CONEWAGO TOWNSHIP BOARD OF SUPERVISORS
541 OXFORD AVENUE
HANOVER, PA 17331

BOARD OF SUPERVISORS REGULAR MEETING APRIL 19, 2021

Chair Louann Boyer called the meeting to order at 6:33 p.m. The meeting began with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance:
Chair Louann Boyer Vice Chair Thomas Weaver Thomas Klunk
Charlotte Shaffer Don Knight

The following appointed Township professionals were also in attendance:
Tim Shultis, Solicitor Police Chief Gary Baumgardner- Arrived at 6:53 p.m.
Scott Small, Maintenance Manager Dave Arndt, Zoning/Code Enforcement Officer
Angela Pabon, Secretary/Treasurer
Virginia Thornton, Gannett Fleming Engineer- Arrived at 6:54 p.m.
Nathan Walker, Gannett Fleming Engineer- Virtually attended from 8:36 p.m. to 8:44 p.m.

The meeting was Facebook livestreamed and open to the public.

Approximately 17 people were in attendance including: Tony Eline of 12 Linden Avenue, Fred Wilke of 248 Oxford Avenue, Harry McKean for Chapel Meadows, Bob Sharrah for Residence on Church, William Popovich (left at 6:53 p.m.) and Ellen Ryan (left at 7:18 p.m.) of 36 Franklin Drive, George Risch of 45 Sterling Drive (left at 8:33 p.m.), Gerald Funke of 213 Carlisle Street, Paul Fish for Conewago Enterprises, John Strevig and Judy Strevig of 247 Johnathon Drive, Thomas Sheaffer of 16 Bethel Court (left at 8:38 p.m.), John Topper for Conewago Valley Soccer Club, Kristie Miller for AVO Soccer Club and Michael Cooper-White of the Gettysburg Times.

1. EXECUTIVE SESSIONS

Solicitor Tim Shultis advised the Board of Supervisors held 3 executive sessions since the last Board of Supervisors meeting including the following:

April 1, 2021 from 11:00 a.m. to 11:30 a.m. to discuss a collective bargaining matter under section 708 A2 of the Sunshine Act.

April 14, 2021 from 11:00 a.m. to 12:40 p.m. to discuss collective bargaining under 708 A2 and attorney client privilege matters under 708 A4.

April 19, 2021 from 5:40 p.m. to 6:30 p.m. to discuss attorney client privilege matters under 708 A4.

2. PUBLIC COMMENT ON AGENDA ITEMS

Ellen Ryan of 36 Franklin Drive commented on providing documents online, Residence on Church Street's Preliminary/Final LDP resolution.

Fred Wilke of 248 Oxford Avenue commented on the union grievance, ethics act opinion and Residence on Church.
Tom Sheaffer of 16 Bethal Court commented on Residence on Church.

Supervisor Charlotte Shaffer addressed a comment from the Facebook comments which was missed during the Board of Supervisors Workshop.
Lindsey Jacoby's comment from the workshop was in regards to installing lights at the park.

Kristie Miller of AVO Soccer Club provided additional information regarding their request to utilize Plum Creek Park. More discussion took place later in the meeting under the AVO Soccer Club use request agenda item.

William Popovich of 36 Franklin Drive commented on the pool at the Residence on Church site.

Fred Wilke commented on providing more specific agenda items.

3. MINUTES

Vice Chair Thomas Weaver made a motion to approve the March 15, 2021 Workshop and Regular meeting minutes, seconded by Supervisor Don Knight. Approved Vote 5-0

4. COMMUNICATIONS AND INTERACTIONS

The SAVES March report was included in the packet and posted on the township website for review.

The Hanover Borough fire hydrant flushing notice was included in the packet for review.

A donation request from Adams County SPCA was received April 5, 2021 and included in the packet for review.

A waiver request to park a semi-truck on Lynx Drive was received April 9, 2021 and included in the packet for review. Discussion occurred.

Vice Chair Thomas Weaver made a motion **not** to grant a waiver for Jonathan Maseda to park his semi-truck at 84 Lynx Drive seconded by Supervisor Charlotte Shaffer. Approved Vote 5-0

5. REPORTS FROM COMMITTEES/SUPERVISOR'S COMMENTS

Administration

Supervisor Louann Boyer advised the Board of information she received at the Urban Advisory Board meeting.

Supervisor Thomas Klunk made a motion to hire Jeff Krug at $13.50 an hour beginning April 21, 2021 for the part-time Code Enforcement Officer position seconded by Supervisor Charlotte Shaffer. Approved Vote 5-0

Discussion occurred regarding Dave Arndt, Zoning/Code Enforcement Officer, moving into the back office and the new part-time Code Enforcement officer utilizing his old office. Dave advised the part-time Code Enforcement Officer position is up to 20 hours per week.

The 2021 Liquid Fuels payment was received in the amount of $221,630.67.

Supervisor Charlotte Shaffer made a motion to approve the SAVES box card update seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion to accept the 2020 audit seconded by Supervisor Don Knight. Approved Vote 5-0

Supervisor Thomas Weaver suggested the Board consider discussing EMS Structure with neighboring municipalities and begin looking at regional opportunities. Discussion occurred.

