

**NEWBERRY TOWNSHIP  
BOARD OF SUPERVISORS**

**REORGANIZATION MINUTES  
January 4, 2016**

I. Don Keener called the meeting to order at 5:31 P.M.

Present: William Toothaker, Supervisor  
Brandt Cook, Supervisor  
Maxine Kauffman, Supervisor  
David Cantrell, Supervisor  
Tony Miller, Supervisor  
Don Keener, Manager  
John Snyder, Chief of Police

II. NOMINATION AND ELECTION OF CHAIRMAN OF THE BOARD:

Motion by Supervisor Kauffman, seconded by Supervisor Cook, to nominate Supervisor William Toothaker as Chairman of the Board. Vote on motion to elect Supervisor Toothaker as Chairman of the Board. 5 Ayes. Motion carried.  
Manager Keener turned the meeting over to Chairman Toothaker.

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

Motion by Supervisor Cook, seconded by Supervisor Cantrell, to nominate Supervisor Kauffman as Vice-Chairman of the Board. Vote on the motion to elect Supervisor Kauffman as Vice-Chairman of the Board. 5 Ayes. Motion carried.

IV. PUBLIC COMMENT:

None.

V. APPOINTMENTS:

Motion made by Supervisor Cantrell, seconded by Vice-Chairman Kauffman, to appoint a-l as follows: Vote on Motion. 5 Ayes. Motion carried.

- a. Don Keener, Manager, Secretary/Treasurer
- b. Jeff Martz, Zoning Officer/Building Code Official
- c. Susan Aucker, Administrative Assistant/Asst. Secretary/Asst. Treasurer
- d. Stacy Craley, Refuse Billing Clerk
- e. Angela Seitz, Office Assistant (PT)
- f. Margaret Clark, Police Administrative Assistant
- g. Nicole Sullivan, Police Clerk
- h. Jerry Spease, Sewage Enforcement Officer
- i. Tim Wargo/Hoover Engineering, Gary Morrow & Pennoni Associates

- Alternate Sewage Enforcement Officers
- j. CGA, Margaret Driscoll, Solicitor
  - k. Pennoni Associates, Engineer
  - l. John Snyder, Police Chief

VI. AUTHORIZE SUPERVISORS TO SERVE AS TOWNSHIP EMPLOYEES:

Motion made by Vice-Chairman Kauffman, 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 Supervisor Cook, seconded by Supervisor Cantrell to set Newberry Township's Treasurer's Bond at \$1 Million for 2016. 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 Kauffman, seconded by Supervisor Cook to authorize the Township Manager to appoint Township staff to serve as a Township employees within another department. Vote on Motion. 5 Ayes. Motion carried.

IX. APPOINT OPEN RECORDS OFFICER(S):

Motion made by Supervisor Cook, seconded by Vice-Chairman Kauffman 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 Supervisor Cantrell, seconded by Vice-Chairman Kauffman to appoint Donald 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 Kauffman, seconded by Supervisor Cook to appoint Joseph Wojtysiak and David Parsons to the Newberry Township Planning Commission for a 4 year term ending 12/31/19. Vote on Motion. 5 Ayes. Motion carried.

XII. NEWBERRY TOWNSHIP MUNICIPAL AUTHORITY:

Motion made by Supervisor Cook, seconded by Vice-Chairman Kauffman to table the appointment of Dennis Davenport to the Newberry Township Municipal Authority for a 5-year term ending 12/31/20. Vote on Motion. 5 Ayes. Motion carried.

XIII. NEWBERRY TOWNSHIP POLICE COMMISSIONER:

Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cantrell, to appoint Supervisor Cook as Police Commissioner for a 1 year term. Vote on Motion. 5 Ayes. Motion carried.

XIV. NEWBERRY TOWNSHIP VACANCY BOARD CHAIRMAN:

Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cantrell 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 Supervisor Cantrell, seconded by Vice-Chairman Kauffman to appoint Steve Forry as the Fire/EMS Liaison for a 1 year term. Vote on Motion. 5 Ayes. Motion carried.

