

**FRANKLIN TOWNSHIP  
YORK COUNTY  
BOARD OF SUPERVISOR (BOS)  
REORGANIZATION MEETING  
January 6, 2025**

( X ) Mark Wenrich            ( X ) Dave Buckwash            ( X ) Duane Anthony  
( X ) Tom Keefer            ( X ) Kevin Cummings  
( X ) Traci Kauffman        ( A ) Marie Wilcox            ( X ) Pamela Williams

**CALL TO ORDER**

Supervisor Mark Wenrich called the meeting to order at 6:00 PM. The meeting was held at 150 Century Lane, Dillsburg, PA. Visitors: There were no visitors.

**EXECUTIVE SESSION**

Start 6:00 PM, end 6:13 PM. Personnel Matter. No decisions made.

**PLEDGE OF ALLEGIANCE AND PRAYER**

The Pledge of Allegiance and opening prayer were given by Mark.

**APPOINTMENT OF TEMPORARY CHAIRMAN**

**A motion** was made by Dave to appoint Mark Temporary Chairman.  
**Second** by Kevin. **All in favor. The motion carried.**

**APPOINTMENT OF CHAIRMAN**

**A motion** was made by Dave to appoint Mark as Chairman.  
**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF VICE-CHAIRMAN**

**A motion** was made by Mark to appoint Dave as Vice Chairman.  
**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF SECRETARY**

**A motion** was made by Dave to appoint Traci Kauffman as Secretary for 2025.  
**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF TREASURER**

**A motion** was made by Dave to appoint Pam Williams as Treasurer for 2025.  
**Second** by Kevin. **All in favor. The motion carried.**

**APPOINTMENT OF HUMAN RESOURCES**

**A motion** was made by Dave to appoint Pam Williams as Human Resources Administrator for 2025.  
**Second** by Kevin. **All in favor. The motion carried.**

**APPOINTMENT OF ASSISTANT SECRETARY**

**A motion** was made by Mark to appoint Marie Wilcox as Assistant Secretary for 2025.  
**Second** by Dave. **All in favor. The motion carried.**

**APPOINTMENT OF SOLICITOR**

**A motion** was made by Kevin to retain the firm of Schiffman, Sheridan & Brown with Bret Shaffer as Township Solicitor at the rate of \$160.00 per hour for 2025.  
**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF ENGINEER**

**A motion** was made by Kevin to retain Phillip Brath, Gibson-Thomas Engineering as Township Engineer at the rate of \$175.00 per hour for 2025.

**Second** by Dave. **All in favor. The motion carried.**

**APPOINTMENT OF TRAFFIC ENGINEER**

**A motion** was made by Kevin to retain Phillip Brath as Township Traffic Engineer at his firm of Gibson-Thomas Engineering at the rate of \$175.00 per hour for 2025.

**Second** by Dave. **All in favor. The motion carried.**

**APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER**

**A motion** was made by Kevin to appoint Keith Hunnings as Township SEO at an hourly rate of \$70.00 administrative work and rate of \$90.00 site work and as per the submitted fee schedule for 2025.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF ALTERNATE SEWAGE ENFORCEMENT OFFICER**

**A motion** was made by Kevin to appoint Gary Morrow as Alternate.

**Second** by Dave. **All in favor. The motion carried.**

**APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR**

**A motion** was made by Kevin to reappoint Laurin Fleming as the Township Emergency Management Coordinator at the 2025 budgeted wage.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

**A motion** was made by Kevin to reappoint Larry Harbold as the Township Assistant Emergency Management Coordinator at the 2025 budgeted wage.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF BCO**

**A motion** was made by Kevin to appoint Approved Code Services as Building Code Official for 2025 as per the submitted fee schedule.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF BUILDING INSPECTOR**

**A motion** was made by Kevin to appoint Approved Code Services as Building Inspector for 2025 as per the submitted fee schedule.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF ZONING OFFICER**

**A motion** was made by Kevin to appoint Wayne Smith as the Zoning Officer and the Code Enforcement Officer at the rate of \$50.00/ per hour.

