

**YORK COUNTY PLANNING COMMISSION
TUESDAY, DECEMBER 20, 2016 - 6:00 P.M.
MEETING SUMMARY**

Chairman Kuhl opened the meeting at 6:02 p.m.

I. ROLL CALL

Members Present: Eric Bortner, Robert Kruger, Mary Coble, Matthew Chronister, Kevin Clark, Brian Brenneman, Walter Kuhl, Sean Kenny

Members Absent: Thomas W. Earp

Staff: Felicia Dell, Director; Joe Heffner, Assistant Director; Kim Baker, Recording Secretary;

Solicitor: Attorney Jeffrey L. Rehmeier, II, CGA Law Firm

Others: None

Reporters: None

II. PUBLIC COMMENT

None

III. APPROVAL OF MINUTES

Discussion was held to streamline the minutes starting with the December meeting.

Ms. Coble made a motion the minutes be approved with the following changes: under Committee Reports shorten the narrative to indicate Mr. Leitholf will contact the Department of Aging for inputs and under Solicitor's Report reverse the narrative to indicate the contract was reviewed and recommended approval later on the agenda. The motion was seconded by Mr. Brenneman, voted on and carried as stated.

IV. COMMUNICATIONS

a. Project Review Correspondence
Enclosed in packet

b. Acknowledgements
None

V. FINANCIAL REPORT

a. November Financial Report for Review and Comment

Ms. Dell reviewed the Financial Report for November.

Chairman Kuhl acknowledged receipt of the November Financials and stated they will be filed for the annual audit.

VI. COMMITTEE REPORTS

a. ECHO Housing

Ms. Dell stated that the York Foundation staff member for Embracing Aging, Cathy Bollinger, will be working with the “ECHO” committee.

b. Executive Committee

No Report

VII. STAFF REPORTS

Ms. Dell reviewed the staff reports.

VIII. SOLICITOR’S REPORT

Attorney Rehmeier is working with staff on several contracts.

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

a. **Salary Scale Adjustment**

Mr. Heffner reviewed the salary scale adjustments for staff for 2017.

Ms. Coble made a motion to accept the starting salary scale adjustment per the recommendation of Mr. Heffner. The motion was seconded by Mr. Kenney, voted on and carried as stated.

b. 2017 Budget

Ms. Dell reviewed the 2017 final budget

c. 2017 Salary Schedule

Mr. Heffner reviewed the 2017 staff salary schedule.

Ms. Coble made a motion to adjust staff salaries by 2 percent as shown on the chart and to approve the 2017 final budget. The motion was seconded by Mr. Brenneman, voted on and carried as stated.

d. Formation of an Appointment Nomination Committee to review applications from new applicants to the York County Planning Commission

Mr. Brenneman, Mr. Kenny and Mr. Chronister volunteered for the Appointment Nomination Committee.

e. Formation of a Nominating Committee for officers of the York County Planning Commission for 2017

Mr. Brenneman, Mr. Kenny and Mr. Chronister volunteered for the Nominating Committee.

XI. OTHER BUSINESS

a. Coordinated Land Protection Strategy

Ms. Dell informed the Board that the Coordinated Land Protection Strategy will be presented to the York County Commissioners on December 12, 2017. The information was positively received and the workgroup was directed to gather additional information for the Commissioners.

b. Public Participation Plan

Discussion was held to postpone the plan until further notice.

Ms. Coble made a motion to postpone the Public Participation Plan until it is ready to present to the Board. The motion was seconded by Brian Brenneman, voted on and carried as stated.

XII. PERSONNEL

None.

XIII. ADJOURNMENT

There being no additional business, Chairman Kuhl adjourned the meeting at 6:33 pm.

Respectfully submitted,

Kim Baker
Administrative Assistant