CONEWAGO TOWNSHIP BOARD OF SUPERVISORS
541 OXFORD AVENUE
HANOVER, PA 17331
www.conewagotwp.org

BOARD OF SUPERVISORS REGULAR MEETING, JANUARY 19, 2015

Chairman LeGore called the meeting to order at 7:00 pm with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance:

Robert LeGore, Chairman	Don Knight, Vice Chair	Ted Bortner
Louann Boyer	Deb Ernst	

The following appointed Township professionals were also in attendance:

P. Richard Wagner, Solicitor	Eric Mains, Township Engineer
Marcy L. Krum, Township Manager	Keith E. Whittaker, Sec. /Treasurer

David Arndt, Jr., Zoning Officer/ Code Enforcement Officer (CEO)

There were 6 persons total in the audience including 1 employee, Maintenance Manager Small. The Hanover Evening Sun and Gettysburg Times reporters were present.

1. MINUTES

Supervisor Knight made motion to approve the draft minutes from the December 15, 2014 workshop and regular meeting. Supervisor Boyer seconded the motion.
VOTE 5-0

Supervisor Bortner made motion to approve the draft minutes from the January 5, 2015 organizational meeting. Supervisor Knight seconded the motion.
VOTE 5-0

Supervisor Knight made motion to approve the draft minutes from the January 7, 2015 special meeting. Supervisor Bortner seconded the motion.
VOTE 5-0

2. COMMUNICATIONS AND INTERACTIONS

- There are vacancies on the Board of Elected Auditors and on the Vacancy Board.
- The Township received SAVES monthly report for December 2014 and the Profit and Loss statements for the month of December and for fiscal year 2014. SAVES President, Andy Weaver, presented an overview of the report to the Board of Supervisors (BOS). President Weaver also advised the BOS of the advanced life support truck (ALS) (Medic 46) was now stationed at SAVES. Supervisor Boyer asked President Weaver when SAVES was going to hold their annual municipal meeting. President Weaver advised the meeting will occur sometime in the February/March timeframe. Supervisor Boyer also asked about the new County radio system. President Weaver advised the BOS that the process is going slow and he does not have any new information.
- Hanover Group Bid: Bid opening, February 4th at 5pm (Krūm & Small to attend)
  Bid award, February 25th at 6pm (Supervisors Ernst, LeGore, and Knight to attend)

3. REPORTS FROM SUPERVISORS

Supervisor Bortner- No report.
Supervisor Boyer- No report.
Chairman LeGore- No report
Supervisor Ernst- Supervisor Ernst advised the Administrative Committee will be meeting on a monthly basis on the third Wednesday.
Vice Chair Knight- No report.

4. REPORT FROM COMMITTEES

Administration (Ernst/Knight) – No further report.

Recreation (Knight/Ernst) –Supervisor Ernst deferred her comments to Eng. Mains. Eng. Mains advised the BOS for the need to develop a master plan for the new recreation property. Eng. Mains advised the Recreation Committee has been meeting and are at a point where action of the BOS is needed. Eng. Mains advised Buchart Horn has put together a proposal for creating a master plan with time lines and scope of services for the BOS to consider.
Supervisor Bortner made motion, of which was seconded by Supervisor Ernst, to approve funding for the project not to exceed $40,000. No discussion.
VOTE 5-0

Public Safety (LeGore/ Bortner) –Supervisor Boyer advised the Township has a new Interim Chief as of December 28th and all is going well. Chairman LeGore advised the next Public Safety meeting will be held on February 4th at 11:30 am.

Agricultural Preservation (Bortner/Knight) – Supervisor Knight advised the BOS that Commissioner Qually is holding a town hall style Economic Development and Preservation meeting at the Gettysburg Recreation Center on January 31st from 2:00 pm-4:00 pm.

Roads (Bortner/Knight) –Supervisor Bortner advised the Road Committee has met and it is on top of everything.

5. REPORT FROM SECRETARY-TREASURER

Supervisor Bortner made motion, of which was seconded by Supervisor Knight, to approve the Treasurer Report as presented. No discussion.
VOTE 5-0

The Secretary/ Treasurer provided a copy of the response from Conewago Valley School District regarding Tax Collector's expenses in the Board packet.

The Secretary/Treasurer asked the BOS for a motion to adopt the travel policy. The policy was tabled at the December meeting. The policy was re-worked and sent out for comments from the BOS. The policy was reviewed by special counsel and found to be within management rights.
Supervisor Bortner made motion, of which was seconded by Supervisor Ernst, to adopt the travel policy as presented. No discussion.
VOTE 5-0

6. PUBLIC COMMENT

None.

7. REPORTS FROM DEPARTMENTS

Police Chief

- The Chief's monthly report was in the Supervisor packet for review.

▪**Township Solicitor Wagner**

- Movement on Act 111- Solicitor Wagner advised there is some movement to make changes to Act 111 which requires the Township to go to mandatory arbitration. Supervisor LeGore asked for a motion to support Senate Bill 1111, the proposed changes to Act 111.
  Supervisor Bortner made motion, of which was seconded by Supervisor Knight, to adopt Resolution 2015-F, supporting Senate Bill 1111. No discussion.
  VOTE 5-0

- Settlement of recreation property- Solicitor Wagner advised the BOS an ordinance has been created and thanks to CEO Arndt and everything is in order going forward.
- Supervisor Bortner asked Solicitor Wagner if he has heard anything regarding the property matter before Judge Kuhn. Solicitor Wagner advised he has not.