**Second** by Duane. Discussion: Budgeted same as last year. **All in favor. The motion carried.**

**APPOINTMENT OF CODE ENFORCEMENT OFFICER**

**A motion** was made by Kevin to appoint Wayne Smith, Code Enforcement Officer at the rate of \$50.00 per hour.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF SOLICITOR OF THE ZONING HEARING BOARD (ZHB)**

**A motion** was made by Kevin to retain Linus Fenicle, as the ZHB Solicitor, at an hourly rate of \$165.00 per hour.

**Second** by Duane. **All in favor. The motion carried.**

**APPOINTMENT OF STENOGRAPHER**

A motion was made by Kevin to retain Roxy Cressler as the Stenographer for \$100/per hour as per the submitted 2025 fee schedule.

**Second by Duane. All in favor. The motion carried.**

**APPOINTMENT OF VACANCY BOARD CHAIRMAN**

A motion was made by Kevin to reappoint Page Shumaker as the Vacancy Board Chairman.

**Second by Duane. All in favor. The motion carried.**

**APPOINTMENT TO ZONING HEARING BOARD**

A motion was made by Kevin to appoint Tara Cornwall to a 3-year term on the Zoning Hearing Board.

**Second By Duane. All in favor. The motion carried.**

**APPOINTMENT TO PARKS & RECREATION COMMISSION**

There is no need to advertise for the Parks & Recreation Commission. There are two residents interested in being appointed.

**APPOINTMENT TO PLANNING COMMISSION**

A motion was made by Mark to advertise for the vacancy on the Planning Commission.

**Second by Kevin. All in favor. The motion carried.**

**APPOINTMENT TO DILLSBURG AREA AUTHORITY.**

A motion was made by Kevin to reappoint Calvin Hipp to a five-year term as a representative on the Dillsburg Area Authority.

**Second by Duane. All in favor. The motion carried.**

**APPOINTMENT OF NORTHERN YORK COUNTY REGIONAL POLICE DEPARTMENT TOWNSHIP REPRESENTATIVE & ALTERNATE**

A motion was made by Dave to appoint Mark as the Northern York County Regional Police Department Commissioner and to appoint Tom as the Northern York County Regional Police Department Commissioner Alternate.

**Second by Kevin. All in favor. The motion carried.**

**APPOINTMENT OF NORTHERN YORK COUNTY FIRE AND RESCUE TOWNSHIP REPRESENTATIVE & ALTERNATE**

A motion was made by Mark to appoint Dave as the Northern York County Fire and Rescue Commissioner and to appoint Tom as the Northern York County Fire and Rescue Alternate.

**Second by Duane. All in favor. The motion carried.**

**APPOINTMENT OF DELINQUENT TAX COLLECTOR**

A motion was made by Mark to retain York Adams Tax Bureau as the Delinquent Tax Collector for 2025.

**Second by Duane. All in favor. The motion carried.**

**APPOINTMENT OF TOWNSHIP DELEGATES TO STATE ASSOCIATION CONVENTION**

A motion was made by Dave to appoint any available Supervisors who wish to attend as delegates to the State Association Convention.

**Second by Mark. All in favor. The motion carried.**

**APPOINTMENT OF TOWNSHIP VOTING DELEGATE TO STATE ASSOCIATION CONVENTION**

**A motion** was made by Duane to appoint the Township Secretary as the voting delegate to the State Association Convention.

**Second** by Dave. **All in favor. The motion carried.**

**APPOINTMENT OF SECRETARY**

**A motion** was made by Duane to reappoint Traci Kauffman as Secretary at a projected hourly rate of \$25.36, a 15% increase for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**APPOINTMENT OF TREASURER/HUMAN RESOURCES ADMINISTRATOR**

**A motion** was made by Duane to reappoint Pam Williams as Treasurer and newly appoint as Human Resources Administrator at a projected hourly rate of \$31.93, a 5% increase for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**APPOINTMENT OF ASSISTANT SECRETARY**

**A motion** was made by Duane to appoint Marie Wilcox as Assistant Secretary at a projected hourly rate of \$20.95, a 0% increase for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**APPOINTMENT OF ROADMASTER**

**A motion** was made by Duane to reappoint Andy Gibb as Roadmaster at a projected hourly rate of \$38.07, a 5% increase for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**FULL TIME ROAD CREW**

