

MINUTES

BOARD OF SUPERVISORS REORGANIZATION MEETING

JANUARY 4, 2010
6:30 PM

The Silver Spring Township Board of Supervisors met to reorganize on Monday, January 4, 2010 at the Township Building, 6475 Carlisle Pike, Mechanicsburg, Pennsylvania.

Vice-Chairman Pierce-McLain called the meeting to order at 6:30 pm

Supervisors present: Vice-Chairman Mary Lou Pierce-McLain, Supervisor Vincent T. DiFilippo, Supervisor Nancy Konhaus Griffie, Supervisor David R. Lenker II, and Supervisor Nathan T. Spade.

Staff members present: Mr. William S. Cook, Township Manager; Ms. Terri A. Martini, Assistant Township Manager; and Ms. Kathy K. Kramer, Assistant Secretary.

Others present:

L. Spenard	Gary Lawrence
Faith Bender	Darrin Smith
Bob Borden	Mary Jane Kretzing
Becca Gregg	Cindy Deik
Carole & Ken Spahr	G. & J. Diener
K. Stevenson	W. Stevenson
R. A. Maura	Kathi Pifer
J. L. Bruner	James & Ann Spade
Nancy Shoaff	Glen Grell
Elizabeth DiFilippo	Ron Ferris
Jan LeBlanc	D. Sunday
Ed Rigg	Dale Miller
Jack Peetz	Rhoda Ioerger
Jim Mumper	Melody Cookus
John Cookus	Pat Ferris
Karen Williams	Gina Auello
Dennis Hrzic	Michael Gannon
D. J. Thomas Placey	Mr. & Mrs. Spade

SWEARING IN NEW SUPERVISORS

District Justice Thomas Placey swore in Mr. David R. Lenker, II and Mr. Nathan T. Spade as Silver Spring Township Supervisors.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag was given.

ROLL CALL

At this time Roll Call was taken.

PETITIONS AND
COMMENTS

EXECUTIVE SESSION

It was announced by Vice-Chairman Pierce-McLain that an executive session was held prior to the meeting to discuss personnel issues.

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 Griffie/Spade motion, Supervisor DiFilippo was nominated for the office of Chairman.

The motion carried.

At this time, Supervisor DiFilippo assumed the Chairman position.

Office of Vice-Chairman

On a Spade/Lenker motion, Supervisor Griffie was nominated for the office of Vice-Chairman.

The motion carried.

Set Meeting Dates

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

The motion carried.

Conduct of Meetings

On a Spade/Griffie motion, the Board of Supervisors established that all meetings of the Board of Supervisors would 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 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 a Pierce-McLain/Griffie motion, the Board of Supervisors made the following appointments:

- Secretary-Treasurer.....Sue Ellen Adams
- Assistant Secretary.....Kathy K. Kramer
- Assistant Treasurer.....Gretchen L. Horning
- Township ManagerWilliam S. Cook
- Assistant Manager.....Terri A. Martini
- Township EngineerDawood Associates, Inc.
- Township Solicitor.....Steven A. Stine

The motion carried.

On a Pierce-McLain/Griffie motion, the Board of Supervisors made the following appointments:

- Depository for TownshipOrrstown Bank
- Pension Fund Investment
 - Manager/DepositoryRoof Advisory
- Code Enforcement OfficerRobert S. Greene, Jr.
- Alternate Code Enforcement OfficerJames E. Hall
- Building Codes OfficialRobert S. Greene, Jr.
- Alternate Building Codes OfficialDaniel Rosario
- Zoning OfficerJames E. Hall

The motion carried.

On a Pierce-McLain/Lenker motion, the Board of Supervisors made the following appointments:

- Assistant Zoning Officer.....Terri A. Martini
- Stormwater Mgmt. Officer.....James E. Hall
- Sewage Enforcement OfficerGary Morrow
- Alternate Sewage Enforcer Officer.....William S. Cook
- Alternate Sewage Enforcer Officer.....Robert S. Greene, Jr.
- Road Superintendent.....Daniel Wenrich
- Police Chief.....James R. Sadler

The motion carried.