RECREATION

Kristie Miller of AVO Soccer Club discussed the requested soccer field size. Discussion occurred.

John Topper, President of Conewago Valley Soccer Club, inquired installing lighting at the parks through grant funding. He also expressed concerns regarding parking and traffic at the Plum Creek Park fields. Discussion occurred regarding the park hours from dusk to dawn found in chapter 101 of the township code.

STORMWATER

Vice Chair Thomas Weaver made a motion to begin the processing of liens on the delinquent list seconded by Supervisor Don Knight. Approved Vote 5-0

Paul Fish commented on the processing of liens with regards to the pandemic.

PENSION

Supervisor Don Knight made a motion to approve Resolution 2021-P, Municipal Police Pension Fund, seconded by Supervisor Charlotte Shaffer.
Discussion occurred. Approved Vote 5-0

REPORT FROM SECRETARY-TREASURER

Supervisor Charlotte Shaffer made a motion to approve the Secretary/Treasurer's Report and approve the bills paid/to be paid for March 12, 2021 to April 15, 2021, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

6. REPORTS FROM DEPARTMENTS

- **Police**

  The Police Department's March report and Monthly Newsletter were enclosed in the packet for review.

  Police Chief Gary Baumgardner advised the Drug Take Back will occur at the Township on Saturday from 10 a.m. to 2 p.m.

- **Township Solicitor Shultis**

  Tim Shultis, Township Solicitor, addressed each item on the agenda under his section.

  Ordinance 2021-A, Maximum Floor Area Ratio Zoning Amendment was discussed. The Adams County Office of Planning and Development noticed the same standards for maximum floor area ratio were included in Highway Commercial. Discussion occurred on the maximum floor area ratio wording for the Industrial Zone and the Highway Commercial Zone. Discussion occurred.

  Fred Wilke of 248 Oxford Avenue commented on the discussing of Ordinance 2021-A.

  Gerald Funke of 213 Carlisle Street commented on the lack of a definition for the maximum floor area ratio.

  Supervisor Thomas Klunk made a motion to approve Ordinance 2021-A as written, seconded by Supervisor Charlotte Shaffer.
  Discussion occurred. Approved Vote 5-0
  Tim Shultis advised we will advertise Ordinance 2021-A for a hearing at the next meeting.

  Ordinance 2021-B, Brake Retarder Repeal, was discussed in further detail.

Vice Chair Thomas Weaver made a motion to approve Ordinance 2021-B, Brake Retarder Repeal, seconded by Supervisor Don Knight. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize the Solicitor to write the Ethics Commission with the circumstances we are involved with and they determine if a conflict exist or not, seconded by Supervisor Knight. Motion did not carry, Vote 2-2
Supervisor Charlotte Shaffer and Supervisor Thomas Klunk voted against
Supervisor Louann Boyer abstained

Discussion occurred on Waste Management's service, the drafting a letter of adequate assurance, the recycling increase and the contract.

Chair Louann Boyer advised recycling and trash service are contracted together therefore recycling cannot be canceled.

John Strevig of 247 Johnathon Drive commented on the trash bill they received for an additional $9.00 for recycling.

Vice Chair Thomas Weaver made a motion to authorize the Solicitor to draft a letter requesting adequate assurance, seconded by Supervisor Don Knight. Approved Vote 5-0

Additionally, Solicitor Tim Shultis addressed an item not on the agenda related to a complaint received on the discharge of firearms. The definition of shooting range in the Zoning Ordinance seems to encompass all types of shooting ranges and not just commercial. However, the standards in the Zoning Ordinance seem to apply only to commercial type of shooting ranges.

Supervisor Charlotte Shaffer made a motion to authorize the Solicitor to prepare a Zoning Ordinance amendment to redefine the definition of shooting range to be applicable only to commercial type shooting ranges so that the definition is consistent with the specific requirements of shooting ranges as set forth in the Zoning Ordinance, seconded by Vice Chair Thomas Weaver.
Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion for the Solicitor to reply to the complainant(s), seconded by Supervisor Don Knight. Approved Vote 5-0

- **Maintenance Department**
  The Maintenance report was included in the packet.

  Scott Small, Maintenance Manager, advised Virginia Thornton, Gannett Fleming Engineer, and himself walked through Chapel Ridge today and she is working on the punch list. Two pieces of equipment were sold on Municibid. With the sale of those two pieces of equipment, the money that would have come from reserves for the purchase of the backhoe was covered with approximately $1,100 remaining.

  A request was received from a local girl scout troop, located at Annunciation in McSherrystown, asking for approval to pick up trash along a township road with a tentative date of May 16, 2021. Scott Small advised he would volunteer his time to use the Township truck to follow the girl scouts with the lights and throw trash in the truck for disposal.

