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

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BOARD OF SUPERVISORS REGULAR MEETING DECEMBER 21, 2020

Chair Charlotte Shaffer called the meeting to order at 6:30 p.m. The meeting began with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance (Roll Call):
Chair Charlotte Shaffer Vice Chair Thomas Weaver Thomas Klunk
Louann Boyer Don Knight- On phone

The following appointed Township professionals were also in attendance (Roll Call):
Tim Shultis, Solicitor Police Chief Gary Baumgardner
Scott Small, Maintenance Manager
Angela Pabon, Assistant Secretary/Treasurer
Virginia Thornton, Engineer of Gannett Fleming- Arrived at 7:07 p.m.

Dave Arndt, Zoning/Code Enforcement Officer- Absent

The meeting was Facebook livestreamed and open to the public.

Attendance: Fred Wilke of 248 Oxford Avenue, Ellen Ryan and William Popovich of 36 Franklin Drive.

1. **PUBLIC COMMENT ON AGENDA ITEMS**

Robert Miller provided comment through an email regarding the posting of draft minutes, reducing the real estate taxes by an additional .25 mil, Insurance coverages, Municipal Authority 2021 budget approval, wastewater budget and interest in planning and zoning.
Chair Charlotte Shaffer advised the draft meeting minutes have been being posted on the website. There have been no volunteer applications for Planning or Zoning received. Municipal Authority is not held to the same advertising requirements for their budget before adoption. The insurance is related to building and liability insurance.
Vice Chair Thomas Weaver advised the taxes could be reduced by an additional .25 mils, however there is not enough time in order to adopt the budget by the end of 2020. He advised for the record a .25 mil reduction to the real estate tax to be recognized and applied to the 2022 budget.

Fred Wilke provided comment on the health insurance decision made at a prior meeting, the SAVES budget change, items being discussed in the back conference room.
Vice Chair Thomas Weaver and Supervisor Louann Boyer advised they recused themselves from voting on the SAVES budget change.
Supervisor Boyer advised the savings on health insurance could be as low as $30,000.00, the office employees are not unionized and the Unions were not included in the insurance discussions.

Ellen Ryan provided public comment on the budget, roads, stop signs, transparency, subdivisions and unsustainable growth's impact on taxes.
Chair Charlotte Shaffer advised there are charts for the budget. There is a 10 year plan for the roads. Meetings are advertised and newsletters are distributed to the residents.

Bob Miller commented on why the tax reduction cannot take place in 2021 and asked about a correction to the minutes.
Chair Charlotte Shaffer advised the budget can only be opened following a municipal election year.
Vice Chair Thomas Weaver advised he will take care of the minutes correction.

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Leonard Stiffler commented on street lighting.

Chris Loss commented on his dissatisfaction with Advanced Disposal.
Chair Charlotte Shaffer discussed the bidding process for trash service and contacting Advanced Disposal with concerns.

Supervisor Louann Boyer addressed Leonard Stiffler's concern for a street light at the end of a private lane.

2. MINUTES

Vice Chair Thomas Weaver made a motion to approve the November 16, 2020 Workshop and Regular Meeting Minutes and the November 25, 2020 Special meeting minutes with a correction under SAVES to indicate Conewago Township's loan guarantee portion as $51,000.00, seconded by Supervisor Don Knight. Approved Vote 5-0

3. COMMUNICATIONS AND INTERACTIONS

The SAVES November report was enclosed in the packet for review.

The October 2020 PSATS New Bulletin was included in the packet for review.

The PSATS 2020 Board adopted resolutions was included in the packet for review.

A Comcast correspondence dated November 23, 2020 regarding a price increase for certain services was included in the packet for review. Chair Charlotte Shaffer advised the letter is available on the Township website.

REPORTS FROM COMMITTEES/SUPERVISOR'S COMMENTS

Administration

The Board followed up on the new COVID-19 regulations and agreed not to make any operating changes at this time.

Chair Charlotte Shaffer asked for any public comment prior to the adoption of the 2021 budget.

Fred Wilke of 248 Oxford Avenue asked if the budget included everything proposed by Bob Miller and Chair Charlotte Shaffer advised it does.

Bob Miller commented on amending the budget.

Vice Chair Thomas Weaver made a motion to adopt the 2021 budget as advertised, seconded by Supervisor Thomas Klunk. Approved Vote 4-0
Supervisor Don Knight abstained due to his wife being the tax collector.

Vice Chair Thomas Weaver made a motion to approve Resolution 2020-X, adopting the 2021 budget, seconded by Supervisor Thomas Klunk. Approved Vote 4-0
Supervisor Don Knight abstained due to his wife being the tax collector.

