

Butler Township Board of Supervisors  
Reorganization Meeting  
January 2, 2024  
Minutes  
615

Acting Chairman Wilkinson called the meeting to order at 7:00 p.m.

Present: Ed Wilkinson, Dominic Englebert, Victor Woerner, Danielle Helwig and Todd King  
Others present: Tom Walter

Nominations:

Solicitor King accepted nominations for Chairman. Woerner nominated Ed Wilkinson as Chairman. With no further nominations and a majority vote, Ed Wilkinson will serve as the 2024 Chairman of the Butler Township Board of Supervisors.

Chairman Wilkinson accepted nominations for Vice Chairman. Wilkinson nominated Dominice Englebert as Vice-Chairman. With no further nominations and a majority vote, Dominic Englebert will serve as the Vice Chairman of the Butler Township Board of Supervisors.

Appointments:

- Road Master: Wilkinson motioned to appoint Corey Hoch as Road Master. Motion carried.
- Secretary/Treasurer: Woerner motioned to separate the Secretary and Treasurer positions. Votes: 1 yes and 2 no, motion died. Englebert motioned to appoint Danielle Helwig as Secretary/Treasurer. Motion carried 3-0.
- Employee Wages: Woerner motioned to increase the wages for Corey Hoch and Curtis Spence 1.00. Motion carried 3-0. Woerner motioned to increase the wages for Danielle Helwig 3.50. Motion carried 3-0.
- Treasurers Bond: Englebert motioned to increase the bond to 1.8 million dollars. Motion carried 3-0.
- Rep To York Adams Tax Bureau and Tax Collection Committee: A motion was made by Woerner to appoint Garry Fair. Motioned carried 3-0.
- Deputy Tax Collector: A motion was made by Woerner to appoint Elizabeth Fair as Deputy Tax Collector. Motion carried 3-0.
- Township Solicitor: Woerner motioned to appoint Todd King from Salzmann Hughes as the Township Solicitor. Motioned carried 3-0.
- Township Engineer: Woerner motioned to appoint Jon Holmes as Township Engineer. Motion carried 3-0.
- Township SEO: Englebert motioned to appoint Gil Picarelli from KPI as Township Sewage Enforcement Officer. Motion carried 3-0.
- Building Code Officer: Tabled until January 8 board meeting.
- Zoning Officer: Woerner motioned to appoint Wayne Smith as Township Zoning Officer. Motion carried 3-0.
- State Convention Voting Delegate: Woerner motion to appoint Wilkinson as Voting delegate to the State Convention. Motion carried 3-0.

- Per Capita Tax delinquent tax collection: Woerner motioned to appoint J.P Harris as the delinquent tax collector for unpaid per capita taxes. Motion carried 3-0.
- Depositor of Funds: Woerner motioned to keep ACNB and PLGIT as the Township's depositor of funds. Motion carried 3-0.
- CPA firm: Woerner motioned to appoint Smith Elliot and Kern as the CPA firm to assist the Township with Quick books and payroll tax issues. Motion carried 3-0.
- Planning Commission member: Englebert motioned to appoint John Adamik to a 5-year term on the Planning Commission. Motion carried 3-0.
- Auditor: Woerner motioned to appoint Doug Whitworth as Auditor. Motion carried 3-0.
- NAREMA Reps: Wilkinson motioned to appoint Victor Woerner as a NAREMA representative. Motion carried 2-0. Wilkinson motioned to appoint Corey Hoch as a NAREMA representative. Motion carried 2-0.
- Deputy EMC: Woerner motioned to appoint Dominic Englebert as the Townships Deputy EMC. Motion carried 2-0
- Council of Government Rep: Englebert motioned to appoint Danielle Helwig as the COG rep. Motion carried 3-0.
- Solicitor for Building Loans: Salzman Hughes has provided a contract. This contract needs to be reviewed and a revised. Todd King mentioned that Sam is the attorney in the office that does this work. King will work with Wisner to update the contract.
- Zoning Hearing Board Solicitor: Wilkinson motioned to appoint Adam Boyer as the Zoning Hearing Board solicitor. Motion carried 3-0.

Business:

- Mileage Rates: Englebert motioned to use the 2024 federal rate of \$.67 per mile. Motion carried 3-0.
- Seminars/Conventions: Wilkinson motioned to approve the township pay for registrations, mileage, meals, lodging and other related costs to attend seminars or conventions with prior approval. Motion carried 3-0.
- Employee Holidays:  
Woerner motioned to recommend the following changes to the Employee Handbook. Motion carried 3-0. These changes will be voted on at the regular January Board meeting.

1<sup>st</sup> year of employment: no vacation

2<sup>nd</sup> year-1 week

3-5 years- 2 weeks

6-18 years – 3 weeks

19 + - 4 weeks

Remove Birthday as a holiday and provide two personal days (16 hours)

40 hours of sick time may be carried over per year.

Overtime: Holidays will be considered a work day when overtime is worked. Sick days, Vacation days and Personal days will not be counted as work days.

- Junk Yards: Woerner motioned to send the applications for Junk Yard permits to Taylor, Guise and C&G. Motion carried 3-0.

- Office hours: 8:30-11 Tuesday and Thursdays. Wilkinson motioned to approve the office hours as stated. Motion carried 3-0.

Adjourn: With no further business, Woerner motioned to adjourn.

Respectfully submitted,

Danielle Helwig  
Secretary