

## AGENDA

BOARD OF SUPERVISORS  
REORGANIZATION MEETING

JANUARY 3, 2022  
6:30 PM

***THIS MEETING IS BEING HELD IN-PERSON  
AT THE TOWNSHIP ADMINISTRATION BUILDING***

***AND VIA ZOOM  
Meeting ID 882 6723 1046***

***CALL 717-766-0178, EXT. 3001, M-F 8AM TO 4PM FOR REQUIRED PASSCODE***

### **THIS MEETING IS BEING RECORDED**

**As a courtesy to others in attendance, we ask that you please silence electronic devices and limit public comment to no more than five (5) minutes per person.**

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **SWEARING IN OF SUPERVISORS**

1. Swearing in of Silver Spring Township Supervisor, David R. Lenker, II to a term ending January 3, 2028.
2. Swearing in of Silver Spring Township Supervisor, Carlton R. Machamer, to a term ending January 3, 2028.

#### **TEMPORARY CHAIR**

1. Appointment of Temporary Chairman

Consideration of a motion to appoint \_\_\_\_\_ as the temporary Chairman of the Silver Spring Township Board of Supervisors.

#### **ADOPTION OF BY-LAWS**

Consideration of a motion to approve/deny/table approval of the Official Bylaws for the Silver Spring Township Board of Supervisors.

#### **ADOPTION OF RULES OF ORDER**

Consideration of a motion to approve/deny/table the Rules of Order for the Silver Spring Township Board of Supervisors.

#### **REORGANIZATION OF THE BOARD**

1. Office of Chair
  - a. Nominations for the Office of Chair.
  - b. Consideration of a motion to close the nominations.
  - c. Consideration of a motion to elect \_\_\_\_\_ as Chair of the Silver Spring Township Board of Supervisors to serve at the pleasure of the Board and otherwise to expire on January 3, 2023.

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- 2. Office of Vice-Chair
  - a. Nominations for the Office of Vice-Chair.
  - b. Consideration of a motion to close the nominations.
  - c. Consideration of a motion to elect \_\_\_\_\_ as Vice-Chair of the Silver Spring Township Board of Supervisors to serve at the pleasure of the Board and otherwise to expire on January 3, 2023.

**ANNOUNCEMENTS/PRESENTATIONS**

- 1. An Executive Session was held immediately prior to the meeting to discuss personnel matters.

**PUBLIC COMMENT**

**MEETING DATES**

Consideration of a motion to establish the following 2022 meeting schedule for the Silver Spring Township Board of Supervisors, with all meetings to be held at the Township Administration Building, unless otherwise noted, beginning at 6:30 PM:

- January 26
- February 23
- March 23
- April 27
- May 25
- June 22
- July 27
- August 24
- September 28
- October 26
- November 16
- December 14
- *January 3, 2023 Re-Org*

**TOWNSHIP APPOINTMENTS**

Consideration of a motion to approve the following individuals to official Township Appointments for the positions listed with terms to expire on January 3, 2023:

<b><u>POSITION/TITLE</u></b>	<b><u>APPOINTEE</u></b>
Township Manager .....	Raymond Palmer
Treasurer .....	Cheryl Neidig
Assistant Treasurer.....	Raymond Palmer
Secretary .....	Willetta Huth
Assistant Secretary .....	Raymond Palmer
Sewage Enforcement Officer .....	Gary Morrow
Alternate Sewage Enforcement Officer .....	Herbert, Rowland & Grubic, Inc.
Township Solicitor.....	Sean M. Shultz, Esq.
Township Engineer .....	Herbert, Rowland & Grubic
Alternate Township Engineer .....	Pennoni & Associates
Emergency Management Coordinator.....	Christopher Raubenstine
Deputy Emergency Management Coordinators.....	Glen Hostetler and Ben McDonald
Code Enforcement Officer.....	Michael McDonald
Assistant Code Enforcement Officer .....	Jodi Heffner
Zoning Officer .....	Jodi Heffner