▪**Township Manager Krūm**

- The maintenance activity log book was provided to the BOS for their review.
- Mgr. Krūm presented several personnel manual amendments for the BOS to consider in the form of Resolution 2015-G. Chairman LeGore asked for a motion for Resolution 2015-G.
  Supervisor Knight made motion, of which was seconded by Supervisor Bortner, to approve Resolution 2015-G, personnel manual amendments. No discussion.
  VOTE 5-0
- Mgr. Krūm is requesting the Board to consider an unbudgeted expenditure for the re-development of the Township website for the amount of $2,200 by Double Dog Communications. Chairman LeGore asked if the Administrative Committee is making a recommendation to approve the expenditure. The committee members advised in the affirmative. Chairman LeGore called for a motion.
  Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to authorize the unbudgeted expenditure to re-develop the Township's website by Double Dog Communications for the amount of $2,200. No discussion.
  VOTE 5-0
- Mgr. Krūm advised commercial recycling reports were due on January 15th. Mgr. Krūm advised enforcement activities are under way for non-compliance. CEO Arndt advised compliance has been the best this year.
- Mgr. Krūm advised the Township will be submitting the Act 101 Recycling Report to Adams County before the deadline of February 15, 2015.

▪**Township Engineer**

- Eng. Mains presented his monthly Municipal Engineer's Report dated December 15, 2014.
- 2015 improvement bond review- Eng. Mains advised the BOS the annual improvement bond review the Township has regarding private development to ensure adequate coverage.
- Storm sewer mapping- Eng. Mains advised the effort has been completed and he is meeting with the Maintenance Manager to refine the particulars.
- Blettner Avenue basin retrofit- Eng. Mains advised he has worked the cost and research possible revenue sources and the report will be available next month.
- Construction specifications- Eng. Mains advised the effort has been completed and he is meeting with the Maintenance Manager to review.
- S.R. 0116 Section 30/ Oxford Ave intersection - Eng. Mains advised he has completed utility conflict review asked by PennDOT and found none. Eng. Mains advised he is working on a funding source for a sidewalk extension for the project area. PennDOT does not want to do the work in their project. The cost to put in a sidewalk is estimated at $5,600.
- Elm Avenue work- Chairman LeGore asked if Eng. Mains was aware of any timeline for the work on Elm Avenue. Eng. Mains advised he is aware of the project but he has no knowledge of the timeline.

- MS4 designation- Eng. Mains advised the State of Pennsylvania has published in their designation policy which suggests the intention of making Conewago Township a MS4 community. Eng. Mains advised this a precursor to actually receiving an official letter from the State advising the Township of the MS4 designation. Eng. Mains advised the Township is well prepared.
- Villas at Cattail- *Scott DeBell, C.S. Davidson, Inc.* – A Spring 2015 dedication pending for the streets in the development.

8. CODE ENFORCEMENT

- Activities report from Zoning/Code Officer was provided.
- CEO Arndt made a request for authorization to advertise the park use regulations contingent on the Recreation Committee's final review.
  Supervisor Ernst made motion, of which was seconded by Supervisor Bortner, to advertise the park use regulations contingent on the Recreation Committee's final review. No discussion.
  VOTE 5-0

9. SUBDIVISION/LAND DEVELOPMENT

- SALDO Status report updated: January 15, 2015
- FYI- draft Planning Commission meeting minutes of January 8, 2015.
- CEO Arndt advised a request was received from Reg Baugher, a representative of Hanover Land Services, Inc., requesting the plan be tabled until the February Board of Supervisor's meeting regarding the Hanover Shoe Farms and the Borough of Hanover Annexation Final Plan. The Planning Commission recommended to the BOS to approve the final plan. Solicitor Wagner asked CEO Arndt when the 90-day deadline is to act. CEO Arndt advised the BOS the deadline is in April. Solicitor Wagner advised the BOS does not need to extend the timeline in which to act since the request is before the deadline.
- Sheaffer Land Development Plan- No activity.

10. ZONING

- A Zoning hearing was held on January 7, 2015 in which two cases where heard. One was regarding the construction of a cell tower on O'Brien Lane. CEO Arndt advised a land development plan (LDP) needs to be presented before the Planning Commission.

11. OTHER BUSINESS

- Special Event Planning for EMCs and Municipal Officials to be held on March 4, 2015 from 7pm to 9pm at the Adams County Department of Emergency Services.
- FYI- Terms of Office
- Hanover Regional Economic Development was held at Conewago Twp. on Jan. 15, 2015 at 6pm. Information will be forthcoming
- LTAP training opportunities
- Reappoint Robert LeGore and Lynn Toft to another 5 year term on the Municipal Authority Board. Chairman LeGore called for a motion.
  Supervisor Bortner made motion, of which was seconded by Supervisor Knight, to reappoint Robert LeGore and Lynn Toft to another 5 year term on the Municipal Authority Board. No discussion.
  VOTE 5-0

12. ANNOUNCEMENTS

- Zoning Hearing Board Reorganizational and Regular Meeting -2•4•15 at 7:00 pm
- Planning Commission Reorganizational and Regular Meeting - 2•5•15 at 7:00 pm

- Board of Supervisors Workshop & Meeting - 2•16•15 at 5:30 pm & 7:00 pm, respectively
- Municipal Authority - 3•9•15 at 6:00 pm

13. ADJOURNMENT

Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to adjourn at 7:51 pm.
VOTE 5-0

Respectfully Submitted: Keith E. Whittaker, Secretary/Treasurer