Finance/Operations
April 14, 2021
Minutes

Attendance (Roll Call):

Chair Louann Boyer
Supervisor Charlotte Shaffer
Supervisor Thomas Klunk
Supervisor Don Knight- On Phone

Vice Chair Thomas Weaver- Absent

Secretary-Treasurer Angela Pabon
Dave Arndt, Zoning/Code Enforcement Officer
Maintenance Manager Scott Small
Virginia Thornton, Gannett Fleming Engineer

Audience:

Tony Eline of 12 Linden Avenue.

The meeting was live streamed on the Conewago Township Facebook page.

The meeting commenced at 9:30 am.

Public Comment on agenda items:

No public comment was provided.

Minutes:

The March 10, 2021 Finance/Operations meeting minutes were unanimously approved.

Admin:

The CPA sent an extension request to DCED for the submission of the audit financial statement for 2020 to May 1, 2021.

Chair Louann Boyer gave a follow-up on the Fleet Management program through Enterprise. She advised Enterprise notified the Township and indicated that they would want to take on the entire Township fleet and not only one department. Therefore, Fleet Management is off the table at this point.

A correspondence was received on March 16, 2021 from Nextera Energy regarding price adjustment.

Maintenance:

Scott Small, Maintenance Manager, reviewed the maintenance report including the following:

Street sweeping has been completed in the Township. He advised that this does not include state roads.

Maintenance is currently street sweeping for Berwick Township at $125.00 per hour.

The Maintenance Department has begun mowing grass.

Supervisor Charlotte Shaffer commented on residents blowing grass into the streets and enforcement of the Ordinance not allowing this action. Discussion occurred.

The backhoe was sold for $19,400.00 and the crack sealer was sold for $13,100.00 totaling $32,500.00 on Municibid. Scott Small, Maintenance Manager, advised adding the $32,500.00 to the budgeted $75,000.00 for the backhoe, paid for the new backhoe with approximately $1100.00 left.

Scott Small, Maintenance Manager and LTAP completed a traffic study on Madison Street in response to a parking concern received from the VNA. The Supervisors will need to accept the study which will then go to the Solicitor to draft an Ordinance.

A request was received from Verne Leese regarding the Chapel Ridge subdivision Phase II.

There have been several meetings at the park with the soccer and lacrosse clubs concerning issues.

A request for a soccer field was received from AVO Soccer Club. Discussion occurred on more information needed, location of the field and an agreement.

WFX will be coming Friday to maintenance the fire alarms.

Discussion occurred regarding spraying for mosquitos at the park.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised the Board of the following:

Discussion occurred regarding a request received to hold an event on park property, special event permits and food trucks. He cautioned the Board on use of the fields that were not related to recreation.

Ordinance 2021-A, Maximum Floor Ratio was also found in highway commercial so adding the language of highway commercial will be discussed at the Board meeting.

The following plans will be discussed at the Board of Supervisors meeting:

Residence on Church Street.

60 Ram Drive, Precision Cut Industries building addition.

Conewago Enterprise parking lot addition and a waiver request to not be required to put in parking blocks which would help with snow removal. Discussion occurred.

UTZ Quality Foods annexation plan, adding the soccer field parcel to the current parcel. Discussion occurred.

Engineer:

Virginia Thornton, Gannet Fleming Engineer, reviewed her engineer's report including the following:

The 2021 Maintenance Street Project bid has been reviewed and a recommendation will be made to accept the bid. She advised she will meet with Scott regarding the two presented options.

Chapel Ridge is requesting a partial dedication and a punch list review was received.

Smith's Specialty Automotive submitted a request to release the bond amount.

The bids for Plum Creek Park and the Blettner Basin Retrofit Project are ready to be signed.

For the Plum Creek Daylighting Project, a letter has been sent to the Township for the adjacent landowners. Discussion occurred.

Discussion occurred regarding Nathan Walker reviewing Comprehensive Plan information at the Board of Supervisors meeting.

Virginia Thornton, Gannet Fleming Engineer, advised she and the Township staff have begun to review scope for the stormwater review between Oxford Avenue, Church Street and Plum Creek.

Two quarterly grants are due tomorrow and being finished up.

Scott Small has been invited to present a virtual workshop with PSATS in mid-May.

Discussion occurred on the surveying of Plum Creek Park and reestablishing property line corners.

New Business:

Supervisor Charlotte Shaffer suggested authorizing the Solicitor to start the process of Stormwater liens. She also advised we need to decide if we will need to order more billing cards.

Old Business:

No old business was discussed.

Public Comment:

No public comment was provided.

Supervisor Thomas Klunk made a motion to adjourn the Finance/Operations meeting at 10:14 a.m., seconded by Supervisor Charlotte Shaffer. 4-0 Approved Vote

Respectfully submitted by:

Angela Pabon, Secretary-Treasurer