

**BERWICK TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 9, 2017**

**CALL TO ORDER AND PLEDGE TO THE FLAG:** The January 9, 2017 regular meeting of the Berwick Township Board of Supervisors was held in the Berwick Township Municipal Building, 85 Municipal Road, Hanover, PA. Chairman Socks called the meeting to order at 6:00 p.m. Present were Supervisors Pete Socks, Barry Cockley, Tom Danner, Bob Foltz, Earle Black, Solicitor, Tim Shultis, Engineer, Tim Knoebel, Secretary, Jean Hawbaker. Chairman Socks asked all to stand for the Pledge of Allegiance to the Flag.

**PUBLIC COMMENT (AGENDA ITEMS):** None.

**UNITED HOOK & LADDER REPORT:** Assistant Chief, Nick Shaffer stated there were a total of 41 calls in December, 2 of which were in Berwick. We handled a total of 601 calls in 2016. We are requesting a minor change to the box card on Route 94 because the roads split between Oxford and Berwick with the north and south bound lanes. It's two separate boxes. We want to move the box line from south bound lanes to north bound lanes. **Barry Cockley made a motion to approve the change to the box card, seconded by Pete Socks. Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

**CONSENT AGENDA:** Tom Danner made a motion to approve the consent agenda, which includes the minutes of December 12, 2016 and January 3, 2017, bill lists, unpaid bill lists, balance sheets dated January 6, 2017, and Roadmaster's report for December 2016, seconded by Bob Foltz. **Roll Call: Foltz – yes, Black – yes, abstaining from General Fund account #405.400 on the bill list, Socks – yes, abstaining from General Fund account #405.400 on the bill list, Danner – yes, Cockley – yes. Motion carried.**

**CORRESPONDENCE:** None.

**UNFINISHED BUSINESS:**

- 1) **Tax Collector Compensation** – Tim Shultis stated there are 3 issues, one of which is the change in compensation for 2017, based upon the decrease in the millage rate. We can increase the compensation had we not lowered the tax rate, which has to be done by Ordinance and by February 15, 2017. The second issue relates to changes in compensation effective 2018, either by Ordinance or Resolution. The third is to change some of the fees the tax collector is charging by Resolution. We can't change them for this year, but can change them for next year. The County gives the tax collector a flat fee to cover allowable expenses. The Board agreed to see if Ms. Becker could attend this meeting to discuss this further.

- 2) **Dead Tree Removal** – Bob Foltz stated that Mr. Miller at 139 Maple Grove Road would like us to mark the trees that should be cut. We should send him a letter, because I don't want to be held liable. Tom Danner made a motion for Bob Foltz to call Mr. Miller and see if he will cooperate,

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and meet him on the property to show him which trees need to be cut down. If he doesn't cooperate, the Solicitor will send him a letter, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

**NEW BUSINESS:**

- 1) **Berwick/Hamilton Intermunicipal Agreement Regarding Sale of Hamilton Sewer System** – Tim Shultis stated we are waiting for the consent letter from PennVest to move this forward.
- 2) **Computer Repair Services** – Pete Socks stated CMTech was sold to Treysta and as a result, their billing is higher. Our IP address got blacklisted by Comcast due to the virus, and they came out and installed a new modem to fix it. The Board agreed we should request a more detailed billing breakdown from Treysta. CMTech's invoices gave more detail. The Secretary will log every time a call is placed. Tom Danner stated we need more reliability with the computer system, instead we have piecemealed this over the years and we need to look at this. We should put out request for proposals to have someone come in to perform an analysis of our system. Pete Socks will have this information by the next meeting.
- 3) **Mill Race Road – Request to make it one-way** – Bob Foltz stated there was a resident complaining that a tractor trailer almost caused an accident. They wanted to know what the board can do about making the road one-way. Tim Knoebel stated you need to contact your Municipal Services Representative. Will discuss at the next meeting.
- 4) **Resolution #17-03 – Emergency Succession of Municipal Officers** – Tom Danner made a motion to adopt Resolution #17-03, seconded by Pete Socks. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**
- 5) **Employee Raises** – Will discuss in executive session.
- 6) **KPI 2017 Fee Schedule** – Tom Danner stated he discussed this with Tim Knoebel and is satisfied. Tom Danner made a motion to approve KPI's 2017 Fee Schedule, seconded by Bob Foltz. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

- 7) **Road Salt Suppliers** – Bob Foltz stated he got a quote from Shiloh out of York, and they can deliver rock salt for \$2,100 per triaxle, versus Cargill Salt at \$2,300.

