

January 2, 2024
Chambersburg, PA 17202
Re-Organization Meeting

The Greene Township Board of Supervisors held their annual Re-Organization Meeting on Tuesday, January 2, 2024 at the Greene Township Municipal Building, 1145 Garver Lane, Chambersburg, PA 17202.

Present: Todd Burns, Travis Brookens, Shawn Corwell – Supervisors, Tyler Beaston – Solicitor, Lindsay Loney – Secretary/Treasurer

Visitors: See list

The meeting was called to order at 3:00 pm by current Chairman Todd Burns. The Chairman noted that the meeting was being recorded for accuracy purposes and asked visitors to sign in.

The Chairman opened the floor for public comment; none was offered.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, with there being no other nominations, and by a vote of 3-0, Todd E. Burns was elected as Chairman of the Board of Supervisors for the year 2024.

On a motion by Supervisor Corwell, seconded by Chairman Burns, with there being no other nominations, and by a vote of 3-0, Travis L. Brookens was elected as Vice Chairman for the year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, with there being no other nominations, and by a vote of 3-0, Todd E. Burns was elected as Roadmaster/Director of Public Works for the year 2024.

On a motion by Chairman Burns, seconded by Supervisor Brookens, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Travis L. Brookens and Shawn M. Corwell, were elected as Assistant Roadmasters/Assistant Directors of Public Works for the year 2024.

On a motion by Supervisor Brookens, seconded by Chairman Burns, with there being no other nominations, and by a vote of 3-0, Shawn M. Corwell, was elected as Office Administrator for the year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Todd E. Burns and Travis L. Brookens, were elected as Assistant Office Administrators for the year 2024.

On a motion by Supervisor Corwell, seconded by Chairman Burns, with there being no other nominations, and by a vote of 3-0, Travis L. Brookens was elected as Director of Parks and Recreation for the year 2024.

On a motion by Supervisor Brookens, seconded by Chairman Burns, with there being no other nominations, and by a vote of 3-0, the remaining two (2) Board Members, Todd E. Burns and Shawn M. Corwell, were elected as Assistant Directors of Parks and Recreation for the year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted that Township Supervisors, Todd E. Burns, Travis L. Brookens, and Shawn M. Corwell, be affirmed as working Township employees for the year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 1-2024** that in the event of a decision of the Board of Supervisors, the Chairman of the Board is authorized to execute, on behalf of the Board, such documentation as may be appropriate to evidence the decision of the Board.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Lindsay Loney as Township Secretary, Township Treasurer, Assistant Administrative Assistant and Gina Griffith as Administrative Assistant, Assistant Township Secretary and Assistant Township Treasurer; all positions for the year 2024; and the bond amount for each position to be set at \$2,000,000.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to set a bond amount of \$5,000 each for the following positions for year 2024: Roadmaster/Director of Public Works and Assistant Roadmasters/Assistant Directors of Public Works; Office Administrator/Assistant Office Administrator; and Director of Parks and Recreation and Assistant Directors of Parks and Recreation.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint the following financial institutions to hold deposits and/or investments for the Township for the year 2024: Orrstown Bank, John Hancock, Wells Fargo Advisors and PLGIT.

On a motion by Chairman Burns, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to require a pledge of security from any financial institution holding deposits, investments, Certificates of Deposit, etc for year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Kurt Williams (Salzmann-Hughes, PC) as Township Solicitor for the year 2024 and to appoint Tyler Beaston (Salzmann-Hughes, PC) as Solicitor to the Township Planning Commission for the year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to re-appoint Vincent Elbel as Township Sewage Enforcement Officer for year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint the following engineering firms for year 2024: Martin & Martin, Inc., HRG (Herbert Rowland & Grubic), YSM (Yost Strodoski Mears), ECS Limited, Brehm-Lebo Engineering, Inc., Rettew Engineering, Dennis E. Black Engineering and RK& K (Rummel, Klepper & Kahl, LLP).

On a motion by Chairman Burns, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint William Green as representative to the Township Vacancy Board for year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint Ralph Feldman, III to the Township Planning Commission, term to expire December 31, 2027.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint William Kick to the Township Municipal Authority, term to expire December 31, 2028.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 2-2024**, appointing the following Zoning Hearing Board Members: Dalton Paul as Member, Kevin Bodner as Alternate, Rick Weiberg as Alternate; all terms to expire December 31, 2026.

On a motion Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to re-appoint SEK & Company as its independent auditing firm for year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to appoint Shawn M. Corwell as the Township Emergency Management Coordinator and Andrew Melius as the Deputy Emergency Management Coordinator for year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 3-2024** to authorize the Township to procure items through qualified public procurement units.