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- Assistant Zoning Officer ..... Chelsea Leiby
- Capital Region COG Delegate ..... Harry D. Kotzmoyer, Jr.
- Capital Region COG Alternate ..... David R. Lenker, II
- Certified Public Accountants ..... Maher Duessel
- Cumberland County Tax Bureau Committee Rep ..... Cheryl Neidig
- Cumberland County Tax Bureau Committee Alternate.. Raymond Palmer
- Depository for Township ..... Orrstown Bank
- Municipal Advisory Board Delegate..... Nancy Konhaus Griffie
- Open Records Officer ..... Willetta Huth
- Assistant Open Records Officer ..... Raymond Palmer
- Pension Fund Investment Manager/Depository ..... Roof Advisory Group
- Police Pension Board Police Representative ..... Seth Weikert
- Police Pension Board Citizen Representative ..... Don Gay
- PSATS State Convention Voting Delegate ..... David R. Lenker, II
- PSATS State Convention Alternate Voting Delegate..... Harry D. Kotzmoyer, Jr.
- Vacancy Board..... Robert Seader

**COMMITTEE/BOARD APPOINTMENTS**

Consideration of a motion to appoint the following individuals as members of various Silver Spring Township Boards and Committees, with new term expirations as noted:

<b><u>COMMITTEE/BOARD</u></b>	<b><u>2022 APPOINTEE</u></b>	<b><u>FOR A TERM EXPIRING</u></b>
Agricultural Security Area Advisory Committee (1 Year Term)		
	Ryan Brown .....	January 3, 2023
	Tom Moyer.....	January 3, 2023
	Selena Updegraff .....	January 3, 2023
	Barry Frantz .....	January 3, 2023
	Laura Brown.....	
Business Advisory Council (3 Year Term)		
	Rob Filson.....	January 6, 2025
	David Weihbrecht.....	January 6, 2025
Conservation & Preservation Committee (1 Year Term)		
	Dennis Hrzic.....	January 3, 2023
	John Murphy .....	January 3, 2023
	Robert Shaw .....	January 3, 2023
	Clifford Jarrett .....	January 3, 2023
	Karen Adams .....	January 3, 2023
	Mary Duncan.....	January 3, 2023
	Linda Melham .....	January 3, 2023
	Stephanie Williams, County Rep.....	January 3, 2023

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Emergency Management Agency (1 Year Term)

Curt Hall, Firefighting Branch Director.....January 3, 2023  
Doug McDonald, Firefighting Branch Dir .....January 3, 2023  
Ben McDonald, Citizen Representative .....January 3, 2023  
Mike Ott, Citizen Representative .....January 3, 2023

Land Preservation Review Board (3 Year Term)

Keri Zeigler .....January 6, 2025

New Kingstown Vision Committee (1 Year Term)

Kathi Pifer .....January 3, 2023  
Sue Miller .....January 3, 2023  
Tom Miller .....January 3, 2023  
Mel Raudabaugh.....January 3, 2023  
Nancy Shoaff .....January 3, 2023  
Rich Shoaff .....January 3, 2023  
Barbara Cline.....January 3, 2023  
Lydia Stufft.....January 3, 2023  
James Hall .....January 3, 2023

Planning Commission (4 Year Term)

Ray Brown .....January 5, 2026  
Art D’Agostino .....January 5, 2026  
Brett Brenize .....January 5, 2026  
Randy Duncan .....January 2, 2024

Sewer Authority (5 Year Term)

David R. Lenker,II .....January 4, 2027

Veterans Committee (1 Year Term)

Richard Martin.....January 3, 2023  
Peter Sandys .....January 3, 2023  
Matthew Fritz .....January 3, 2023  
Barbara Cline.....January 3, 2023  
Thomas Miller .....January 3, 2023  
Robert Snyder.....January 3, 2023  
Kaitlyn Smith.....January 3, 2023

Zoning Hearing Board (3 Year Term)

James Hall .....January 6, 2025

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**COMMITTEE LIAISON APPOINTMENTS**

Consideration of a motion to appoint the following Township Supervisors as liaisons for the indicated Committees/Boards:

- Agricultural Advisory Committee..... TBD
- Business Advisory Council ..... TBD
- Conservation & Preservation Committee..... TBD
- Emergency Management Agency..... TBD
- Fire Steering Committee ..... TBD
- Land Preservation Review Board ..... TBD
- New Kingstown Vision Committee..... TBD
- Planning Commission..... TBD
- Police Pension Board ..... TBD
- Recreation Advisory Council ..... TBD
- Sewer Authority..... TBD
- Veterans Advisory Committee ..... TBD

**HOLIDAY SCHEDULE**

Consideration of a motion to establish the following 2022 Holiday Schedule for non-bargaining Township employees:

- January 3, 2022 ..... New Year's Day (*Observed*)
- January 17, 2022 ..... Martin Luther King, Jr. Day
- February 21, 2022..... Presidents' Day
- May 30, 2022 ..... Memorial Day
- June 20, 2022 ..... Juneteenth (6/19) National Independence Day (*Observed*)
- July 4, 2022 ..... Independence Day
- September 5, 2022 ..... Labor Day
- October 10, 2022 ..... Columbus Day
- November 11, 2022 ..... Veterans Day
- November 24, 2022 ..... Thanksgiving Day
- November 25, 2022 ..... Day after Thanksgiving
- December 23, 2022 ..... Christmas Eve Day (*Observed*)
- December 26, 2022 ..... Christmas Day (*Observed*)
- December 30, 2022 ..... New Year's Eve (*Observed*) (1/2 day - close at noon)
- January 2, 2023 ..... New Year's Day (*Observed*)

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#### AGREEMENTS

1. New Kingstown Fire Company (NKFC)

- a. Fire Protection Agreement
- b. 2022 Activities

Consideration of a motion to approve/deny/table the 2022 Fire Protection Agreement with the New Kingstown Fire Company, recognize NKFC as an official fire service agency in Silver Spring Township and approve their list of 2022 activities for worker's compensation purposes.

2. Silver Spring Community Fire Company (SSCFC)

- a. Fire Protection Agreement
- b. 2022 Activities

Consideration of a motion to approve/deny/table the 2022 Fire Protection Agreement with the Silver Spring Community Fire Company, recognize SSCFC as an official fire service agency in Silver Spring Township and approve their list of 2022 activities for worker's compensation purposes.

3. Silver Spring Ambulance & Rescue Association (SSARA)

- a. Ambulance Services Agreement
- b. 2022 Activities

Consideration of a motion to approve/deny/table the 2022 Ambulance Services Agreement with the Silver Spring Ambulance through June 30, 2022, recognize SSARA as the official ambulance services provider for Silver Spring Township, and approve their list of 2022 activities for worker's compensation purposes.

#### NEW BUSINESS

1. Employee Status – Township Manager

Consideration of a motion to approve/deny/table regular full-time status for Raymond Palmer, Township Manager, upon successful completion of his probationary period on January 6, 2022.

2. Resolution No. 2022-01: Fee Schedule

Consideration of a motion to approve/deny/table Resolution 2022-01, establishing the 2022 Fee Schedule.

3. Signature Cards

Consideration of a motion to authorize the signing of checks and necessary signature cards by the Chairman, Vice-Chairman, Township Manager and Township Treasurer.

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4. Fixed Expenses

Consideration of a motion to authorize the Treasurer or Township Manager to pay all fixed expenses resulting from prior Board actions.

5. Treasurer's Bond

Consideration of a motion to establish bonds for the Treasurer and Assistant Treasurer in the amount of \$150,000.00 each.

6. Mileage Rate Reimbursement

Consideration of a motion to approve/deny/table business mileage reimbursement at the IRS 2022 standard IRS mileage rate of 58½ cents per mile.

7. National Opioids Litigation Participation Agreement

Consideration of a motion to ratify/deny/table Silver Spring Township joining the National Opioids Litigation Participation Agreement.

### **SUPERVISORS AND STAFF COMMENTS**

### **ADJOURNMENT**