**UNFINISHED BUSINESS CONT'D.** – Deb Becker was present to discuss the tax collector compensation. Tim Shultis stated we were discussing a flat fee to cover expenses. Pete Socks wanted to know what the envelopes were for. Ms. Becker stated they are for anything that needs to be sent out, including second

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notices. Tim Shultis stated I think we would prefer to reimburse you, instead of paying a flat fee, which may underpay or overpay you.

Tom Danner stated based on what you know now, how many hours are you spending on this? Deb Becker stated it's constant, and spends at least 3 evenings per week and weekends. The school and County pay per bill and not a percentage. Tim Shultis stated we can't pay more than 10%. Pete Socks made a motion to raise the compensation percentage from 5% to 10% for the next tax collector's term starting in 2018, seconded by Barry Cockley. **Roll Call; Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.** Pete Socks made a motion to authorize Tim Shultis to prepare and advertise an Ordinance to fix the tax collector's compensation for 2017 to match what it would have been, but for the tax decrease seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.** Pete Socks made a motion to revise the tax certifications from \$10.00 to \$15.00, all other fees will remain the same, effective in 2018, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.** Ms. Becker was asked to submit quarterly bills for authorized expenditures.

**APPEARANCES:** None.

**CODE ENFORCEMENT/PERMITS:**

3 permits issued in December 2016

Tom Danner stated he met with Land and Sea to go over a couple of issues. We received a refund on the permit fees they were charging us and got clarification on the 2017 fees. Will go over procedural issues with them later.

**ENGINEER'S REPORT:**

- 1) Waiting for lab results to come back before we issue the WWTP report.
- 2) Pending Plans Report.

- 3) We received the permit for Beaver Creek Road.
- 4) Bridgeview Letter of Credit should increase to 36%, and Kinneman Court by 19%. Pete Socks made a motion to authorize Tim Shultis to correspond with the developers regarding these increases as recommended by KPI, seconded by Barry Cockley. After discussion, Pete Socks and Barry Cockley withdrew their motion and second. Pete Socks made a motion authorizing Tim Shultis to write to Bridgeviw LLC as recommended by the Engineer on increasing their security, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.** Pete Socks made a motion authorizing Tim Shultis to write to Kinneman Court as recommended by the Engineer on increasing their security and inviting them to

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come to a meeting, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

#### **SOLICITOR’S REPORT:**

- 1) O’Brien’s filed a petition to the Supreme Court. Our response is due by this Friday.
- 2) There are 2 distinct issues at Eagle View Mobile Home Park, the first has to do with the license renewal, and then to discuss issues regarding the meeting we had with Don Erwin on December 20, 2016. An inspection was performed at Eagle View Mobile Home Park for their license renewal. Mr. Erwin was not receptive to opening up the fire hydrants to make sure they worked. Some trenching needs to be backfilled. The sewer line is connected to the farmhouse. Tom Danner stated we need to address the hydrant issue, I have a hard time on their reluctance to do this. The Board will discuss the settlement issue in executive session.

#### **SUPERVISOR’S COMMENTS:**

Bob Foltz - None  
Tom Danner– None  
Pete Socks – None  
Barry Cockley - None  
Earle Black – None

#### **PUBLIC COMMENT** - None

The Board went into executive session at 8:12 p.m. to discuss Eagle View’s settlement issues and personnel issues.

The Board came out of executive session at 9:03 p.m.

Barry Cockley made a motion to authorize Tim Shultis to respond to Eagle View in accordance to the township engineer's memorandum consistent with the discussion held during January 9<sup>th</sup> meeting, seconded by Tom Danner. **Roll Call: Black – yes- Cockley – yes, Socks – yes, Danner – yes, Foltz – No. Motion carried.**

Pete Socks made a motion to approve 5% increases for Jean Hawbaker and Brian Ernst, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

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Barry Cockley made a motion to accept the 5% increase for the Road Master, as set by the township auditor's, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – abstained. Motion carried.**

Bob Foltz made a motion to adjourn, seconded by Barry Cockley.

**The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on February 13, 2017, 6:00 p.m. in the Municipal Building, 85 Municipal Road, Hanover, PA 17331.**

Respectfully submitted,

Jean A. Hawbaker  
Secretary/Treasurer  
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