

## MINUTES

### BOARD OF SUPERVISORS REORGANIZATION MEETING

JANUARY 5, 2009  
6:30 PM

The Silver Spring Township Board of Supervisors met to reorganize on Monday, January 5, 2009 at the Township Building, 6475 Carlisle Pike, Mechanicsburg, Pennsylvania.

Chairman LeBlanc called the meeting to order at 6:30 pm

Supervisors present: Chairman Jan LeBlanc, Vice-Chairman Mary Lou Pierce-McLain, Supervisor Jackie Eakin, Supervisor Vince DiFilippo, and Supervisor Nancy Konhaus Griffie.

Staff members present: Mr. William S. Cook, Township Manager; Ms. Terri A. Martini, Assistant Township Manager; and Mrs. Sue Ellen Adams, Secretary/Treasurer.

Others present:

L. Spenard

Nathan Spade

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was given.

#### ROLL CALL

At this time Roll Call was taken.

#### PETITIONS AND COMMENTS

Mr. Lionel Spenard expressed concerns about the winter road maintenance in his development. Mr. Bill Cook advised that recent snow events have not been plowable; however, hills, curves and intersections are routinely treated first whenever necessary.

#### REORGANIZATION OF THE BOARD

Temporary Acting Chairman  
Office of Chairman

The meeting was turned over to Township Manager, William Cook for the nomination of Chairman.

On a Pierce-McLain/Griffie motion, Supervisor LeBlanc was nominated for the office of Chairman.

The motion carried.

At this time Supervisor LeBlanc assumed the Chairman position. Supervisor LeBlanc complimented the Board on all the expertise they bring to Board functions.

Office of Vice-Chairman

On an Eakin/Griffie motion, Supervisor Pierce-McLain was nominated for the office of Vice-Chairman.

The motion carried.

Set Meeting Dates

On a Griffie/DiFilippo motion, the Board established the workshop meetings of the Board of Supervisors to be held on the second (2<sup>nd</sup>) Wednesday of each month at 6:00 pm and the regular meetings of the Board of Supervisors to be held at 6:30 pm on the fourth (4<sup>th</sup>) Wednesday of each month, except November and December when the meeting will be held the third (3<sup>rd</sup>) Wednesday at 6:30 pm. All meetings will be held at the Township building.

The motion carried.

Conduct of Meetings

On an Eakin/Pierce-McLain motion, the Board established that all meetings of the Board of Supervisors will be conducted in accordance with those parliamentary procedures contained in Robert's Rules of Order, Newly Revised, that pertain to the Conduct of Business in Boards and also adopted the following order of business:

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- PETITIONS AND COMMENTS
- PUBLIC HEARINGS
- OLD BUSINESS
- NEW BUSINESS
- OTHER PERTINENT BUSINESS
- ADJOURNMENT

The motion carried.

APPOINTMENTS

Silver Spring Township  
Appointments

On an Eakin/DiFilippo motion, the Board made the following appointments:

- Secretary-Treasurer.....Sue Ellen Adams
- Assistant Secretary.....Mary Lou Pierce-McLain
- Assistant Treasurer.....Gretchen Horning
- Township Manager .....William S. Cook
- Assistant Manager.....Terri A. Martini
- Township Engineer .....Dawood Associates, Inc.
- Township Solicitor.....Steven A. Stine
- Depository for Township.....Orrstown Bank

The motion carried.

On an Eakin/Pierce-McLain motion, the Board made the following appointments:

- Pension Fund Investment
- Manager/Depository .....PNC Bank
- Code Enforcement Officer.....Robert S. Greene, Jr.
- Alt. Code Enforcement Officer.....James E. Hall
- Building Codes Official .....Robert S. Greene, Jr.
- Alt. Building Codes Official.....Daniel Rosario
- Zoning Officer .....James E. Hall
- Assistant Zoning Officer.....Terri A. Martini

The motion carried.

On a Pierce-McLain/DiFilippo motion, the Board made the following appointments:

- Stormwater Mgmt. Officer.....James E. Hall
- Sewage Enforcement Officer.....Gary Morrow
- Alt. Sewage Enf. Officer.....William S. Cook
- Alt. Sewage Enf. Officer.....Robert S. Greene, Jr.
- Road Superintendent.....Daniel Wenrich
- Police Chief.....James R. Sadler
- Capital Region COG Delegate.....Jan LeBlanc
- Capital Region COG Alternate .....Jackie Eakin

The motion carried.