On a Pierce-McLain/Griffie motion, the Board of Supervisors made the following appointments:

- Capital Region COG Delegate.....Mary Lou Pierce-McLain
- Capital Region COG AlternateNancy Griffie
- Planning Commission Georgianne Diener
- Planning CommissionOpen
- Zoning Hearing BoardRick Bortz
- Recreation Advisory Council.....Richard Norrie
- Recreation Advisory Council.....Dave Stine
- Business Advisory Council.....Alan Kreitzer
- Business Advisory Council.....Chad Mullen

The motion carried.

On a Pierce-McLain/Griffie motion, the Board of Supervisors made the following appointments:

- 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.
- Emergency Mgmt. CoordinatorJames E. Hall
- Certified Public AccountantsZelenkofske Axelrod, LLC
- Township AuditorZelenkofske Axelrod, LLC
- West Shore Tax Bureau Del.Nathan Spade
- West Shore Tax Bureau Del. Alt.William S. Cook

The motion carried.

On a Griffie/Spade motion, the Board of Supervisors made the following appointments:

- Tax Collection Committee.....Nathan Spade
- Tax Collection Committee (Alternate) .Debra Wiest
- Pension Board Citizen Rep.Drew Murphy
- Vacancy Board.....Joseph Ricci
- Citizen Rep. EMC.....Don Baughman
- AuthorityOpen
- AuthorityOpen

The motion carried.

On a Griffie/Lenker motion, the Board of Supervisors made the following appointments:

- Conservation & PreservationBony Dawood
- Conservation & PreservationMaryann Demagall
- Conservation & PreservationDennis P. Hrzic
- Conservation & PreservationJeff Kelly
- Conservation & PreservationOpen
- Conservation & PreservationJohn Murphy
- Conservation & PreservationJoseph Ricci
- Conservation & PreservationGeorge C. Weimer
- Conservation & PreservationSusan Zalesky

The motion carried.

On a Spade/Lenker motion, the Board of Supervisors made the following appointments:

- Veterans Memorial Committee.....Clarence Bouchat
- Veterans Memorial Committee.....Keith Marston
- 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.....Vincent DiFilippo
- Health Benefits CommitteeNancy Griffie
- Health Benefits CommitteeTerri Martini
- Health Benefits CommitteeMary Lou Pierce-McLain
- New Kingstown Vision.....David Benoist
- New Kingstown VisionQuin Hock
- New Kingstown VisionBev McGee
- New Kingstown Vision.....Kathi Pifer
- New Kingstown Vision.....Mel Raudabaugh
- New Kingstown Vision.....Nancy Shoaff
- New Kingstown Vision.....Rich Shoaff
- New Kingstown Vision.....Open
- Bond Counsel.....Open
- Financial Advisor.....Open

The motion carried.

Liaison Appointments

By consensus, the following appointments were made on the following liaison positions:

- Ag. Security Advisory Council.....Vincent DiFilippo
- AuthorityDavid Lenker II
- Business Advisory Council.....Nancy Konhaus Griffie
- Conservation & PreservationDavid Lenker II
- Emergency Mgmt. Advisory Council...Mary Lou Pierce-McLain
- New Kingstown Vision.....Nancy Konhaus Griffie
- Planning CommissionNathan Spade
- Police Pension BoardVincent DiFilippo
- Recreation Advisory Council.....Nathan Spade
- Veterans Memorial Committee.....Vincent DiFilippo
- Zoning Hearing BoardMary Lou Pierce-McLain

The motion carried.

WAGE AND SALARY
ADJUSTMENTS

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

The motion carried.

TREASURER'S BOND
LIMIT

On a Spade/Griffie motion, the Board of Supervisors set the Treasurer's, Assistant Treasurer's, Township Manager's, and the Assistant Township Manager's bonds at \$150,000 per person.

The motion carried.

2010 HOLIDAYS

On a Spade/Griffie motion, the Board of Supervisors established the following holidays for 2010 for the non-uniformed employees:

- February 15, 2010 – President's Day
- May 31, 2010 – Memorial Day
- July 5, 2010 – Independence Day
- September 6, 2010 – Labor Day
- November 25, 2010 – Thanksgiving Day
- November 26, 2010 – Day after Thanksgiving
- December 23, 2010 – at noon – Christmas Eve (Observed)
- December 24, 2010 – Christmas Day (Observed)
- December 31, 2010 – New Year's Day

The motion carried.

MINUTES

DECEMBER 9, 2009 AND
DECEMBER 16, 2009

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved the minutes from the meetings held on December 9, 2009 and December 16, 2009.

