by Vice-Chairman Toothaker, seconded by Supervisor Kauffman, to table Resolution 2015-07. Vote on Motion. 5 Ayes. Motion carried.
8. Approval of Resolution No. 2015-08, establishing the IRS rate of mileage reimbursement for the use of personal vehicles on Township business. IRS 2015 rate: \$.57.5/ mile. Motion made by Vice-Chairman Toothaker, seconded by Supervisor Cook to approve Resolution 2015-08. Vote on Motion. 5 Ayes. Motion carried.

## XIX. OTHER BUSINESS

Supervisor Cantrell stated that he would not be accepting pay for his 2015 Supervisor position.

Vice-Chairman Toothaker asked Gary Hatterer to provide an update on the issue with the Auditor General. Mr. Hatterer stated that the amount was now down to \$1,005 which the Newberry Township Fire Department would be paying from its General Fund to satisfy the Auditor General's findings.

## XX. ADJOURNMENT

Motion made by Supervisor Cook, seconded by Supervisor Cantrell to adjourn the January 5, 2015 Reorganization Meeting of the Newberry Township Board of Supervisors at 6:40 P.M. Vote on Motion. 5 Ayes. Motion carried.

Respectfully Submitted,

Donald L. Keener  
Township Manager