

**YORK TOWNSHIP BOARD OF APPEALS**  
**July 8, 2008**

The York Township Board of Zoning Appeals held a workshop in the York Town Hall/Fire Station Complex on July 8, 2008 at 7:00pm.

William Schultz called the meeting to order at 7:10pm.

**Board Members Present:**

William Schultz, Alverta Moehle, and Norman Hinman, were present at the meeting. Roger Mittler, Eric Squire and Alternate-Todd Supeck were unable to attend.

**Guests Present:**

Dorothy Crouch-Zoning Inspector,

**Policy and Procedure Discussion:**

William Schultz reviewed the letter of February 13, 2008 from Dean Holman regarding "Time for Perfecting an Appeal From a Decision of a Township Board of Zoning Appeals." (Exhibit A)

After the Board's review of the letter it was decided that the Secretary will provide the Board a Proposed copy of minutes and a proposed copy of the summary for Public Hearings, one week in advance of the next scheduled regular meeting. The Board would then have a Role Vote as to approve or not approve the minutes and the summary. If the Board would approve the minutes the Secretary would then sign the summary. The summary of the minutes for the Public Hearing would then be filed in the original file for the Public Hearing.

William Schultz made a motion that the Board will utilize the signature of the Secretary as an official signature for the summary for the Public Hearings. Alverta Moehle seconded the motion. Roll vote: William Schultz-aye, Alverta Moehle-aye, and Norman Hinman-nay. Motion approved.

William Schultz made motion that the above decision should be added to the Board of Appeals Policy and Procedure Discussion from February 13, 2008, under **Section G (Board) as number 8**. Alverta Moehle seconded the motion. Roll vote: William Schultz-aye, Alverta Moehle-aye, and Norman Hinman-aye. Motion approved.

William Schultz stated that he has a call into William Thorne regarding a training workshop. William Schultz has not heard back from William Thorne.

Norman Hinman stated that in the Board of Appeals Policy and Procedure Discussion under **Section E number 2** should be changed. Norman Hinman suggested omitting "**is strictly for the Secretary and Zoning inspector. No other people are allowed to sit at this table including but not limited to: Township Officials, BZA Board members, or the general public.**"

Norman Hinman stated that in the Board of Appeals Policy and Procedure Discussion under **Section E number 3** should be changed. Norman Hinman suggested omitting “**not designated for the other two sections.**”

William Schultz suggested in the Board of Appeals Policy and Procedure Discussion under **Section D Minutes** change to **Section D Secretary, number 1) Minutes**. Add **number 2) Agenda is to be provided to the Board for every meeting**.

Alverta Moehle made a motion to accept the changes to Section E and Section D. Norman Hinman seconded the motion. Roll vote: William Schultz-aye, Alverta Moehle-aye, and Norman Hinman-aye. Motion approved.

Secretary will provide the Board with a revised copy of the Board of Appeals Policy and Procedure Discussion (Exhibit B)

William Schultz stated due to the workshop the regular Board meeting scheduled for July 17, 2008 would be cancelled. Next Board meeting will be held on August 21, 2008.

**Adjourn:**

Alverta Moehle made a motion to adjourn the meeting at 8:25pm. Norman Hinman seconded the motion. Roll vote: William Schultz-aye, Alverta Moehle-aye, and Norman Hinman-aye. Motion approved.

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William Schultz, Chairperson

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Mary Lenarth, Secretary