

**LATIMORE TOWNSHIP
BOARD OF SUPERVISORS**

559 Old US Route 15, York Springs, PA 17372

717-528-4614; Fax 717-528-8281

Reorganization Meeting and Regular Meeting 6:00 P.M.

January 3, 2011

Present: Chairman Daniel “Dan” Worley, Vice-Chairman Larry Dost, Supervisor Woody Myers, Solicitor Guy Beneventano, Township Engineer John Shambaugh and Secretary Valena Garlin. There were no visitors.

Chairman Worley called the meeting to order at 6:00 P.M. and led everyone present in the Pledge of Allegiance to the Flag.

Dan moved to elect a Temporary Chairman and Secretary. Woody Myers made a motion, seconded by Larry Dost, to elect Dan Worley as Temporary Chairman. All agreed and the motion carried. Woody then made a motion, seconded by Larry, to elect Valena Garlin as Temporary Secretary. The motion carried unanimously.

The next order of business was the Election of Officers. Woody made a motion, seconded by Larry, to elect Dan Worley as Chairman. All agreed and the motion carried. Woody made a motion, seconded by Dan, to elect Larry Dost as Vice-Chairman. The motion carried unanimously.

PUBLIC COMMENT REORGANIZATION MEETING ONLY (1)

There were no visitors.

APPOINTMENTS, FEE SCHEDULE, MEETING DATES and TIMES

Chairman Worley noted there has been no increase in taxes or salaries for 2011. He then read the list of Appointments as follows:

Appointments:

- a. Secretary – Valena Garlin, \$14.36/hr.; Bond \$25,000
- b. Treasurer – Roxanne Pace, \$14.98/hr.; Bond \$550,000
- c. Assistant Secretary/Treasurer & Records Officer – Linda Hansen, \$14.98/hr.; Bond \$25,000
- d. Township and Planning Commission Solicitor – Guy Beneventano
- e. Zoning Hearing Board Solicitor – Richard P. Mislitsky
- f. Outside Audit Firm – Smith Elliott Kearns & Company, LLC
- g. Part-time Working Supervisors – Woody Myers, Daniel T. Worley and Larry Dost, as needed
- h. Police Chief – Michael E. Weigand, \$45,619.00 Annual Salary
- i. Part-time Police Officers – Todd Dunlap, Burnell Bevenhour, James Finnegan, Todd Forney, Ralph Griffiths, John Schreiner, Seth Weikert - \$17.06/hr.
- j. Part-time Laborers, as needed - \$12.47/hr.; working Supervisors with CDL license - \$13.27/hr.

- k. Road Crew Contact Person – Woody Myers
- l. Planning Commission (4-year term) – Timothy Dunham, Jr.; reappoint Melissa Shambaugh and Dale Zulli
- m. Depositor – PLGIT
- n. Engineer – John Shambaugh
- o. Bridge Engineer – John Shambaugh
- p. Sewage enforcement Officer – John Shambaugh
- q. Alternate Sewage Enforcement Officer – Gary Morrow
- r. Zoning/Code Enforcement Officer – John Shambaugh
- s. Building Code Official and Inspector – Land & Sea Inspectors LLC, Wilbur Slothour, Proprietor
- t. Representative to York Adams Tax Bureau (YATB) – Lawrence Dost, Alternate Daniel T. Worley
- u. U.S. 15 Corridor Study Representative – Lawrence Dost
- v. Tax Collector Commission – 1.8%
- w. Vacancy Board Chairperson – Sam Giardullo
- x. Earned Income Tax Collector – York Adams Tax Bureau
- y. Delinquent Tax Collector – J.P. Harris
- z. Benefits, Holiday Pay, etc. as listed in Personnel Manual as amended
- aa. EMA Director and Assistant – Dave Reeve, Robert Garlin
- bb. Adopt all related fees and salaries

Chairman Worley then read the proposed Fee Schedule, again noting there was no change from last year.

Fee Schedule:

- a. Zoning Permit - \$30.00
- b. Driveway Permit - \$25.00 for single use
- c. Transient Business Permit - \$50.00 per month (Fee may be waived for non-profit organizations.)
- d. Zoning Board Hearing fee - \$500.00
- e. Subdivision fees:
 - 1. Application - \$300.00 per Plan
 - 2. \$25.00 per Lot
 - 3. \$60.00 per Planning Module Review
 - 4. \$50.00 Meeting Charge per Plan
 - 5. \$500.00 per Lot Recreation Fee
 - 6. Charges for Township Engineer Review of Plan and Comments (based on Engineer's rate per hour)
- f. Land Development fees - \$500.00 per Plan
- g. Comprehensive Plan - \$15.00
- h. Zoning Ordinance - \$25.00
- i. Subdivision and Land Development Ordinance - \$20.00
- j. Request for Copies - \$0.25 per Page
- k. Zoning Map - \$3.00/Small; \$6.00/Large
- l. Fax Copy - \$0.50 per page

Chairman Worley made a motion, seconded by Larry Dost, to approve the Appointments and the Fee Schedule. All agreed and the motion carried.

Dan then read the Meeting Dates and Times.

Meeting Dates and Times

- a. Board of Supervisors – 2nd Monday of each month, 6:00 P.M.
- b. Park Board – 1st Wednesday of each month as needed, 7:00 P.M. January – March and October – December meetings will be at the Township Building; April – September meetings will be at the Township Park.
- c. Planning Commission – 4th Tuesday of each month as needed, 8:00 P.M.
- d. Crime Watch Meeting – 4th Thursday of each month, 7:00 P.M. except November 17 and December 15, 2011 at the Latimore Township Building
- e. Approval of mileage allowance at \$0.51 per mile.
- f. Zoning Hearing Board meet as needed.