On an Eakin/Pierce-McLain motion, the Board made the following appointments:

- Planning Commission ..... Brian Brenneman
- Planning Commission ..... Curt Helman
- Zoning Hearing Board ..... Donald Sokoloski
- Zoning Hearing Board - Alternate ..... Vacant
- Zoning Hearing Board - Alternate ..... Vacant
- Recreation Advisory Council..... Theresa Eberly
- Recreation Adv. Council..... Michael Sarfert
- Recreation Adv. Council..... James Smith
- Business Advisory Council..... Gary Lawrence
- Ag. Security Adv. Council..... Lynn Brenneman
- Ag. Security Adv. Council..... Barry L. Frantz
- Ag. Security Adv. Council..... Belinda Page
- Ag. Security Adv. Council..... Mervin A. Raudabaugh, Jr.

The motion carried.

On an Eakin/DiFilippo motion, the Board made the following appointments:

- Emergency Mgmt. Coordinator ..... James E. Hall
- Certified Public Accountants ..... Zelenkofske Axelrod, LLC
- Township Auditor ..... Zelenkofske Axelrod, LLC
- West Shore Tax Bureau Del. .... Nathan Spade
- West Shore Tax Bureau Del. Alt. .... William S. Cook
- Pension Board Citizen Rep. .... Drew Murphy
- Vacancy Board..... Joseph Ricci
- Citizen Rep. EMC..... John Miller
- Citizen Rep. EMC..... Mike Ott
- Citizen Rep. EMC..... Don Baughman

The motion carried.

On a DiFilippo/Pierce-McLain motion, the Board made the following appointments:

- Land Preservation Committee..... Dennis P. Hrzic
- Land Preservation Committee..... Joseph Ricci
- Land Preservation Committee..... George C. Weimer
- Land Preservation Committee..... Susan Zalesky
- Growing Greener Committee..... Bony Dawood
- Growing Greener Committee..... Maryann Demagall
- Growing Greener Committee..... Vacant
- Growing Greener Committee..... Dennis P. Hrzic
- Growing Greener Committee..... Jeff Kelly
- Growing Greener Committee..... Barbara Maffett
- Growing Greener Committee..... John Murphy

Growing Greener Committee.....Joseph Ricci  
 Growing Greener Committee.....George C. Weimer  
 Growing Greener Committee.....Susan Zalesky

The motion carried.

On an Eakin/Pierce-McLain motion, the Board made the following appointments:

Veterans Memorial Committee.....Clarence Bouchat  
 Veterans Memorial Committee.....Kurt Minnich  
 Veterans Memorial Committee.....Jennifer Printy  
 Veterans Memorial Committee.....Dennis Sheppard  
 Veterans Memorial Committee.....Deb Snyder  
 Veterans Memorial Committee.....Byrd Troutman  
 Health Benefits Committee.....Vince DiFilippo  
 Health Benefits Committee .....Nancy Griffie  
 Health Benefits Committee .....Terri Martini  
 Health Benefits Committee .....Mary Lou Pierce-McLain  
 Bond Counsel.....Open  
 Financial Advisor.....Open  
 Financial Advisor Alternate.....Open

The motion carried.

Liaison Appointments

By general consensus, the appointments remained the same on the following liaison positions:

Business Advisory Council.....Vince DiFilippo  
 Emergency Mgmt. Council.....Mary Lou Pierce-McLain  
 Police Department Liaison.....Nancy Konhaus Griffie  
 Township Authority .....Jackie Eakin  
 Ag. Security Advisory Council.....Mary Lou Pierce-McLain  
 Recreation Advisory Council.....Nancy Konhaus Griffie  
 Planning Commission .....Vince DiFilippo  
 Zoning Hearing Board .....Jackie Eakin  
 Land Preservation Committee.....Nancy Konhaus Griffie  
 Growing Greener Committee.....Mary Lou Pierce-McLain  
 Veterans of Foreign War.....Vince DiFilippo

The motion carried.

WAGE AND SALARY  
ADJUSTMENTS

On a Pierce-McLain/DiFilippo motion, the Board of Supervisors approved the positions, wage and salary adjustments as budgeted.

The motion carried.

TREASURER'S BOND  
LIMIT

On an Eakin/Pierce-McLain motion, the Board set the Treasurer's Bond and Assistant Treasurer's Bond at \$150,000.

The motion carried.

2009 HOLIDAYS

On a Pierce-McLain/Eakin motion, the Board established the following holidays for 2009 for the non-uniformed employees:

January 1, 2009 – New Year's Day  
February 16, 2009 – President's Day  
May 25, 2009 – Memorial Day  
July 3, 2009 – Independence Day  
September 7, 2009 – Labor Day  
November 26, 2009 – Thanksgiving Day  
November 27, 2009 – Day after Thanksgiving  
December 24, 2009 – at noon – Christmas Eve  
December 25, 2009 – Christmas Day  
January 1, 2010 – New Year's Day

The motion carried.

MINUTESDECEMBER 2, 2008

On a Griffie/Pierce-McLain motion, the Board approved the minutes from the meeting held December 2, 2008.

The motion carried.

OLD BUSINESS

None.