The motion carried.

TREASURERS REPORT
NOVEMBER 2009

Ms. Kathy Kramer read the Treasurer's report for the month of November 2009 and by agreement, the report was filed subject to audit.

OLD BUSINESS

COMPRISE OFFER –
DAMAGE TO TOWNSHIP
PROPERTY –
INTERSECTION OF HEMPT
ROAD AND CARLISLE PIKE

On a Griffie/Spade motion, the Board of Supervisors considered approval of the compromise insurance claims offer of \$31,713.15.

After discussion, Supervisor Griffie withdrew her motion.

On a Pierce-McLain/Griffie motion, the Board of Supervisors authorized the Township Manager to discuss a settlement offer with Penn National Mutual Casualty Insurance Company and report back to the Board of the settlement.

The motion carried.

NEW BUSINESS

PROPERTY ACQUISITION
DISCUSSION

Mr. Bob Borden discussed the three properties for sale/lease at Willow Mill Park Road and Flowers Drive with the Board.

FINANCIAL ASPECTS

Supervisor Spade presented financial aspects of municipal expansion alternatives to be considered by the Board. By consensus, the Board authorized staff to draft a Request for Proposals for a Financial Evaluation to be reviewed at the January Workshop meeting.

AGREEMENTS

New Kingstown Fire
Company

Official Fire Service
Agency

2010 Fire Company
Activities

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved the 2010 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 2010 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

Silver Spring Community
Fire Company

Official Fire Service
Agency

2010 Fire Company
Activities

On a Spade/Pierce-McLain motion, the Board of Supervisors approved the 2010 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 2010 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

Citizens Fire & Rescue
Co. #2, Inc.

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved the 2010 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

2010 Ambulance
Association Activities

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved the 2010 Ambulance Agreement with Silver Spring Ambulance & Rescue Association, with a donation of \$10,000 for fuel expenses for 2010; and, recognized the list of 2010 activities submitted as legitimate activities for worker's compensation purposes.

The motion carried.

SIGNATURE CARDS

On a Pierce-McLain/Griffie motion, the Board of Supervisors authorized the signing of checks and required signature cards by the Chairman, Vice-Chairman, Township Manager, and Assistant Township Manager.

The motion carried.

RECREATION MEETING
TIMES AND WORKSHOPS

On a Spade/Griffie motion, the Board of Supervisors eliminated the pre-scheduled workshop meetings and approved scheduling them on an "as needed" basis and changed the regular meeting times from 7 pm to 6 pm.

The motion carried.

AUTHORIZE PAYMENT
OF EXPENDITURES

On a Pierce-McLain/Griffie motion, the Board of Supervisors 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 2010-1

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved the Resolution 2010-1, which established the fee schedule for 2010.

The motion carried.

HUMANE SOCIETY
AGREEMENT

The Board of Supervisors directed staff to research economical alternatives for domestic animal protective services. This item will be added to the January Workshop Meeting.

CUMBERLAND COUNTY
PLANNING COMMISSION –
MUNICIPAL PLANNING
ADVISORY SERVICES

On a Pierce-McLain/Griffie motion, the Board of Supervisors approved participation in the Cumberland County Planning Commission program for municipal planning advisory services for 2010 at no cost to Silver Spring Township.

The motion carried.

TRI-COUNTY REGIONAL
PLANNING COMMISSION

The Board of Supervisors deferred this item until the January 27, 2010 meeting.

CAPITAL REGION
COUNCIL OF
GOVERNMENTS –
BIDDING SERVICES
AND AUCTION

On a Griffie/Lenker motion, the Board of Supervisors approved participation in the Capital Region Council of Governments bidding of road materials/services, line painting services, road salt, and auction services for 2010.

The motion carried.

ZELENKOFKSKE
AXELROD, LLC –
AUDIT LETTER OF
ENGAGEMENT

On a Pierce-McLain/Griffie motion, the Board of Supervisors authorized the execution of the Zelenkofske Axelrod, LLC, Letter of Engagement for auditing services for the year ended December 31, 2009 not to exceed \$16,455.

The motion carried.

CITY OF
HARRISBURG JOINT
PURCHASING
CONTRACT
RESOLUTION 2010-2

On a Lenker/Griffie motion, the Board of Supervisors adopted Resolution 2010-2 permitting the Township to purchase automotive vehicles and equipment through the Harrisburg City bid list.

