

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
JANUARY 3, 2022**

CALL TO ORDER & PLEDGE TO THE FLAG – The January 3, 2022 Berwick Township Board of Supervisors Annual Reorganizational Meeting was held in the Township Building, 85 Municipal Road, Hanover. The meeting was called to order at 8:30 a.m. Present were Supervisors Pete Socks, Tom Danner, Earle Black, Scott Kennedy, Barry Cockley (via Zoom), Secretary Jean Hawbaker.

PUBLIC COMMENT – None.

TEMPORARY CHAIRMAN – Earle Black made a motion to nominate Tom Danner as Temporary Chairman, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

CHAIRMAN NOMINATION – Tom Danner made a motion to nominate Pete Socks as Chairman, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

VICE-CHAIRMAN NOMINATION – Scott Kennedy made a motion to nominate Tom Danner as Vice-Chairman, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

APPEARANCE

- 1) Shelby Jenkins – Re: Tax Collector

Ms. Jenkins is interested in the Tax Collector position. She was deputy Tax Collector in Hamilton Township, and will need to complete the training. The township vestibule will be available to Ms. Jenkins for tax collection, and has flexibility with her current job. The computer, phone, table and bank account will need to be discussed.

2022 APPOINTMENTS

SECRETARY/TREASURER	Jean A. Hawbaker
RIGHT-TO-KNOW OFFICER	Pete Socks, Jr.
OFFICE MANAGER	Pete Socks, Jr.
TREASURER’S BOND	1,500,000.00
CODE ENFORCEMENT/ZONING OFFICER	Andrew Myers
FLOOD PLAIN ADMINISTRATOR	Andrew Myers
FLOOD PLAIN ADMINISTRATOR BACKUP	Chairman of the Board of Supervisors
UCC INSPECTION AGENCY	PA Municipal Code Alliance
SEWER PLANT OPERATOR	Ryan Swope (Swope Waste Water Management)
ENGINEER	Tim Knoebel (KPI Technology, Inc.)
SEWAGE ENFORCEMENT OFFICER/ALTERNATE	Gil Picarelli/Alt. Dominic Picarelli & Leah Heine
TOWNSHIP SOLICITOR	Timothy J. Shultis (Salzmann Hughes, P.C.)
ROAD MASTER	Bill Scott
EMERGENCY MANAGEMENT AGENT	Bill Scott
ROAD CREW SUPERVISOR LIASONS	Pete Socks/Earle Black

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DEPOSITORIES	People's Bank/ACNB Bank
TAX COLLECTOR (HEAD TAX)	Shelby Jenkins
VACANCY BOARD CHAIRMAN	Robert Reese, Jr.
ACCOUNTING/AUDITING FIRM	Smith, Elliott, Kearns & Co.
YORK ADAMS TAX BUREAU REPRESENTATIVE	Barry Cockley
PENSION PLAN CHIEF ADMINISTRATIVE OFFICER	Barry Cockley
COG REPRESENTATIVE	Tom Danner
YORK ADAMS TAX BUREAU COLLECTION AGENCY	Wage Tax Collector
FIRE/RESCUE SERVICES	United Hook & Ladder Co. #33
EMS	Adams Regional Emergency Medical Services

Earle Black made a motion to approve the 2022 Appointments, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Tax Millage Rate (Resolution #22-01) – Real Estate (.15 mills), Fire – (.25 mills) – Tom Danner made a motion to adopt Resolution #22-01, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes. Motion carried.**

Business Office Hours for the Public – Scott Kennedy made a motion to approve the Business Office Hours - Monday – Thursday, 9:00 a.m. to 4:00 p.m., and Friday, 9:00 a.m. to 12:00 p.m., seconded by Pete Socks. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2022 Mileage Rate – 58.5 cents – Earle Black made a motion to approve the mileage rate, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2022 Fee Schedules for Solicitor, Engineer, SEO, Zoning/Code Enforcement/UCC (Resolution #22-02) - Barry Cockley made a motion to accept the 2022 fee schedules, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Voting Delegate to State Convention – Pete Socks made a motion to appoint Scott Kennedy, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Zoning Hearing Board (Resolution #22-03) – Barry Cockley made a motion to adopt Resolution #22-03 reappointing Douglas Appler to the Zoning Hearing Board (term ends 12/31/24), seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Zoning Hearing Board Alternate – Vacant.

