

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
ANNUAL REORGANIZATION MEETING
JANUARY 6, 2025**

CALL TO ORDER & PLEDGE TO THE FLAG – The January 6, 2025 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, Bill Green, Secretary Jean Hawbaker was not in attendance and Brian Racine was clearing snow.

PUBLIC COMMENT (AGENDA ITEMS) – None.

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

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

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

2025 APPOINTMENTS

SECRETARY/TREASURER/PERMITS	Jean A. Hawbaker
PENSION PLAN CHIEF ADMINISTRATIVE OFFICER	Jean A. Hawbaker
OFFICE MANAGER/RIGHT-TO-KNOW OFFICER	Pete Socks, Jr.
TREASURER’S BOND	1,500,000.00
ROAD MASTER/ZONING/CODE ENFORCEMENT	Brian Racine
EMA/FLOOD PLAIN ADMINISTRATOR	Brian Racine
FLOOD PLAIN ADMINISTRATOR BACKUP	Chairman of the Board of Supervisors
UCC INSPECTION AGENCY	Middle Department Inspection Agency
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 CREW SUPERVISOR LIASONS	Pete Socks/Earle Black
DEPOSITORIES	Orrstown Bank & Traditions 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	Bill Green
COG REPRESENTATIVE	Vacant
YORK ADAMS TAX BUREAU COLLECTION AGENCY	Wage Tax Collector
FIRE/RESCUE SERVICES	United Hook & Ladder Co. #33
EMS	Adams Regional Emergency Medical Services
POLICE	State Police

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Scott Kennedy made a motion to approve the 2025 Appointments, seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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

Business Office Hours for the Public – Bill Green made a motion to approve the Business Office Hours - Monday – Thursday, 7:00 a.m. to 3:00 p.m., and Friday, 7:00 a.m. to 12:00 p.m., seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2025 Mileage Rate – .67 cents – Bill Green made a motion to approve the mileage rate, seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

2025 Fee Schedules for Solicitor, Engineer, SEO, Zoning/Code Enforcement/UCC (Resolution #25-02) – Tom Danner made a motion to accept adopt Resolution #25-02, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Voting Delegate to State Convention – Pete Socks made a motion to appoint Scott Kennedy as the voting delegate at the State Convention, seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – abstained. Motion carried.**

Zoning Hearing Board (Resolution #25-03) – Tom Danner made a motion to adopt Resolution #25-03 reappointing Joseph Johnston to the Zoning Hearing Board (term ends 12/31/27) – 3-year term, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Planning Commission – Earle Black made a motion to reappoint Gary Nalavany to the Planning Commission (term ends 12/31/28) – 4-year term, seconded by Scott Kennedy. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Township Auditor – Tom Danner 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, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Emergency Succession (Resolution #25-04) – Pete Socks made a motion to adopt Resolution #25-04, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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2025 SCHEDULE OF MEETING DATES HELD AT 85 MUNICIPAL ROAD, HANOVER

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

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

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

JANUARY 2	JULY 2
FEBRUARY 5	AUGUST 21
MARCH 5	SEPTEMBER 18
APRIL 2	OCTOBER 16
MAY 7	NOVEMBER 20
JUNE 4	DECEMBER 18

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

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

Scott Kennedy made a motion to approve the 2025 schedule of meeting dates, seconded by Bill Green. Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.

2025 HOLIDAYS OBSERVED

NEW YEAR'S DAY – JANUARY 1
GOOD FRIDAY – APRIL 18
PRIMARY ELECTION DAY – MAY 20
MEMORIAL DAY – MAY 26
INDEPENDENCE DAY – JULY 4
LABOR DAY – SEPTEMBER 1
GENERAL ELECTION DAY – NOVEMBER 4
VETERANS DAY – NOVEMBER 11
THANKSGIVING DAY & THE DAY AFTER – NOVEMBER 27 & 28
CHRISTMAS DAY – DECEMBER 25

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Earle Black made a motion approve the 2025 Holidays, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

EXECUTIVE SESSION

The Board went into executive session at 8:45 a.m. to discuss personnel matters.

The Board came out of executive session at 8:55 a.m.

Pete Socks made a motion to add Bank Deposit Policy and Time Off Policy to the agenda, seconded by Tom Danner. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Scott Kennedy made a motion to adopt the Bank Deposit Policy, seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Pete Socks made a motion to add 24-hour notice for time off to employee manual, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

OLD BUSINESS:

- 1) Boom Mower
- 2) Skid Loader & Trailer

Earle Black made a motion to purchase JCB Wheeled Hydra-dig and attachments for \$250,950 and JCB Model 3TS-8T Tele-skid and attachments for \$112,830 under financing for 5 years for annual payments of \$62,771, seconded by Pete Socks. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Earle Black made a motion to put the blue New Holland tractor and attachments, the Backhoe and attachments, and the 10-ton International and blades on Municibid with reserve bids, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

NEW BUSINESS:

- 1) **Authorize Advertising 2025 Meeting Dates** – Pete Socks made a motion to authorize advertising the 2025 meeting dates, seconded by Earle Black. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Zoning Hearing Board Year-End Report** – Scott made a motion to accept the Zoning Hearing Board year-end report for 2024, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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- 3) **Planning Commission Year-End Report** – Scott Kennedy made a motion to accept the Planning Commission year-end report for 2024, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 4) **LABS Proposal for Analytical Services for 2025** – Tom Danner made a motion to accept LABS Proposal for Analytical Services for 2025, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 5) **PSATS Conference 2025**

Earle Black made a motion to authorize Brian Racine, Rick Hopkins, and Scott Kennedy to attend the PSATS Conference, seconded by Bill Green. **Roll Call: Black – yes, Green – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

PUBLIC COMMENT (GENERAL) – None.

Scott Kennedy made a motion to adjourn at 9:55 a.m., seconded by Bill Green. Motion carried.

Respectfully submitted,

Pete Socks, Chairman
**BERWICK TOWNSHIP
BOARD OF SUPERVISORS**