

THE ORGANIZATION MEETING MINUTES OF THE TOWNSHIP OF SOUTHAMPTON  
BOARD OF SUPERVISORS HELD IN THE SOUTHAMPTON TOWNSHIP MUNICIPAL  
BUILDING

JANUARY 3, 2023

**MEMBERS PRESENT**

Mr. Samuel Cressler - Chairman  
Mr. Randy Brenize - Vice Chairman  
Roger Hall - Supervisor

**OTHERS PRESENT**

Mrs. Maria Misner - Recording Secretary  
Mrs. Kathy Durf – Secretary/Treasurer  
Jamie White – Code Enforcement Officer

Supervisor Cressler called the meeting to order at 9:00 a.m.

Supervisor Cressler called for a motion for Chairman of the Board of Supervisors

MOTION: Supervisor Brenize moved that Supervisor Cressler be reappointed as Chairman for the year 2023. Supervisor Hall seconded the motion. The motion carried.

Supervisor Cressler was declared Chairman of the Board of Supervisors for the Year 2023, and conducted the remainder of the meeting.

MOTION: Supervisor Cressler moved that Supervisor Brenize be appointed as Vice-Chairman of the Board of Supervisors for the year 2023. Supervisor Hall seconded the motion. The motion carried.

MOTION: Supervisor Hall moved to appoint Mrs. Kathy Durf as Secretary/Treasurer of the Township for the year 2023. Supervisor Cressler seconded the motion which passed unanimously.

MOTION: Supervisor Cressler moved that Mrs. Kathy Durf be appointed as the Open Records Officer for 2023. Supervisor Hall seconded the motion which passed unanimously.

MOTION: Supervisor Cressler moved to approve Orrstown Bank, F&M, PLGIT, Genworth and American Funds as depositories for the year 2023. Supervisor Hall seconded the motion, which passed unanimously.

MOTION: Supervisor Brenize moved to appoint Mrs. Melissa Kelso esq. of Kelso Law, as solicitor for the Township in the year 2023. Supervisor Cressler seconded the motion, which passed unanimously.

- MOTION: Supervisor Hall moved that Martin & Martin, Inc. be retained as Township Engineer for the year 2023. Supervisor Brenize seconded the motion, which passed unanimously.
- MOTION: Supervisor Brenize moved that Grove Miller be appointed as Southampton Township Traffic Engineer for the year 2023. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Hall moved that Mr. Jamie White be appointed as Code Enforcement/Permit Officer for 2023. Supervisor Brenize seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved to appoint Mrs. Maria Misner as Zoning Officer for 2023. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize moved that Supervisor Hall be appointed as Emergency Management Coordinator and Township Fire Marshall for the year 2023. Supervisor Cressler seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved to appoint Mr. Larry Hinkle as the Assistant Emergency Management Coordinator for the year 2023. Supervisor Brenize seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize moved that Mrs. Maria Misner be appointed as Planning and GIS Mapping Coordinator for the year 2023. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved that Mrs. Maria Misner be appointed as Recording Secretary for the year 2023. Supervisor Brenize seconded the motion, which passed unanimously.
- MOTION: Supervisor Brenize moved that Mr. Jamie White, West End Fire and Rescue Company Fire Chief, be appointed as Township Fire Chief for the year 2023. Supervisor Hall seconded the motion, which passed unanimously.
- MOTION: Supervisor Cressler moved that West End Fire and Rescue Company be appointed as the Primary Emergency Services Provider for the year 2023. Supervisor Hall seconded the motion, which passed unanimously.
- MOTION: Supervisor Brenize moved to appoint Supervisor Hall to the Southampton Township, Franklin County Emergency Services Advisory Board for the year 2023 and Samuel Cressler be appointed as alternate. Supervisor Hall seconded the motion which passed unanimously.

- MOTION: Supervisor Hall moved that Mr. Vincent Elbel be named the Township Sewage Enforcement Officer and Mr. Jim Maun as the Township alternate Sewage Enforcement Officer for the year 2023. Supervisor Cressler seconded the motion, which passed unanimously.
- MOTION: Supervisor Cressler moved that Mr. Jay Grove be appointed to the Vacancy Board for the year 2023. Supervisor Hall seconded the motion, which passed unanimously.
- MOTION: Supervisor Brenize moved to appoint Mr. Dave Rohr to a 4-year term on the Planning Commission. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Hall moved to appoint Mr. Stan Smith to a 3-year term on the Zoning Hearing Board. Supervisor Brenize seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize moved to appoint Mrs. Maria Misner to a 5-year term on the Shippensburg Community Parks and Recreation Board. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler made a motion to appoint Mr. Steve Oldt as the Cumberland County Tax Collection Representative for 2023. Supervisor Brenize seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize made a motion to appoint Supervisor Cressler as the Council of Government (COG) representative for 2023. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize moved that Mrs. Denise Yarwood be appointed as Township Representative to attend meetings of the Shippensburg Public Library Board for the year 2023. Supervisor Cressler seconded the motion, which passed unanimously.
- MOTION: Supervisor Hall moved to appoint Supervisor Brenize as the Voting Representative at the annual PSATS conference in 2023. Supervisor Cressler seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved that all three Supervisors be appointed as Roadmasters for the year 2023. Supervisor Brenize seconded the motion, which passed unanimously.
- MOTION: Supervisor Cressler moved that the Supervisors be authorized to furlough laborers at their discretion. Supervisor Hall seconded the motion, which passed unanimously.

- MOTION: Supervisor Brenize moved that full-time employees and the Code Enforcement Officer receive a \$2.00 pay rate increase and all employees receive a 2% cost of living increase in wages for 2023. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Hall moved that employees receiving Vacation, Sick, Holidays, Comp Time, Overtime, Bereavement, Personal Days and Pension be set as outlined in the Employee Manual. Supervisor Brenize seconded the motion, which passed unanimously.
- MOTION: Supervisor Hall moved that a recommendation be made to the Board of Auditors that Supervisors receiving Vacation, Sick, Holidays, Comp Time, Overtime, Bereavement, Personal Days and Pension be set as outlined in the Employee Manual, and that Supervisors receive a base wage increase of 2% as set for the employees for the year 2023. Supervisor Cressler seconded the motion, which passed unanimously.
- MOTION: Supervisor Cressler moved that beginning in January of 2023, the Regular Meeting of the Board of Supervisors will be on the second Tuesday of each month at 8:00 a.m. and the fourth Tuesday of each month at 5:00 p.m., with the exception of the April 25<sup>th</sup> meeting which will be held on April 27<sup>th</sup> due to the PSATS convention. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved to authorize payment of invoices with due dates prior to a meeting to avoid paying interest. Supervisor Hall seconded the motion, which passed unanimously.
- MOTION: Supervisor Cressler moved that the Supervisors and employees be authorized to attend the Annual State Convention in Hershey at regular pay plus expenses during the 2023 year. Supervisor Brenize seconded the motion which passed unanimously.
- MOTION: Supervisor Brenize moved to appoint Mr. Tom Mathna as the FC Building Code Appeals Representative for Southampton Township. Supervisor Hall seconded the motion which passed unanimously.
- MOTION: Supervisor Hall moved to appoint Mr. John Lisko Esq., as Zoning Hearing Board Solicitor. Supervisor Cressler seconded the motion which passed unanimously.
- MOTION: Supervisor Cressler moved to appoint Shane Scott, Randy Brenize and Kirk Weaver to the DES Call Sheet. Supervisor Hall seconded the motion which passed unanimously.

Supervisor Cressler adjourned the meeting at 9:23.

Respectfully Submitted,

Maria Misner  
Recording Secretary