NEW BUSINESS

AGREEMENTS

New Kingstown Fire Company

Official Fire Service Agency

2009 Fire Company Activities

On an Eakin/Griffie motion, the Board approved the 2009 Fire Service Agreement with New Kingstown Fire Company with a donation of \$25,000 and a portion of fire tax as allocated by the Board of Supervisors, recognized the fire company as an official fire service agency in Silver Spring Township and recognized the list of 2009 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

Silver Spring Community Fire Company

Official Fire Service Agency

2009 Fire Company Activities

On a Pierce-McLain/DiFilippo motion, the Board approved the 2009 Fire Service Agreement with Silver Spring Community Fire Company with no donation because of other services the Township provides and a portion of fire tax as allocated by the Board of Supervisors, recognized the fire company as an official fire service agency in Silver Spring Township, and recognized the list of 2009 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

Citizens Fire & Rescue Co. #2, Inc.

On an Eakin/Griffie motion, the Board approved the 2009 Fire Service Agreement with Citizens Fire & Rescue Co. #2, Inc. with a donation of \$1,000.

The motion carried.

Silver Spring Ambulance  
& Rescue Association

Official Ambulance Service  
Agency Agreement

2009 Ambulance  
Association Activities

On a Pierce-McLain/Eakin motion, the Board approved the 2009 Ambulance Agreement with Silver Spring Ambulance & Rescue Association with a donation of \$10,000 for fuel expenses for 2009 and recognized the list of 2009 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

SIGNATURE CARDS

On an Eakin/DiFilippo motion, the Board authorized the signing of checks and necessary signature cards by the Chairman, Vice-Chairman, Secretary/Treasurer, and Assistant Treasurer.

The motion carried.

AUTHORIZE PAYMENT  
OF EXPENDITURES

On a Pierce-McLain/Griffie motion, the Board authorized the Treasurer to pay the necessary expenditures and payroll between the regular Board meetings as long as the expenses are within the budget limit.

The motion carried.

FEE SCHEDULE  
RESOLUTION 2009-1

On an Eakin/Griffie motion, the Board approved the Resolution 2009-1 which established the fee schedule for 2009.

The motion carried.

HUMANE SOCIETY  
AGREEMENT

On a Pierce-McLain/DiFilippo motion, the Board authorized the execution of the Humane Society of Harrisburg Area, Inc. 2009 Agreement for domestic animal protective services in the amount of \$9,143.67.

The motion carried.

CAPITAL REGION  
COUNCIL OF  
GOVERNMENTS

BIDDING SERVICES  
AND AUCTION

On a Pierce-McLain/Griffie motion, the Board approved the participation in the Capital Region Council of Governments bidding of road materials/services, line painting services, road salt, and auction services for 2009.

The motion carried.

ZELENKOFKSKE  
AXELROD, LLC -  
AUDIT LETTER OF  
ENGAGEMENT

The Audit Letter of Engagement was deferred to the January 14, 2009 Workshop meeting to allow time for the Solicitor's review.

CITY OF  
HARRISBURG JOINT  
PURCHASING  
CONTRACT  
RESOLUTION 2009-2

On an Eakin/Pierce-McLain motion, the Board adopted Resolution 2009-2 permitting the Township to purchase automotive vehicles and contractor's equipment through the Harrisburg City bid list.

The motion carried.

OTHER PERTINENT BUSINESS

In response to a Board question, Mr. Cook advised that staff check into new rates.

On an Eakin/Pierce-McLain motion, the Board of Supervisors appointed Dave Weihbrecht to the Building Committee and capped the number of members on this committee at fourteen (14).

The motion carried.

Supervisor Eakin questioned if a “thank you for your service” letter was written to Mr. Charles Eichelberger. Mr. Cook advised that this letter was sent. Supervisor Eakin questioned if Mr. Klingler met with staff to review the accounting system. Mr. Cook replied that a meeting is scheduled this week to review his progress to date, discuss the LERTA, and to discuss his financial accounting recommendations.

Supervisor LeBlanc asked Supervisor DiFilippo or Supervisor Eakin to talk with the department heads regarding a request for a financial status report, assessing the 1<sup>st</sup> quarter of the departments’ budget and an explanation of any variance over/under budget by 10%. The report will then be provided to the Board on a bimonthly basis.

Supervisor Eakin advised that she received a notice of committee appointment from PSATS. Supervisor Eakin was advised that the Township did not join this year. It was suggested that Mr. Cook contact the President of the Board of Directors and advise PSATS that the Township is not participating due to the salary of the Executive Director. She also questioned if a formal motion was needed for the K9 Vehicle purchase. Staff advised that a reaffirmation of the purchase is scheduled on the Workshop meeting.

ADJOURNMENT

There being no further business or comments to come before the Board, the meeting was adjourned at 7:37 pm on a motion.

The motion carried.

Recorder: \_\_\_\_\_  
Sue Ellen Adams

APPROVED: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary