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

BOARD OF SUPERVISORS REGULAR MEETING JULY 20, 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
Don Knight Louann Boyer (Phone)

The following appointed Township professionals were also in attendance (Roll Call):
Chief Gary Baumgardner Scott Small, Maintenance Manager
Angela Pabon, Assistant Secretary/Treasurer Kurt Williams of Salzmann Hughes

Virginia Thornton, Gannett Fleming Engineer, arrived at 7:13 p.m.

Tim Shultis, Solicitor- Absent
Dave Arndt, Zoning/Code Enforcement Officer- Absent

There was no one in the audience due to the Local Disaster Declaration, however, the meeting was live streamed on the Conewago Township Facebook page.

1. **Executive Sessions**

   The Board of Supervisors held an executive session on July 15, 2020 from 12:00 PM until 1:02 PM, with the Solicitor, to review and discuss agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

   Prior to this meeting, the Board of Supervisors held an executive session to discuss potential identifiable litigation.

2. **MINUTES**

   Vice Chair Thomas Weaver made a motion to approve the June 15, 2020 Regular Meeting Minutes seconded by Supervisor Don Knight. Approved Vote 5-0

3. **PUBLIC COMMENT FOR AGENDA ITEMS**

   PJ Sneeringer commented on no masks being worn.

4. **COMMUNICATIONS AND INTERACTIONS**

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

   A correspondence dated June 26, 2020 was received from Labor & Industry regarding the Township fuel pumps.

   The Borough of Hanover's 2019 Annual water quality report was received June 29, 2020 and included in the packet for review.

   The YMCA Kids Come First Newsletter was received on July 1, 2020 and included in the packet for review.

   The 2019 Guthrie Memorial Library Annual Report was included in the packet for review.

A correspondence received on July 8, 2020 from Bare Development, LP was included in the packet for review.

An email received on July 7, 2020 from HADA was included in the packet for review.

Two emails received July 10 and July 13, 2020 regarding the ordinance proposed by HADA were included in the packet for review.

5. REPORT FROM COMMITTEES/SUPERVISOR'S COMMENTS

Administration

Discussion occurred regarding the drafted Manager's Ordinance.

Chair Charlotte Shaffer made a motion to table the drafted Manager's Ordinance discussion until the Solicitor can attend the meeting seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Supervisor Louann Boyer lost phone connection so there was a brief delay to call her back to finalize the vote on the drafted Manager's Ordinance.

Discussion occurred regarding changing the newsletter to an 8 page tabloid format. The Board agreed to change to the 8 page tabloid format for the newsletters.

Chair Charlotte Shaffer acknowledged Albana Sayeedy's explanation of the audit report.

STORMWATER

Supervisor Louann Boyer made a motion to approve the O&M Agreement for 250 O'Brien Lane seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Supervisor Louann Boyer made a motion to approve the O&M Agreement for 89 Ram Drive seconded by Supervisor Thomas Klunk. Approved Vote 5-0

PUBLIC SAFETY

Vice Chair Thomas Weaver discussed having difficulty attending the Public Safety Committee meetings and suggested appointing Supervisor Louann Boyer to sit on the Public Safety Committee in place of himself.

Chair Charlotte Shaffer made a motion to appoint Supervisor Louann Boyer as chair to the Public Safety Committee seconded by Supervisor Thomas Klunk. Approved 5-0

6. REPORT FROM SECRETARY-TREASURER

Supervisor Don Knight made a motion to approve the Secretary/Treasurer's Report, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the payment of the prepaid bills and all invoices noted on the report for June 12, 2020 – July 16, 2020, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

7. REPORTS FROM DEPARTMENTS

Police

The Police Department's June report was enclosed in the packet for review. The June newsletter on swimming safety was also enclosed in the packet.

Chief Baumgardner advised the Police Department had 440 calls for service, 74 traffic citations, 6 non-traffic citations, 66 warnings, 37 faulty cards, 1 unhitched trailer, 2 Alcohol related DUI's and 3 drug related DUI's.

Chief Baumgardner advised Rite Aid is providing the Police Department with a new Drug Take Back box. He proposed that the old Drug Take Back box be placed in the Township Admin. Building which the Police Department would maintain.

Bonneauville Fire Company, 10 Elm Avenue, Gettysburg, now has a sharps container for needles. They asked that they be placed in a container before being put in the sharps box. More information is available on the Conewago Township Police Department Facebook page.