XVI. APPOINT LEWISBERRY JOINT MUNICIPAL AUTHORITY MEMBER:

Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cook to appoint Jim Dorwart to the Lewisberry Joint Municipal Authority. Vote on Motion. 5 Ayes. Motion carried.

XVII. AUTHORIZE PSATS CONVENTION ATTENDANCE (April 17-20 at HERSHEY) & APPOINT VOTING DELEGATE

Motion made by Supervisor Cantrell , seconded by Vice-Chairman Kauffman to authorize those eligible to attend the convention and appoint Don Keener as the Voting Delegate. Vote on Motion. 5 Ayes. Motion carried.

XIII. APPROVAL OF THE NEWBERRY TOWNSHIP FIRE DEPARTMENT LIST OF FIRE POLICE FOR JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 @ MIDNIGHT ON FILE WITH THE CHIEF OF POLICE.

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

XIX. RESOLUTIONS:

1. Approval of Resolution No. 2016-01, establishing the order for Meetings.

Motion made by Supervisor Cook, seconded by Vice-Chairman Kauffman to approve Resolution 2016-01. Vote on Motion. 5 Ayes. Motion carried.

2. Approval of Resolution No. 2016-02, establishing the fee schedule, for Newberry Township.

Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cook to approve Resolution 2016-02. Vote on Motion. 5 Ayes. Motion carried.

3. Approval of Resolution No. 2016-03, establishing employee contributions to the Newberry Township Police Pension Plan for plan year 2016.

Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cook to approve

Resolution 2016-03. Vote on Motion. 5 Ayes. Motion carried.

4. Approval of Resolution No. 2016-04, establishing employee contributions to the Newberry Township Non-Uniformed Pension Plan for plan year 2016.

Motion made by Supervisor Cantrell, seconded by Supervisor Cook to approve Resolution 2016-04. Vote on Motion. 5 Ayes. Motion carried.

5. Approval of Resolution No. 2016-05, designating PNC, M&T, Fulton, Member 1<sup>st</sup> and PLGIT as the banks for the depositing of Township Funds.

Motion made by Supervisor Cook, seconded by Vice-Chairman Kauffman to approve Resolution 2016-05. Vote on Motion. 5 Ayes. Motion carried.

6. Approval of Resolution No. 2016-06, appointing a member(s) of the Zoning Hearing Board.

Motion made by Supervisor Miller, seconded by Supervisor Cook to amend Resolution No. 2016-06 to appoint William Hendrickson to a five-year term ending 12/31/20. Vote on Motion. 5 Ayes. Motion carried.

7. Approval of Resolution No. 2016-07, setting 2016 wages.

Motion made by Supervisor Cantrell, seconded by Vice-Chairman Kauffman, to approve Resolution 2016-07. Vote on Motion. 5 Ayes. Motion carried.

8. Approval of Resolution No. 2016-08, establishing the IRS rate of mileage reimbursement for the use of personal vehicles on Township business. IRS 2016 rate: \$.54/ mile.

Motion made by Supervisor Cook, seconded by Supervisor Cantrell to approve Resolution 2016-08. Vote on Motion. 5 Ayes. Motion carried.

9. Approval of Resolution 2016-09, appointing Greenawalt and Company to conduct the 2015 audit. Motion made by Vice-Chairman Kauffman, seconded by Supervisor Cook to approve Resolution 2016-09. Vote on Motion. 5 Ayes. Motion carried.

## XX. OTHER BUSINESS

None.

## XXI. ADJOURNMENT

Motion made by Supervisor Cook, seconded by Supervisor Miller to adjourn the January 4, 2016 Reorganization Meeting of the Newberry Township Board of Supervisors at 5:56P.M. Vote on Motion. 5 Ayes. Motion carried.

Respectfully Submitted,

Donald L. Keener  
Township Manager