

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL MEETING DECEMBER 28, 2017**

The Berwick Township Board of Supervisors held a Special Meeting on December 28, 2017 at 9:00 A.M. in the Municipal Building, 85 Municipal Road, Hanover, PA 17331. The purpose of the meeting is to discuss personnel matters, and any other matters which may come before the Board.

Present: Supervisors Pete Socks, Earle Black, Tom Danner, Secretary Jean Hawbaker. Bob Foltz and Barry Cockley did not attend this meeting.

BUSINESS:

- 1) **James Manning Subdivision** – Bob Sharrah was present stating they wish to settle on the Ruth property. All three tracts need to be included in a deed of consolidation indicating that they cannot be further subdivided until a new subdivision plan is prepared and submitted to the township for approval. Tom Danner made a motion to approve the above, seconded by Pete Socks. **Roll Call: Danner – yes, Socks – yes, Black – yes. Motion carried unanimously.**

- 2) **Snow Plowing** – Bob Frock was present to discuss snow plowing in the township. He would like to be considered a part time employee. The township will need a copy of his CDL license. Pete Socks made a motion to hire Bob Frock as a part time employee for snow plowing, cindering, salting, pre-treatment, high wind and damage cleanup for \$30.00 per hour, seconded by Earle Black. Mr. Frock will follow PennDOT's protocol when it snows. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**

Tom Danner spoke to Josh Almoney about plowing snow for the township. He said he is not available for primary plowing. He has his own clients to take care. He would be available in a pinch if he is finished with his customers and we need relief. In the past, he did this for the township as a favor. Mr. Danner and Mr. Socks have been in contact with other people regarding snow plowing, if needed.

- 3) **Bob Foltz letter of retirement and resignation** – Tom Danner made a motion to accept Mr. Foltz's retirement as an employee effective December 16, 2017, and his resignation as a Berwick Township Supervisor effective December 31, 2017, seconded by Earle Black. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**

- 4) **Berwick Township Board of Supervisor Appointment** – Pete Socks made a motion to appoint Scott Kennedy to the Berwick Township Board of Supervisors, seconded by Tom Danner. **Roll Call: Danner – yes, Socks – yes, Black – yes. Motion carried unanimously.**

- 5) **Brian Ernst letter of resignation** – Tom Danner made a motion to accept Mr. Ernst's resignation effective December 22, 2017, seconded by Pete Socks. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**

- 6) **Ryan Swope (Swope Water Management) Proposal** – The proposal was presented to the Board. The monthly cost would be approximately \$4,000.00 to have someone at the sewer

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plant on a daily basis. Work performed outside the scope of work will be billed \$65.00 per hour, weekends 1.5 times the rate, and holidays 2 times the rate. Pete Socks made a motion to accept the proposal with effective start date of 1-1-18, seconded by Earle Black. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**

- 7) **Authorize Advertisement for Vacant Positions** – Pete Socks made a motion to authorize advertisement for a full time Road Master and a fulltime road maintenance position. The Secretary is to look into advertising with Zip Recruiter and the Township News, seconded by Tom Danner. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**
- 8) **Cleaning Service** – The Secretary was instructed to get quotes by the next meeting.
- 9) **Painting Sewer Truck** – Acknowledged this needs to be taken care of.
- 10) **Credit Cards, Keys and Cell Phones** – The authorization lists for the credit cards will be revised, and Tom Danner will take care of making sure there are adequate keys as they are needed. Mr. Danner currently has both township cell phones to take care of PA One Calls.
- 11) **911 Call Center** – The call list for the 911 center will be updated.
- 12) **Safety Audit** – Will discuss this after the road positions have been filled.

The Board went into executive session to discuss a personnel matter at 10:53 a.m.

The Board came out of executive session at 11:05 a.m.

Tom Danner made a motion to give Jean Hawbaker an increase of \$1.03 per hour, making her rate \$21.50, seconded by Pete Socks. **Roll Call: Black – yes, Socks – yes, Danner – yes. Motion carried unanimously.**

Adjournment was at 11:10 a.m.

Respectfully submitted,

Jean A. Hawbaker
Secretary/Treasurer
**BERWICK TOWNSHIP
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