Planning Commission – Tom Danner made a motion to reappoint Don Long to the Planning Commission (term ends 12/31/25), seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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Township Auditor - Pete Socks made a motion to appoint Emanuel Apostolakis as a Township Auditor due to a vacancy on the Board, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Emergency Succession (Resolution #22-04) – Barry Cockley made a motion to adopt Resolution #22-04, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2022 SCHEDULE OF MEETING DATES HELD AT 85 MUNICIPAL ROAD, HANOVER

SUPERVISORS – 2nd MONDAY OF MONTH AT 6:00 P.M.

JANUARY 10	JULY 11
FEBRUARY 14	AUGUST 8
MARCH 14	SEPTEMBER 12
APRIL 11	OCTOBER 10
MAY 9	NOVEMBER 14
JUNE 13	DECEMBER 12

PLANNING COMMISSION – 1st WEDNESDAY OF MONTH AT 6:00 P.M.

JANUARY 5	JULY 6
FEBRUARY 2	AUGUST 3
MARCH 2	SEPTEMBER 7
APRIL 6	OCTOBER 5
MAY 4	NOVEMBER 2
JUNE 1	DECEMBER 7

ZONING HEARING BOARD – 3rd THURSDAY OF MONTH AT 9:00 A.M.
(AS NEEDED)

JANUARY 20	JULY 21
FEBRUARY 17	AUGUST 18
MARCH 17	SEPTEMBER 15
APRIL 21	OCTOBER 20
MAY 19	NOVEMBER 17
JUNE 16	DECEMBER 15

Scott Kennedy made a motion to approve the 2022 schedule of meeting dates, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2022 HOLIDAYS OBSERVED

NEW YEAR'S DAY – DECEMBER 31
GOOD FRIDAY – APRIL 15
PRIMARY ELECTION DAY – MAY 17
MEMORIAL DAY – MAY 30

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INDEPENDENCE DAY – JULY 4
LABOR DAY – SEPTEMBER 5
GENERAL ELECTION DAY – NOVEMBER 8
VETERANS DAY – NOVEMBER 11
THANKSGIVING DAY – NOVEMBER 24
CHRISTMAS DAY – DECEMBER 26

Barry Cockley made a motion approve the 2022 Holiday, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

NEW BUSINESS:

- 1) **Authorize Advertising 2022 Meeting Dates** – Pete Socks made a motion to authorize advertising 2022 meeting dates, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Zoning Hearing Board Year-End Report** – Tom Danner made a motion to accept the Zoning Hearing Board year-end report, seconded by Pete Socks. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 3) **Planning Commission Year-End Report** – Earle Black made a motion to accept the Planning Commission year-end report, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 4) **Pension Plan Disclosure Statement (Act 44)** – Pete Socks made a motion to approve the Pension Plan Disclosure Statement, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 5) **LABS Proposal for Analytical Services for 2022** – Tom Danner made a motion to accept LABS Proposal for Analytical Services for 2022, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 6) **Zoning Text Amendment for Accessory Buildings & Housekeeping** – Tom Danner made a motion to send the proposed text amendments to the Adams County Office of Planning and Development and the Township’s Planning Commission, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 7) **Office Cleaning Quotes** – Tom Danner made a motion to accept the quote from ASJ Cleaning Services in the amount of \$100.00 for bi-weekly cleaning services, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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- 8) **Review/Adoption of Township Seal** – Scott Kennedy made a motion to adopt an official township seal, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 9) **COVID Sick Leave Policy** – Will be discussed at the next meeting.

Tom Danner made a motion authorizing Tim Shultis to research if we can use COVID Relief Funds to pay the employees who are off assumingly due to COVID, and if we can purchase rapid test kits with these funds, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

The Secretary will check on where these rapid tests kits can be purchased.

Barry Cockley made a motion to adjourn at 9:21 a.m., seconded by Scott Kennedy. Motion carried.

Respectfully submitted,

Jean A. Hawbaker
Secretary/Treasurer
**BERWICK TOWNSHIP
BOARD OF SUPERVISORS**