

**Finance/Operations**

**March 12, 2019**

**Minutes**

**Attendance:**

Chairman Don Knight  
Vice Chair Louann Boyer – Excused herself at 11:10 am  
Supervisor John Strevig  
Supervisor Jeffrey Sheely  
Supervisor Ernest Hess  
Township Manager Barbara Krebs  
Assistant Secretary-Treasurer Angela Pabon  
Zoning/Code Enforcement Officer Dave Arndt  
Maintenance Manager Scott Small  
Township Engineer Eric Mains  
Sergeant Gary Baumgardner  
Detective O'Brien

Chief Curtis McCoy- Absent  
Heather Snyder, Secretary Treasurer- Absent

There was no one in the audience.

The Finance/Operations meeting commenced at 10:22 am due to a closed session for the Public Safety Meeting.

**Minutes:**

Chairman Don Knight made a motion to approve the January 16, 2019 meeting minutes seconded by Vice Chair Louann Boyer. Vote 5-0

**Admin:**

The Township Audit is complete and there were no findings.

Supervisor John Strevig made a motion to approve the advertising of the 2018 audit seconded by Vice Chair Louann Boyer. Vote 5-0

Discussion regarding the 457 Plan.

Discussion regarding the hiring of a part-time Maintenance employee for mowing and Stormwater mapping.

Discussion regarding the cross training of 2 Manpower part-time employees for Police and Township.

Discussion regarding developing a procedure processes for the Tax Collector.

**Budget/Finance:**

Nothing to discuss.

**Streets:**

The Liquid Fuels Tax Fund payment was received in the amount of \$245,297.91.

Sink holes have started forming on Peanut Drive and Oxford Avenue. Vulcan will be supplying the materials and assist with road repairs. March 14<sup>th</sup> and March 15<sup>th</sup>, Oxford Avenue from Hemlock Drive to Black Lane will be closed for road repairs.

The PA 811 Proclamation was included in the packet for review.

The Township Engineer is working on the bid packages for the 2019 street construction bids for Oxford Avenue, Blettner Avenue and Third Street.

**Recreation:**

Scott Small, Maintenance Manager and Eric, Township Manager met with Met-Ed regarding underground service at Plum Creek Community Facility. Met-Ed is updating its proposal.

The new grant for the ballfield at Plum Creek Community Facility is being prepared.

**Stormwater:**

Discussion and review of the Public Education and Outreach Program (PEOP) and Public Involvement and Participation Program (PIPP) prepared by the Township Engineer. The PEOP and PIPP are part of our MS4 requirement.

“Putting Township Stormwater Dollars to Work” was included in the packet for review by the Board of Supervisors.

Scott Small, Maintenance Manager advised of a possible pipe collapse of (2) 24 inch pipes located at 955 Hostetter Road that tie into our system.

**Engineer:**

Eric Mains, Township Engineer distributed the Engineer’s Report for February.

The Township Engineer created a drafted an Amendment for the SALDO concerning water hookup and fire hydrants.

Eric Mains, Township Engineer advised that he is currently working on the Township’s 2 Pollution reduction plan projects. One of which is Plum Creek and is in the planning phase for remove failing pipes. The other is the Blettner Avenue Retrofit Basin.

**Maintenance:**

Scott Small, Maintenance Manager, advised maintenance has been busy working on pothole repair, sign maintenance, equipment maintenance and the minor snow events.

Maintenance will be starting Spring street sweeping soon.

Berwick Township and Oxford Township have been in touch with Scott Small, Maintenance Manager regarding street sweeping.

Scott Small, Maintenance Manager, will be attending an LTAP class on March 18, 2019 on Project Oversight due to a snow cancellation from March 4, 2019.

Scott Small, Maintenance Manager advised there were some equipment break downs during the snow storm.

Discussion of scope of work from the Engineer for bridge at Plum Creek Community Facility.

**Zoning:**

Dave Arndt, Zoning/Code Enforcement Officer reviewed the February 28, 2019 COG Meeting including:

Discussion on the Adams County Drug Take Back.

The top priorities for the legislation forum received from municipalities are Volunteer Fire Service, Local Radar and Right-to-know request.

Adams County sponsors trainings available to the Township.

Dave Arndt, Zoning/Code Enforcement Officer, advised 1374 Carlisle Pike's request and 360 Church Street's request for special exceptions have been granted.

Discussion on the rezoning request for Klunk farms, 5955 Hanover Road.

Several Land Development plans have been submitted for April's Planning Commission Meeting.

Dave Arndt, Zoning/Code Enforcement Officer, Eric Mains, Township Engineer and Scott Small, Maintenance Manager were excused from the meeting by Barbara Krebs, Township Manager.

**Police:**

Discussion regarding training certificates and the retaining of either the original or copy of the certificate in the employee's personnel file.

Discussion on clearances for the Police Department Administration Office.

Discussion on the Rifle Range.

Discussion on a record retention policy.

**New Business:**

Nothing to discuss

**Old Business:**

Discussion on a Zoning Member volunteer application from Carl Boyer.

Barbara Krebs, Township Manager and Heather Snyder, Secretary-Treasurer will be attending the PSATS Conference. Barbara Krebs, Township Manager has been appointed to serve on the Secretary-Manager Committee of PSATS.

**Public Comment:**

No public comment.

Adjourn at 12:37 am

Next meeting is April 9, 2019 at 9:30 am.

Respectfully submitted by:

Angela Pabon  
Assistant Secretary-Treasurer