Chair Charlotte Shaffer discussed Resolution 2020-Y, Compensation of certain township employees. She advised she revised Resolution 2020-Y to replace Assistant Secretary/Treasurer with Secretary Treasurer and adjusted the compensation from $35,796.80 to $38,796.80. Discussion occurred.

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The Board of Supervisors unanimously agreed to go into executive session at 7:15 p.m. to discuss personnel matters covered under 708 A-1 of the Sunshine Act.

The Board of Supervisors returned from the executive session and resumed the regular meeting at 7:25 p.m.

Vice Chair Thomas Weaver made a motion to approve the original copy of the Resolution 2020-Y which includes Assistant Secretary/Treasurer, seconded by Supervisor Don Knight.
Approved Vote 5-0

Vice Chair Thomas Weaver advised he would like to add the anticipation for an internal promotion for Secretary/Treasurer after discussions with that individual.

Vice Chair Thomas Weaver made a motion to approve Resolution 2020-Z, Hazard Mitigation, seconded by Supervisor Don Knight. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the education reimbursement request for Officer Nathan Groft, seconded by Supervisor Louann Boyer. Approved Vote 5-0

Discussion occurred on the building and liability insurance coverages.

Vice Chair Thomas Weaver made a motion to adopt the insurance package as presented to include the exclusion of canine and pesticide coverage, edits to the vehicle and equipment coverage, higher or lower deductibles and the addition of the public officials liability under the umbrella not to exceed a total 2021 premium of $84,815.00, seconded by Supervisor Louann Boyer. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the purchase of Adobe DC Pro at $203.88/year, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Supervisor Don Knight made a motion to authorize New Oxford Youth Lacrosse to utilize Plum Creek Community Park, seconded by Supervisor Louann Boyer.
Approved Vote 5-0

REPORT FROM SECRETARY-TREASURER

Vice Chair Thomas Weaver made a motion to approve the Secretary/Treasurer's Report and bills paid/to be paid, November 13, 2020 to December 16, 2020, seconded by Supervisor Don Knight.
Approved Vote 5-0

REPORTS FROM DEPARTMENTS

Police

The Police Department's November report and newsletter on training were enclosed in the packet for review.

Chief Baumgardner advised the Police Department had 395 calls for service, 56 traffic citations, 3 non-traffic citations, 55 warnings, 26 faulty cards, 6 parking tickets, 6 72-hour parking notices, 4 unhitched trailers, 1 Alcohol/Drug combined DUI and 1 Alcohol related DUI and 2 Drug related DUI's.

Chief Baumgardner advised the Board of the following:
PoliceOne Academy training, CODY evidence bar coding has been set up, training for CPR and first aid has been scheduled for January 6th and equipment is coming in for the new vehicles.

A recommendation letter regarding Officer Ammerman's probation period being complete as of January 8, 2021 was included in the packet for review.

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The Board was sent the completed 2020 goals and proposed goals for 2021.

Chief Baumgardner advised he issued a departmental acknowledgement of professional police services to Sgt. Kevin O'Brien for a case on December 11, 2020 regarding a suspicious packages complaint. Sgt. Kevin O'Brien hand delivered the abandoned packages to the residents of Allwood Manor.

Chief Baumgardner gave an update on the troop room floor, advised car 2 hit a deer, the Tahoe is back in service and they are waiting for Watch Guard items.

Township Solicitor Shultis

Tim Shultis, Township Solicitor, advised the DCNR Grant for Plum Creek Community Park requires the Solicitor to certify and sign several forms. One of these forms says that he has advised the purchasing contracting requirements for all labor, material and equipment related to the project scope of work to the grantee. Therefore, he reviewed this information with the Board of Supervisors. Having advised the Board of the purchasing contracting requirements, he can now sign the certification.

Tim Shultis, Township Solicitor, advised a local project coordinator must be appointed to sign some of the purchasing requirement compliance forms.

Supervisor Louann Boyer made a motion to appoint Scott Small as the local project coordinator for the purpose of the DCNR Grant, seconded by Chair Charlotte Shaffer. Approved Vote 5-0

Tim Shultis, Township Solicitor, advised the possible need to obtain Tim Cormany for testimony in the pending litigation of Race Horse Road.

Supervisor Don Knight made a motion to authorize continuing with Tim Cormany for the purpose of providing expert testimony if necessary, seconded by Vice Chair Thomas Weaver.

Approved Vote 5-0

Maintenance Department

The Maintenance report was included in the packet for review. Scott Small, Maintenance Manager, advised that over 100 door hanger notices were distributed for Ordinance 2020-F, related to vegetation. Discussion occurred on 30 day notices and 15 day letters following the original door hanger notice. Discussion occurred regarding plowing and salt brine.