**A motion** was made by Duane to retain Eric Nace as full-time Road Crew employee for the 2025 calendar year at the hourly rate of \$23.93, a 3% increase and Bob King as full-time Road Crew employee for the 2025 calendar year at the projected hourly rate of \$29.56, a 5% increase for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**SEASONAL/TEMPORARY EMPLOYEES**

**A motion** was made by Duane for the wage for Seasonal/Temporary Employees to be at an hourly rate of \$21.00 for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**WORKING SUPERVISORS COMPENSATION**

Currently set by the Board of Auditors at \$21.00 per hour.

**A motion** was made by the Board to keep the wage for “working supervisor” at \$21.00 per hour for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**DATES FOR SUPERVISOR MEETINGS IN 2025**

**A motion** was made by Mark to set the Supervisors meeting on the second Wednesday of each month beginning at 6:00 PM. January 15 , February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10 of 2025.

**Second** by Kevin Discussion: The January meeting was changed due to when the Reorganization meeting was for 2025. **All in favor. The motion carried.**

**ESTABLISH MILEAGE REIMBURSEMENT RATE**

**A motion** was made by Dave to accept the set mileage reimbursement rate from the IRS at 70¢ per mile for 2025.

**Second** by Mark. **All in favor. The motion carried.**

**DESIGNATE TOWNSHIP BANKS & DEPOSITORIES**

**A motion** was made by Dave to retain Members 1<sup>st</sup>, F&M, & First National Bank as the Township's banks and depositories for 2025.

**Second** by Mark. Discussion: Make sure there are enough accounts to stay within the insured amount by the financial institution. **All in favor. The motion carried.**

**SUPERVISOR LIAISONS****Road Department**

**A motion** was made by Dave to appoint Mark as the Road Department Liaison.

**Second** by Mark. **All in favor. The motion carried.**

**Administrative Department**

**A motion** was made by Mark to appoint Dave as the Administrative Department Liaison.

**Second** by Duane. **All in favor. The motion carried.**

**COUNTY & STATE CONVENTIONS, SEMINARS, & MEETINGS HELD OUTSIDE THE TOWNSHIP OFFICE**

**A motion** was made by Kevin to authorize all Supervisors, Appointed Officials and Employees to attend the County & State Conventions, Seminars, & Meetings held outside the Township office using allocated funds for fees, expenses, mileage and the meeting fee upon BOS approval.

**Second** by Dave. **All in favor. The motion carried.**

**SET TREASURER'S BOND**

**A motion** was made by Kevin to increase the Treasurer's Bond at \$2,500,000.00 for 2025.

**Second** by Tom. **All in favor. The motion carried.**

**POLICY FOR PAYMENT AND APPROVAL OF BILLS**

**A motion** was made by Mark to continue the policy to approve and pay the bills at monthly BOS Regular Meetings and to pay any bills that have a due date prior to the next meeting, that may be made at a discount, or to avoid a penalty prior to the monthly meeting for 2025.

**Second** by Duane. **All in favor. The motion carried.**

**RESOLUTION FOR ESTABLISHING CERTAIN FEES (Resolution 2025-1)**

**Review and adopt the Fee Schedule Resolution 2025-1.**

**A motion** was made by Mark to adopt the Franklin Township Resolution 2025-1 schedule of fees as written.

**Second** by Dave. **Abstain:** Kevin Cummings – fee schedule was determined prior to his appointment. **The motion carried.**

**OTHER BUSINESS**

- A. Refuse Hauler Bid – Contact Bret as soon as possible to have the bid prepared to be sent out and received back before the extension is due.

**A motion** was made by Mark to have bid packets prepared and sent out to be received back before the trash contract extension is due.

- B. A request for cleaning bids will go out. The current cleaning contract is expired.  
C. Focus Pest Control will be provided with a key fob for access to the building.

**ADJOURNMENT**

**A motion** was made by Mark to adjourn the 2025 Reorganization Meeting at 6:55 PM.

**Second** by Dave. **All in favor. The motion carried.**

Respectfully submitted,

Traci R. Kauffman

Franklin Township Secretary