Township Solicitor (Kurt Williams filled in for Tim Shultis)

Supervisor Don Knight made a motion to submit a claim for the Purdue Pharma settlement for opioid expenditures seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to conduct the Zoning Hearing on Ordinance 2020-C through Zoom and take the steps to amend the advertisement to reflect that change seconded by Supervisor Don Knight. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize the Planning Commission to amend any advertisement to allow for the Zoom meeting and use Salzmann Hughes to facilitate that meeting, seconded by Supervisor Louann Boyer. Approved Vote 5-0

Vice Chair Thomas Weaver asked that Angela Pabon, Assistant Secretary/Treasurer, contact Harry Eastman regarding considering the use of Zoom for the upcoming Zoning Hearing Board meeting.

Kurt Williams advised that people will be calling into the Township for the Zoom information for the public Zoning Hearing.

Maintenance Department

The Maintenance report was included in the packet for review.

Scott Small, Maintenance Manager, discussed the letter received from Labor and Industry regarding the gas pumps and actions taken to correct issues. He asked the Board to consider fuel fleet cards, perhaps from Sheetz, for the Maintenance and Police Department. Vice Chair Thomas Weaver suggested looking into a statewide program fuel card that can be used at various gas stations.

Scott Small, Maintenance Manager advised the air conditioner unit is leaking and discussed possible replacement.

Vice Chair Thomas Weaver made a motion to get fleet cards for fuel for the Maintenance and Police Department seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Municipal Authority

The Municipal Authority report for June to July, 2020 was included in the packet for review.

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

The Engineer's report for July was not included in the packet due to revisions being made but Angela Pabon, Assistant Secretary/Treasurer, indicated she would email it as soon as she received an updated report.

The Board returned to the Engineer's report upon the arrival Virginia Thornton, Township Engineer.

Virginia Thornton, Township Engineer, advised that she would review her revised Engineer's report for July. She discussed the three plans that are up for review at the Planning Commission meeting for August including 1 preliminary plan for Arrow's Pointe, a sketch plan for Oxford Avenue and a land development plan for Precision Cuts.

Bidding has been postponed for the Plum Creek Park project until the winter of 2020. Virginia Thornton, Township Engineer, advised they addressed 1 of 3 technical comments on the Blettner Basin Project and the Township should have the NPDES permit in the near future. She also advised that Scott Small, Maintenance Manager and herself are going through the dedication process for Chapel Ridge.

Vice Chair Thomas Weaver made a motion to draft an ordinance for vegetation management in the public right-of-way seconded by Supervisor Don Knight. Approved Vote 5-0

Discussion occurred on a resident's concern regarding standing water at 346 Church Street. The Board of Supervisors agreed to have Salzmann Hughes contact the property owner regarding this concern. Virginia Thornton, Township Engineer, advised she will provide Kurt Williams of Salzmann Hughes with the information on this property.

8. CODE ENFORCEMENT

In his absence, Chair Charlotte Shaffer provided an overview of the Zoning/Code Enforcement Officer, Dave Arndt's report.

Zoning/Code Enforcement Officer, Dave Arndt, provided a copy of his monthly report, dated July 16, 2020 for the packet.

The yard waste collection will occur during regular trash pick-up on August 12th and 13th, 2020.

9. SUBDIVISION/LAND DEVELOPMENT

Vice Chair Thomas Weaver made a motion to authorize the Township Solicitor to advertise the Floodplain Ordinance, Chapter 83, for administrative edits to correct section numbers referenced seconded by Supervisor Don Knight. Approved Vote 5-0

10. ZONING

Zoning Hearing Board Case 5-2020 is schedule for August 5, 2020 at 6:00 PM. The property is located at 175 N. Second Street and is requesting a special exception pursuant to section 155-163.

11. Public Comment

Tammie Knight, Tax Collector, commented on receiving a copy of the newsletter to review before it is published.

Angela Pabon, Assistant Secretary/Treasurer misunderstood the original question from Tammie Knight to be in reference to the 2019 Audit. While Tammie Knight, Tax Collector, was referring to the newsletter, the Board agreed the draft audit should go to the tax collector prior to being finalized.

MEETING SCHEDULE

August 5, 2020 (Zoning Hearing Board) 6:00 PM
August 6, 2020 (Planning Commission) 6:00 PM
August 12, 2020 (Public Safety Committee) 8:30 AM
August 12, 2020 (Finance/Operations) 9:30 AM
August 17, 2020 (Workshop) 5:30 PM

Supervisor Charlotte Shaffer advised July 27, 2020 is the public Zoning Hearing as advertised and will be advertised as a Zoom meeting.

12. ADJOURNMENT

Vice Chair Thomas Weaver made a motion to adjourn the meeting at 7:26 p.m., seconded by Supervisor Don Knight. Approved Vote 5-0

Respectfully Submitted:

Angela Pabon, Assistant Secretary/Treasurer