

Chairman Nelson Brenneman called the Recessed Meeting to order at 6:00 p.m. with the following in attendance:

Supervisor Dennis Luckenbaugh  
Supervisor Tanya Crawford

Mark E. Derr, Manager  
William Poole, Solicitor  
Approximately 15 citizens

I. **Minutes**

**Motion** by Crawford, second by Luckenbaugh, to approve the minutes of the meeting of January 4, 2010. All members voted aye; motion carried.

II. **Treasurer's Report**

**Motion** by Luckenbaugh, second by Crawford, to approve the Treasurer's Report for December 2009. All members voted aye; motion carried.

III. **General Public Comment**

None at this time.

IV. **Administrative Reports**

A. Manager's Report - Mark Derr reviewed the General Fund Budget. The following changes suggested by the Board were incorporated into the revised budget.

- a. The original budget proposed to have the garbage contractor do the billing under the next contract. However, because of the method the Township uses to bill customers, we have collected approximately \$190,000 from customers in 2009 that is actually for services in 2010. If the contractor does the billing beginning in 2010, the Township will not collect that additional revenue in 2010 for 2011 services. As a result, our budget will have a \$190,000 hole in it. Another way to look at it is that we have \$190,000 in our beginning cash balance that really isn't ours, so we're actually in worse financial shape than originally discussed. In order to take advantage of the cash flow created by billing in advance, the Township will need to continue the billing for the upcoming contract. We should work to convert the contract to a calendar year basis by the end of the new contract period. Because of this change, the Refuse Hauler Fee of \$25,000 was eliminated from the budget.
- b. A revenue account was added for leaf collection. It's anticipated that the Township will pass an ordinance to begin charging a fee for leaf collection based on the actual cost of the service and the number of households utilizing the service. Anticipated revenue of \$7,500 was added to the budget.
- c. Utility-Street Cut /Street Encroachment permits was increased from \$500 to \$1,000.
- d. Zoning and Subdivision / Land Development fees were increased from \$1,000 to \$1,500.
- e. Zoning Hearing Board Fees / Variances / Special Exceptions were increased from \$3,000 to

- \$3,700.
- f. Yard Sale Permits of \$500 were eliminated from the budget. No fee will be charged although the Police should be provided with a copy of the ordinance for enforcement.
  - g. Refuse collections were increased from \$240,000 to \$480,000. See discussion in a. above.
  - h. Sale of General Fixed Assets was increased from 0 to \$2,000 for the sale of the fire truck and the dump truck which is no longer in use.
  - i. Recording Secretary Expense was decreased from \$1,500 to \$1,300.
  - j. Professional Services – Auditor was decreased from \$8,000 to \$4,500, the cost for the contract with our new auditing firm.
  - k. Legal Fees – Sewer Authority was increased from \$15,000 to \$50,000 for anticipated legal cost with the developers of Colonial Crossings.
  - l. Engineering Fees – Pavement Management Plan of \$17,500 was eliminated from the budget.
  - m. Township Building Depreciation was decreased from \$12,000 to \$6,000
  - n. Spring Grove Ambulance Fuel Reimbursement was decreased from \$5,000 to \$4,000 to coincide with the amount of revenue shown.
  - o. Tri-Community Ambulance Fuel Reimbursement was decreased from \$3,200 to \$2,500 to coincide with the amount of revenue shown.
  - p. Zoning Officer's salary, employee benefits, pension contribution, and unemployment compensation was decreased from \$40,000 to \$16,120, from \$17,960 to \$1,840, from \$9,600 to 0 and from \$240 to \$220 respectively, for a part-time vs. full-time position.
  - q. Refuse Contract was increased from \$220,000 to \$450,000. See item a. above.
  - r. Highway Maintenance budget line items were increased for Contributions to employee benefits from \$74,270 to 75,180, pension was increased from \$38,000 to \$40,300 and overtime wages were increased from \$0 to \$13,314. No overtime wages were included in the original budget.
  - s. Taxes for property owned by the Township were increased from \$2,300 to \$4,600.

The following changes were made to the Fire Plug Fund budget for 2010.

- a. The Millage assessed for fire plug tax was increased from .14 mills to .28 mills increasing the estimated revenue from \$37,500 to \$49,000
- b. A line item was added for the tax collector's commission in the amount of \$2,500.
- c. The line item for Fire Hydrant bills was increased from \$34,500 to \$40,000.

The following changes were made to the Capital Reserve Fund budget for 2010.

- a. The Transfer in for Buildings and Plant was decreased from \$12,000 to \$6,000.
- b. The Transfer in for Vehicles and Equipment was decreased from \$99,800 to \$79,000.

JAG Grant – The Board authorized the execution of the JAG Grant agreement. It's anticipated that a change in the scope of work related to the grant will be requested. If the change in scope is not

acceptable the Township will revisit whether or not to accept the grant funds.

B. Solicitor's Report - The Solicitor indicated that all parties to the Colonial Crossings lawsuit have now been served.

Tax assessment appeals have been filed for all applicable Township properties.

V. **Old Business**

None at this time.

VI. **New Business**

- A. Mr. Brenneman suggested that we review the street cut ordinance over the next several months to determine if an update of the ordinance is warranted. It was also suggested that we consider sending all utilities a letter regarding the ordinance requirements.
- B. Mrs. Crawford suggested that we meet to discuss modifications to the building, zoning, and subdivision fees.
- C. Mr. Luckenbaugh suggested that we look into installing signs at all roads leading into North Codorus Township – "Welcome to North Codorus Township – Permits required."
- D. Mr. Luckenbaugh suggested that we advertise both the dump truck and the fire truck for sale with details and pictures provided on the Township's website.
- E. **Motion** by Mr. Luckenbaugh, second by Mrs. Crawford to lay open the budget for public inspection. All voted aye; motion carried.
- F. It was suggested that the Subdivision Ordinance should be amended to indicate that there will be no final approval before all fees are paid. The Solicitor will review the ordinance.

The Board of Supervisors retired to an Executive Session to discuss pending litigation and personnel issues with no official action to be taken.

**Motion** by Mrs. Crawford, second by Mr. Luckenbaugh, to adjourn. All members voted aye; motion carried. The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Mark Derr,  
Township Secretary/Manager