On a motion by Chairman Burns, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 4-2024** appointing Supervisor Corwell as the *Designation of Agent* for the Township in the event of severe weather reimbursements from federal and/or state agency(ies) for the year 2024.

Supervisor Corwell explained that he has been in discussion with office staff regarding land use permit fees. The current fee structure is confusing for some residents and the online calculator does not always work well. After reviewing other Township's fees and talking to office staff, a new fee structure has been suggested. The Secretary/Treasurer reviewed the proposed fee structure, and she believes it would increase overall revenues without placing a large increase on residents doing small projects, such as a fence or shed. The suggested fee would be 0.2% of the project's construction value with a minimum fee of \$15. Essentially any project less than \$7,500 would be \$15 and any project above that would be 0.2% of the construction costs. Chairman Burns agreed that that would be much easier to explain. Supervisor Corwell also suggested the following fee increases: land use permit extension \$15, additional site visit for occupancy permit \$25, driveway permit \$25 and commercial Zoning Hearing Board application \$800. Supervisor Brookens stated he has no problem with the increases and Chairman Burns agreed. Supervisor Brookens noted that the park rental fees have been the same for several years and a lot of upgrades have been done during that time. He suggested increasing all pavilion rentals by \$5/hour as well as the following fees for the fields: soccer field \$35/hour, softball field \$45/hour, multi-purpose field \$50/hour, baseball field \$50/hour, scoreboard/P.A. system \$35/day, concession stand \$35/day. Supervisor Brookens noted that there has not been much interest in rentals for the tennis and pickle ball courts so he would suggest not setting fees for those at this time. Supervisor Corwell and Chairman Burns expressed agreement with the fee increases. On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 5-2024** establishing the 2024 fee schedule.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to designate the Supervisors Regular Meetings be held the second Tuesday of each month at 7:00 pm, Eastern Prevailing Time, and the fourth Tuesday of each month at Noon, Eastern Prevailing Time. All meetings will be held at the Greene Township Municipal Office Building, 1145 Garver Lane, Chambersburg, PA 17202. Work sessions will be advertised and held as needed.

On a motion by Supervisor Corwell, seconded by Chairman Burns, and by a vote of 3-0, the Board unanimously voted to appoint Supervisor Brookens as the Township representative to the Letterkenny Army Depot Restoration Advisory Board with the remaining Board Members serving as alternates for the year 2024.

On a motion by Supervisor Brookens, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to appoint Supervisor Corwell to the Regional Ambulance Committee with the two remaining Board Members and Andrew Melius serving as alternates for the year 2024.

On a motion by Chairman Burns, seconded by Supervisor Corwell, and by a vote of 3-0, the Board unanimously voted to appoint Supervisor Brookens to serve as representative on the Council of Governments with the two remaining Board Members serving as alternates for the year 2024.

On a motion by Chairman Burns, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Supervisor Corwell as representative to the Franklin County Emergency Services Alliance with the two remaining Board Members serving as alternates for the year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to appoint Chairman Burns as representative to the Franklin County Tax Collection Committee with the two remaining Board Members serving as alternates for the year 2024.

On a motion by Supervisor Corwell, seconded by Chairman Burns, and by a vote of 3-0, the Board unanimously voted to appoint Chairman Burns as the Township's representative to the Franklin County Area Tax Bureau with Supervisor Brookens serving as alternate for the year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to approve equipment rental charges for year 2024, increasing the sweeper rental to \$150/hour.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 6-2024** authorizing the Township Treasurer to pay invoices due between meetings with either Chairman or Board member approval during the year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to authorize the Roadmaster/Director of Public Works, Assistant Roadmasters/Assistant Directors of Public Works, Office Administrator, Assistant Office Administrators, Director of Parks and Recreation, or Assistant Directors of Parks and Recreation, the maximum expenditure of \$5,000 without full Board approval during the year 2024.

On a motion by Supervisor Corwell, seconded by Supervisor Brookens, and by a vote of 3-0, the Board unanimously voted to certify Supervisor Brookens as the voting delegate and Chairman Burns as the alternate voting delegate at the State Association Annual Conference to be held in Hershey, PA on April 14-17, 2024; Township staff was delegated to attend the conference with the current IRS mileage rate at the time of the conference to be given as travel reimbursement.

There being no further business before the Board for the 2024 Re-Organization Meeting, the Chairman adjourned the meeting at approximately 3:42 pm.

Respectfully submitted,

Secretary/Treasurer