The motion carried.

HILLSIDE FARMS PHASE 5
2006-18F – STREET
DEDICATION REQUEST

On a Pierce-McLain/Griffie motion, the Board of Supervisors conditionally approved the acceptance of Roundtop Court, Harpers Ferry Way, and Antietam Court, as depicted in the Hillside Farms Phase 5 Subdivision Plan, 2006-18F. The acceptance of dedication of the public improvements is subject to addressing the following comments to the satisfaction of the Township Engineer:

1. All shoulders associated with Antietam Court shall be dressed with topsoil and seeded;
2. All shoulders associated with the bike path shall be dressed with topsoil and seeded;
3. The damaged area of the bike path identified in Dawood's Field Investigation Report dated December 3, 2009 shall be saw cut and repaired; and
4. The grading associated with the improvements located within the right-of-way and at the northwest corner of the intersection of Roundtop Court with Harpers Ferry Way shall be adjusted such that no side slope adjacent to either street or bike path exceeds that indicated on the recorded plan (i.e., 3:1).

Additionally, the Board of Supervisors approved the establishment of a maintenance guarantee in the amount of \$66,099.08 for a term of 18-months, in a form of financial security acceptable to the Township Solicitor.

The motion carried.

ZONING HEARING BOARD
MEMBERSHIP

The Board of Supervisors directed the Solicitor to prepare the necessary document to increase the expansion of membership of the Zoning Hearing Board from three to five members.

The motion carried.

STRATEGIC PLANNING
COMMITTEE

On a Spade/Griffie motion, the Board of Supervisors directed staff to prepare a resolution to create the Strategic Planning Committee.

The motion carried.

POLICE ACCREDITATION

The Board of Supervisors directed Police Chief Sadler to proceed with an accreditation program and to keep the Board up-to-date on the process.

ZONING HEARING BOARD
APPLICATIONS – JANUARY

Marlys Pike for AllBetterCare
Urgent Care Center
Variance 2009-22
(Property located at 6481
Carlisle Pike)

The Board did not object to the applicant requesting a Variance to Section 313.4 (Amortization of Nonconforming Signs). The applicant seeks approval to change a nonconforming sign more than 75% which will require the applicant to meet current setback regulations.

Sun Motor Cars, Inc.,
Mercedes Benz
Variance 2009-23
(Property located at 6677
Carlisle Pike)

The Board had mixed comments on the applicant requesting a Variance to Section 313.3 (Specific Sign Requirements). The applicant seeks approval to install an additional Flat Wall sign and a second Freestanding Sign that will exceed the Maximum Height requirements.

Sun Motor Cars, Inc., Collision
Center
Variance 2009-24
(Property located at 6681
Carlisle Pike)

The Board did not object to the applicant requesting a Variance to Section 313.3 (Specific Sign Requirements). The applicant seeks approval to exceed the Maximum Number of Flat Wall Signs.

Turkey Hill Minit Market
Variance 2009-25
(Property located at 7040
Wertzville Road)

The Board was not in favor of the applicant requesting a Variance to Section 313.3 (Specific Sign Requirements). The applicant seeks approval to exceed limitations imposed by Variance 2003-10 for the building wall sign and fuel island canopy sign.

OTHER PERTINENT
BUSINESS

Supervisor Lenker questioned the status of the Quick Fill remediation plan. It was reported that the plan is under review by DEP, and Skelly and Loy.

Supervisor Pierce-McLain questioned if the bridge on Woods Drive is now open. Mr. Cook said it had opened recently.

Supervisor Spade suggested that he would like staff to email the agenda to individuals who have requested that and to modify the website to inform residents of projects being discussed in the Township. Staff is to discuss this suggestion.

Several residents shared their safety concerns with limited signage at the intersection of Cumberland Drive with Route 11 and the lack of street lights at Farmers Drive and Route 11. Staff will ask the Township Engineer to discuss these concerns with PennDOT.

ADJOURNMENT

There being no further business or comments to come before the Board, the meeting was adjourned at 9:08 pm on a Griffie/Spade motion.

The motion carried.

Recorder: _____
Kathy K. Kramer

APPROVED: _____
Chairman

Assistant Secretary