Dan made a motion, seconded by Woody, to approve the Meeting Dates and Times. The motion carried by unanimous vote.

PUBLIC COMMENT REORGANIZATION MEETING ONLY (2)

There were no visitors.

END of REORGANIZATION MEETING; CONTINUE with REGULAR MEETING

Chairman Worley concluded the Reorganization Meeting at 6:10 P.M. and announced the beginning of the Regular Meeting.

Chairman Worley made a motion 1) to approve the Minutes from the December 13, 2010 Regular Meeting, 2) to approve the Treasurer's Report of December 31, 2010 and 3) to ratify all checks written through December 31, 2010. The motion was seconded by Woody and carried unanimously.

PUBLIC COMMENT (1) in reference to agenda items only.

None; there were no visitors.

POLICE REPORT

Chief Michael Weigand submitted the following report:

For the period December 13 – December 31, 2010 there were 139 calls for service, 117.5 man-hours logged and 2,758 miles patrolled. There were 14 traffic citations issued, five (5) warnings for various traffic violations and one (1) criminal arrest. Also, the Department participated in one (1) Detail for the U.S. Marshall Service. There were no D.U.I. Details and two (2) U.S. Marshall Details.

Chief Weigand submitted his annual report for 2010 and noted there were five (5) calls less than in 2009 and also lower miles and man-hours. The report also included a breakdown of comparisons for the last three (3) years.

Chief Weigand made a recommendation to approve the lease agreement with Harley-Davidson which Dan referred to New Business.

Dan noted for the record Chief Weigand is doing a wonderful job with the Police Department.

COMMITTEE REPORTS

Engineer's Report: Township Engineer John Shambaugh recommended approval of the Revised Weaver Planning Module. Dan made a motion for approval which Woody seconded. All agreed and the motion passed.

Road Report: Woody reported all is normal and the Road Crew is working as needed.

Park Report: Woody reported all is well with the Park. The walking trail continues to be used. Once the weather breaks, a check will be made for any needed items. Larry inquired about a contract for grass mowing. Woody responded that would occur in February or March. Also, an annual rate is being pursued for Porta Potties which are much needed, especially with the ongoing use of the walking trail.

SOLICITOR'S REPORT – Guy Beneventano

The Solicitor had no specific report; however, he asked to comment and seek approval to proceed concerning enforcement of the Uniform Construction Code (UCC) adopted by the Board in 2004, as did most municipalities in Pennsylvania, the purpose of which was to improve the quality of code enforcement across the Commonwealth. The Township is now faced with its first enforcement action under the new code.

Mr. Slothour, Building Code Enforcement Officer, has been corresponding with Roger and Jody King, 754 Latimore Road, since July 2010 about a structure which he (Mr. Slothour) deems dangerous and must be demolished. In September 2010, the Kings agreed and promised to demolish the structure. Mr. Slothour indicated no permit was required and they may proceed; however, if they failed to do so, the Township would be forced to take action. The Kings did not comply and Mr. Slothour put them on notice that if they failed to take action by the end of the year 2010, he would recommend the Township do so. Since then, the Kings have not responded to Mr. Slothour's letters or phone calls.

Based on Mr. Slothour's recommendation, Mr. Beneventano requested the Board authorize him to file the appropriate enforcement action against the Kings under the UCC of the Commonwealth of Pennsylvania. Larry asked if there was fine per day. Guy responded he was unsure since the code adoption occurred prior to his appointment as Solicitor; however he plans to research the two (2) ordinances and will report his findings to the Board. Woody asked if the Township could have someone tear it down. Guy responded in the affirmative. Woody asked if that would be at the Kings' expense. Guy reiterated he would have to conduct the appropriate research.

Larry made a motion to authorize the Solicitor to proceed with the appropriate enforcement action adding priority to the motion. Woody seconded and the motion carried by unanimous vote.

PLANNING COMMISSION: subdivisions/modules/land developments
Fees must be paid prior to Board Supervisors' signature.
All subdivisions need underground utilities.

No business

OLD BUSINESS

None

NEW BUSINESS

Continue Lease Agreement for the Motorcycle, renewed annually: As recommended by Police Chief Michael Weigand, Dan made a motion, seconded by Woody to approve renewal of the lease agreement with Harley-Davidson, effective January 1, 2011 – December 31, 2011. All agreed and the motion carried.

Approve Resolution 2011-1: Dan made a motion to approve Resolution 2011-1 concerning the Pennsylvania Emergency Management Agency (PEMA) Service Code as submitted by Dave Weaver. Larry requested review by Solicitor Beneventano who immediately conducted his review and found all in order. Woody seconded, the motion carried unanimously and was signed by the Board. Dan asked Secretary Garlin to express appreciation to Mr. Weaver for his timely submission of the Code.

Renew agreement for five (5) years with CD Bond for House Trailer on David Group property: Dan made a motion to renew the mobile home installation agreement with \$1,000 Certificate of Deposit on the David Group property, 266 Bonners Hill Road, for Mr. Group's mother. Larry seconded and the motion carried by unanimous vote.

BILLS LIST

After careful review, Larry made a motion, seconded by Woody, to accept the Bills List as submitted. The motion carried unanimously.

PUBLIC COMMENT (2)

There were no visitors.

SUPERVISORS' COMMENTS

Larry noted it was a "fabulous" year and expressed appreciation for the cooperation of the Township residents. Dan concurred.

EXECUTIVE SESSION FOLLOWING ADJOURNMENT

ADJOURNMENT

Vice-Chairman Dost made a motion, seconded by Woody, to adjourn with **Executive Session** following the meeting. The motion carried unanimously and the meeting adjourned at 6:25 P.M.

The next Regular Meeting is Monday, February 14, 2011 at 6:00 P.M.