Supervisor Charlotte Shaffer made a motion to approve the request from the girl scouts to pick up trash along a township road, seconded by Supervisor Don Knight.
Discussion occurred. Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion to accept the Madison Street parking restrictions traffic study as written to be signed by the Chair and Vice Chair and based on the traffic study, authorize an amendment to the traffic parking regulations to include this section of Madison Street to prohibit parking on one side of the street, 200 feet north and south of the VNA driveway, seconded by Supervisor Don Knight.
Discussion occurred. Approved Vote 5-0

CODE ENFORCEMENT

Zoning/Code Enforcement Officer, Dave Arndt, reviewed his monthly report, dated April 15, 2021.

7. SUBDIVISION/LAND DEVELOPMENT

The Planning Commission draft meeting minutes for April 1, 2021 were included in the packet for review.

Conewago Enterprises – Parking Lot Expansion LDP

Supervisor Thomas Klunk made a motion to approve the Conewago Enterprise waiver request from Section 135-32.S, to not require wheel stops at the 23 southern parking spaces to allow for easier snow removal as recommended by the Planning Commission, seconded by Supervisor Don Knight. Approved Vote 5-0

Dave Arndt, Zoning/Code Enforcement Officer advised under section e. of Resolution 2021-L, there should be no bond amount indicated in the conditions but rather indicate that the bond should be submitted and approved by the Township Engineer. Discussion occurred.

Vice Chair Thomas Weaver made a motion to approve the Preliminary/Final Land Development Plan for Conewago Enterprises, Inc., the parking lot expansion and Resolution 2021-L, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

101 Kindig Lane – Utz Quality Foods, LLC. – Annexation Plan

Vice Chair Thomas Weaver made a motion to approve the Annexation Plan for UTZ Quality Foods, LLC. and Resolution 2021-M, seconded by Supervisor Thomas Klunk.
Approved Vote 5-0

60 Ram Drive – Precision Cut Industries – Preliminary/Final LD

Dave Arndt, Zoning/Code Enforcement Officer advised on Resolution 2021-N, the Gannett Fleming Preliminary Final Land Development Plan letter date should be November 5, 2020 instead of September 25, 2020.

Supervisor Don Knight made a motion to approve the Preliminary/Final Land Development Plan for 60 Ram Drive, Precision Cut Industries, and Resolution 2021-N, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Residence on Church – Preliminary/Final LDP

Vice Chair Thomas Weaver discussed the possibility of sitting down with the developer to discuss saving the swimming pool. Discussion occurred.

Vice Chair Thomas Weaver made a motion to conditionally approve the Preliminary/Final Land Development Plan for Residence on Church and Resolution 2021-O, seconded by Supervisor Don Knight. Approved Vote 5-0

Smith's Specialized Automotive LLC – Preliminary/Final LDP Bond Release

Vice Chair Thomas Weaver made a motion to approve the request for a full release of the escrowed funds for Smith's Specialized Automotive LLC with the exception of the recommended $4,500.00 to be held due to the basin not being seeded and 70% stabilized, seconded by Supervisor Don Knight. Approved Vote 5-0

8. ZONING

Dave Arndt, Zoning/Code Enforcement Officer, advised there will be no Zoning Hearing in May.

9. Township Engineer

The Engineer's report dated April 9, 2021 was included in the packet for review.

The Comp Plan update was covered first under the Township Engineer.

Nathan Walker, Community Planner for Gannett Fleming, virtually discussed the Planning Commission meeting and discussions which took place regarding a Comprehensive Plan amendment.

John Strevig of 247 Johnathon Drive commented on an online survey for public participation feedback on the Comprehensive Plan.

Discussion occurred on getting public input earlier in the updating process.

Vice Chair Thomas Weaver made a motion to authorize the Engineer to prepare a scope, based on the discussion, for the Comprehensive Plan, seconded by Supervisor Don Knight.
Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion to sign the Blettner Basin Retrofit and Plum Creek Community Park bid agreements, seconded by Vice Chair Thomas Weaver.
Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize award to the lowest bidder of the base bid and alternate 1 conditional on the Township Engineer and Township Solicitor reviews, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

In regards to the Conservation District Turf to Forest Program, Nathan Walker and Virginia Thornton of Gannett Fleming have a meeting later this week to attempt to leverage funds for shovel ready projects that the Conservation District expressed interest in funding during the Urban Advisory Board Meeting.

10. New Buisness

No new business.

11. Old Buisness

No old business.

12. Public Comment

Fred Wilke commented on public comment and the year in which the township housing is built up until.

Jay Jay commented on Facebook regarding placing a community pool at the Plum Creek Park.

13. MEETING SCHEDULE

May 5, 2021 (Zoning Hearing Board) 6:00 PM
May 6, 2021 (Planning Commission) 6:00 PM
May 12, 2021 (Public Safety Committee) 8:30 AM
May 12, 2021 (Finance/Operations) 9:30 AM
May 17, 2021 (Workshop) 5:30 PM
May 17, 2021 (Board of Supervisors) 6:30 PM

14. ADJOURNMENT

Supervisor Don Knight made a motion to adjourn the meeting at 8:51 p.m., seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Respectfully Submitted:

Angela Pabon, Secretary/Treasurer