

**EAST HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL and MEETING AGENDA
Monday, JANUARY 7, 2019, 4:30 P.M.**

1. **4:30 p.m. - Call to Order after a moment of silence and the Pledge of Allegiance**
2. **Reorganization of Board**
 - Chairman
 - Vice-Chairman
3. **Appointments by Motion (Staff, Boards, Commissions, Committees)**
 - A. Staff (annual appointments)
 - Manager /Secretary/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 12/31/2019)
 - Diane Moore (reappointment consideration)
 - D. Water Authority (5 yr. term until 12/31/2023)
 - Jeffrey Bleacher (reappointment consideration)
 - E. Building Code & Property Maintenance Board of Appeals (5 yr. term until 12/31/2023)
 - William Keays (reappointment consideration)
 - F. Planning Commission (4 yr. term until 12/31/2022)
 - Dwight Rohrer (reappointment consideration)
 - James Hackett (reappointment consideration)
 - G. Industrial Development Authority (5 yr. term until 12/31/2023)
 - Robert Krimmel (appointment consideration)
4. **Appointment by Motion of profession service positions:**
 - A. Township Engineer (annual appointment)
 - David/Miller Associates Inc., Lancaster (Twp. Engineer)
 - Rettew Associates, Lancaster (Twp. Alt. Engineer)
 - McMahon Associates, Inc, Camp Hill (Twp. Traffic Engineer)
 - McCormick Taylor, Exton (Twp. Traffic Engineer-existing projects)
 - B. Township Solicitor and Special Legal Counsel (annual appointments)
 - Blakinger Thomas PC (General Counsel)
 - Campbell, Durrant & Beatty PC (special labor counsel for police)
 - Brubaker Connaughton Goss & Lucarelli LLC (labor counsel & special projects)
 - Gible, Kraybill and Hess (special projects)
 - C. Pension Fund Actuary (annual appointment)
 - Uninvest, Allentown
 - D. Appointment of Smith, Elliot and Kerns to perform the 2018 Township Audit
 - E. Acceptance of the following professional rate schedules:

Blakinger Thomas-provided	McMahon Associates, Inc.
Rettew Associates-provided	Brubaker Connaughton Goss & Lucarelli-no chg
5. **Resolutions**
 - A. Sewage Enforcement Officer (SEO) appointment and fee schedule (resolution #2019-01)
David Lockard as SEO and Marvin Stoner as alternate SEO – 1 yr appt. thru 12/31/2019
 - B. Employee Contributions- Non-Uniform Pension Fund - Resolution #2019-02
 - C. Zoning Hearing Board - Mark Hanson – (appointment for 5 years) – Resolution #2019-03
 - D. 2019 Fee Schedule – adoption of Resolution #2019-04

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6. Authorizations/Approvals/Motions

- A. 2019 PSATS Convention (to be held April 14th – 17th, 2019 @ Hershey) - Appointment of a voting and alternate voting delegates to the convention
- B. 2019 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.

7. Supervisor Committee Appointments/Goals (2018 existing assignments and goals)

- Administration/Personnel – Russell/Brubaker Planning & Development – Wiglesworth/Bennett
Finance – Brubaker/Russell Public Safety – LeFevre/Wiglesworth
Parks & Recreation – Bennett/Brubaker Public Works – Bennett/LeFevre
Stormwater (MS4 Concerns) – Russell/Wiglesworth Traffic Commission – Russell/Brubaker/LeFevre
- 2019 Board goals (2018 goals provided as a starting point)

8 Consent Agenda

- a) Approval of minutes: December 19, 2018
- b) Payment of bills: 12/22/2018 – 1/07/2019 totaling \$474,668.20

9. Other Business

- a) Centerville-South – Authorization to sign the agreement between the Township and Norfolk Southern Railway to pay RR preliminary engineering review fees estimated at \$50,278.
- b) Intergovernmental Cooperative Agreement between Manor Twp and EHT regarding cost sharing for the Centerville-South road project – Ordinance #2019-01.
- c) Amendment to the 2014 Street and Sidewalk Ordinance – Ordinance #2019-02.

10. Public Comments (non-agenda items only/residents or EHT tax-payers only)

11. Adjournment