

**EAST HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL and MEETING AGENDA
Tuesday, JANUARY 2, 2017, 4:30 P.M.**

1. 4:30 p.m. - Call to Order after a moment of silence and the Pledge of Allegiance
2. Welcome Tom Bennett to his new position and Ed LeFevre to his re-election as Supervisors
3. Public Comments (non-agenda items only)
4. Reorganization of Board
 - Chairman
 - Vice-Chairman
5. Appointments by Motion (Staff, Boards, Commissions, Committees)
 - A. Staff (annual appointments)
 - Manager /Secretary/Treasurer– Robert Krimmel
 - Asst. Manager/Asst. Secretary/Asst. Treasurer – Cindy Schweitzer
 - Chief of Police – Stephen Skiles
 - Director of Finance – Joseph Robinson
 - Director of Development Services/Stormwater Management Officer/Alt. Zoning Officer – Jon Beck
 - Zoning Officer/Alt. Stormwater Management Officer – Colin Siesholtz
 - Director of Public Works – Perry Madonna
 - B. Emergency Management Coordinator
 - Diane Garber (reappointment consideration)
 - C. Vacancy Board (1 yr. term until 12/31/2018)
 - Diane Moore (reappointment consideration)
 - D. Water Authority (5 yr. term until 12/31/2022)
 - James Eshleman (reappointment consideration)
 - E. Building Code & Property Maintenance Board of Appeals (5 yr. term until 12/31/2022)
 - Brian Klugh (reappointment consideration)
 - F. Industrial Development Authority (5 yr. term until 12/31/2022)
 - Ronald Fink (reappointment consideration)
 - G. Planning Commission (4 yr. term until 12/31/2021)
 - Ann Byrnes (reappointment consideration)
 - H. Township Engineer (annual appointment)
 - David/Miller Associates Inc., Lancaster (Twp. Engineer)
 - Rettew Associates, Lancaster (Twp. Alt. Engineer)
 - McMahan Associates, Inc (Twp. Traffic Engineer)
 - McCormick Taylor, Harrisburg (Twp. Traffic Engineer-existing projects)
 - I. Township Solicitor and Special Legal Counsel (annual appointments)
 - Blakinger Thomas PC (General Council)
 - Campbell, Durrant & Beatty PC (special labor council for administration)
 - Brubaker Connaughton Goss & Lucarelli LLC (labor council & special projects)
 - Gibble, Kraybill and Hess (special projects)
 - J. Pension Fund Actuary (annual appointment)
 - Uninvest, Allentown
 - K. Appointment of Smith, Elliot and Kerns to perform the 2017 Township Audit
 - L. Acceptance of the following professional rate schedules:

Blakinger Thomas	McMahon Associates, Inc.
Rettew Associates	Brubaker Connaughton Goss & Lucarelli
6. Resolutions
 - A. Sewage Enforcement Officer (SEO) appointment and fee schedule (resolution #18-01)
David Lockard as SEO and Marvin Stoner as alternate SEO – 1 yr appt. thru 12/31/2018
 - B. Employee Contributions- Non-Uniform Pension Fund - Resolution #18-02

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- C. Zoning Hearing Board
 - John Bingham – (appointment for 5 years) – Resolution #18-03
 - Daniel Kaldas – (appointment for 3 years) – Resolution #18-04
 - Garry Longenecker & Gregory Kile) – Resolutions needed

7. Authorizations/Approvals/Motions

- A. 2018 PSATS Convention (to be held April 22rd – 25th, 2018 @ Hershey)
- B. 2018 Employee Holiday schedule – 9 holidays/4 personal days
- C. Approval of Banks for deposit of Township funds
 - First National Bank
 - Any bank located within East Hempfield Township
- D. Establish Treasurer's Bond in the amount of \$1,000,000.00
- E. Fund Raising Activities for Volunteer Fire Companies
 - Approve fund raising activities provided those activities fall within the by-laws of the Fire Companies & they do not violate any local, state or federal laws.
- F. Bi-weekly Pay Period for Employees
- G. Invoice Payment Dates
 - Establish invoice payments for 1st and 3rd weeks of each month.
 - All invoices shall be approved at regular meetings with the exception of operating invoices, which shall be paid when due in order to avoid penalties.
- H. Preservation of Farmland resolution – Acknowledgement of Resolution #13-07 designating the Boards historical and current intention to protect farmland and to protect and promote agriculture and agricultural businesses in East Hempfield Township; to preserve prime agricultural farmland, and to preserve both the rural and agricultural character of the areas of the Township generally referred to as North of 283.

8. Supervisor Committee Appointments/Goals (2017 existing assignments)

- Administration/Personnel – Russell/Brubaker Planning & Development – Wiglesworth/_____
Finance – Brubaker/Russell Public Safety – LeFevre/Wiglesworth
Parks & Recreation – _____/Brubaker Public Works – Russell/LeFevre
Stormwater (MS4 Concerns) – Russell/_____
Traffic Commission – Russell/_____/LeFevre
- 2018 Board goals

9. Consent Agenda

- a) Approval of minutes: December 20, 2017
- b) Payment of bills: 12/22/2017 – 1/2/2018
- c) Kreider Squash Plant (94-FLD-124) - Acceptance of \$75,000 fee in lieu and release of letter of credit

10. Other Business

- a) Adoption of Electronic Device policy and authorization to purchase 2-1 laptops for BOS to facilitate the use of a paperless agenda.
- b) 2018 Fee scheduled recommended edits (resolution needed if accepted)
- c) Succession planning for Township Manager's retirement
- d) PSATS sample resolution opposing HB1620 (Wireless Infrastructure Deployment Bill)

11. Adjournment