Municipal Authority

The Municipal Authority report for November to December 2020 was included in the packet for review. In addition, the approved 2021 Municipal Authority Budget and the Hanover Borough Wastewater Budget were included in the packet for review.

Township Engineer (Virginia Thornton, Gannett Fleming, Inc.)

The Engineer's report for November was included in the packet for review.

Virginia Thornton, Township Engineer, advised a bond reduction request was received from Chapel Ridge Phase II. The residual bond would be $163,000.00

Vice Chair Thomas Weaver made a motion to approve the release of a portion of the currently held bond for Chapel Ridge Phase II for the amount listed in the letter, seconded by Supervisor Louann Boyer.

Approved Vote 5-0

Virginia Thornton advised a bond release request was received for Mavis Tire Discount Store.

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Supervisor Don Knight made a motion to approve the public improvement bond money, currently held by the Township, in the amount of $188,865.00 be returned/released to the developer, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Virginia Thornton advised she has a resubmission form for the revised NPDES permit for Plum Creek Community Park which requires Chair Charlotte Shaffer's signature.

4. **CODE ENFORCEMENT**

Zoning/Code Enforcement Officer, Dave Arndt, was absent. Chair Charlotte Shaffer reviewed his section.

The monthly report, dated December 16, 2020 was included in the packet for review.

5. **SUBDIVISION/LAND DEVELOPMENT**

The Planning Commission draft meeting minutes for December 3, 2020 were included in the packet for review.

Supervisor Louann Boyer made a motion to reappoint Alisha Gouker to the Planning Commission, term ending 12/31/2024, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

6. **ZONING**

The Zoning Hearing Board will meet on January 6, 2020 for their regular and reorg meetings.

Supervisor Louann Boyer made a motion to reappoint Gerald Lippy to the Zoning Hearing Board, term ending 12/31/2025, seconded by Supervisor Don Knight. Approved Vote 5-0

The Natural Christmas Tree Collection will occur on January 6th and 7th, during regular trash pick-up. The tree must be free of decorations.

7. **Public Comment**

Ellen Ryan of 36 Franklin Drive provided comment regarding the Zoning Hearing Board Meetings not being recorded, advertising for the Zoning Hearing Meetings and the requesting of transcripts. She also commented on the financial impact of development and expressed concerns regarding sink holes.

Fred Wilke of 248 Oxford Avenue commented on the role of elected officials.

Chair Charlotte Shaffer advised that as opposed to what was published in the Gettysburg Times a few months ago, she is opposed to mass development.

Fred Wilke of 248 Oxford Avenue commented on the new development plan for the prior Neiderer's Pool property.

Bob Miller commented on revising the special meeting minutes, amending the 2021 budget and addressed a salary change in the budget.
Supervisor Louann Boyer advised that no salary change has been made.

Michael Cooper-White of the Gettysburg Times asked how the Manager's duties will be covered. Chair Charlotte Shaffer responded that many municipalities do not have Managers but rather a good working Board and staff. The Board has not discussed the hiring of a Manager.

Bob LeGore commented on budgeting for snow removal at intersections.

Bob Miller advised the Board of 3202 (B) of the PA Code indicating that "after the proposed budget has been available for public inspection for 20 days, the Board of Supervisors shall, after making revisions as are appropriate, adopt the final budget not later than 31st day of December and the necessary appropriations measures required to put it into effect."

Joni Swope commented on the requirement of trees in developments.
Scott Small advised these trees are prior to requirement changes.

Michael Cooper-White of the Gettysburg Times questioned how manager's duties will be covered.

Ellen Ryan of 36 Franklin Drive commented on the voting of the rezoning of land to agriculture.

8. **ADJOURNMENT**

Vice Chair Thomas Weaver made a motion to adjourn the meeting at 8:35 PM, seconded by Supervisor Don Knight. Approved Vote 5-0

9. **MEETING SCHEDULE**

January 4, 2021 (Board of Supervisors Reorganizational Meeting) 5:30 PM
January 6, 2021 (Reorg. & Regular Zoning Hearing Board Meeting) 6:00 PM
January 7, 2021 (Reorg. & Regular Planning Commission Meeting) 6:00 PM
January 13, 2021 (Public Safety Committee) 8:30 AM
January 13, 2021 (Finance/Operations) 9:30 AM
January 18, 2021 (Workshop) 5:00 PM
January 18, 2021 (Board of Supervisors) 6:30 PM

Respectfully Submitted:

Angela Pabon, Assistant Secretary/Treasurer