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

BOARD OF SUPERVISORS SPECIAL MEETING, MARCH 25, 2020

Chairman Charlotte Shaffer called the special meeting to order at 1:03 p.m. with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance:

Chair Charlotte Shaffer	Vice Chair Thomas Weaver	
Don Knight	Louann Boyer	Thomas Klunk

The following appointed Township professionals were also in attendance:
Angela Pabon, Assistant Secretary-Treasurer Solicitor Tim Shultis

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. COVID-19

Supervisor Don Knight made a motion to approve Resolution 2020-K, Proclamation of Local Disaster Emergency, seconded by Supervisor Louann Boyer.

Vote 5-0

Kevin Adams, the Emergency Management Coordinator, is to be provided a copy of the Resolutions.

Supervisor Tom Klunk made a motion to approve Resolution 2020-L, Continued Proclamation of Local Disaster Emergency, seconded by Vice Chair Thomas Weaver.
Discussion ensued regarding how often the Resolution would need renewed. Vote 5-0

Chair Charlotte Shaffer called for the motion to approve Resolution 2020-M and read the description as follows:

> A RESOLUTION OF THE TOWNSHIP OF CONEWAGO ADAMS COUNTY, PENNSYLVANIA, TO TEMPORARILY AUTHORIZE EMPLOYEE USE OF PAID ADMINISTRATIVE LEAVE DURING THE PENDENCY OF THE PROCLAMATION OF DISASTER EMERGENCY PROCLAIMED BY PENNSYLVANIA GOVERNOR TOM WOLF IN RESPONSE TO THE PANDEMIC CORONAVIRUS OR COVID-19.

Solicitor Tim Shultis explained Emergency Paid Sick Leave Act and the Emergency Family Medical Leave Act.

Discussion ensued regarding the availability of State funds at this time, records for reimbursements, percentage of compensation, identifying if an employee qualifies, and updating Township policy.

Solicitor Tim Shultis read a draft motion for consideration of the Board of Supervisor.

It was determined that employee's personal sick leave would not be affected.

Vice Chair Thomas Weaver made a motion to table Resolution 2020-M until the April 20, 2020 board meeting, seconded by Supervisor Louann Boyer. Vote 5-0

Vice Chair Thomas Weaver made a motion effective today and through April 20, 2020, every employee of the Township is entitled to 80 hours of local emergency sick leave which may be used for any purpose when employees are asked not to work during the COVID-19 pandemic provided that any remaining emergency sick leave will expire or be reduced effective the day in which employee becomes eligible for leave. Under the Federal Emergency Sick Leave Act or the Emergency Family Medical Leave Act and to the extent compensated under these provisions, seconded by Supervisor Louann Boyer.
Discussion ensued on the number of hours to be included, Union inclusion and necessity of having all employees in the office every day. Vote 5-0

2. BANK ACCOUNT SIGNERS

Chair Charlotte Shaffer advised there is currently only one signer for the bank accounts. She suggested the Board add 3 more signers including Angela Pabon, Assistant Secretary/Treasurer, Vice Chair Thomas Weaver and herself, Chair Charlotte Shaffer.

Supervisor Thomas Klunk made a motion to make Angela Pabon, Assistant Secretary/Treasurer, Vice Chair Thomas Weaver, Chair Charlotte Shaffer signers on all Township bank accounts, seconded by Supervisor Louann Boyer. Vote 5-0

3. PUBLIC COMMENT

William Popovich of Conewago Township provided comment on the good quality of the video and audio livestream and thanked the Board for live streaming.

Patrick Sheaffer asked if anyone was taking minutes. Supervisor Charlotte Shaffer replied that Angela Pabon was behind the camera taking minutes.

Michael Cooper-White of the Gettysburg Times concurred with William Popovich's comment.

4. OTHER/NEW BUSINESS

Supervisor Don Knight asked about addressing extended due dates for the township taxes. There was discussion ensued regarding penalties on Municipal Authority bills already being waived and the possibility of waiving penalties on Stormwater bills.

Supervisor Louann Boyer advised Tammie Knight, Tax Collector, commented, "The County is wanting the township to put an ordinance in place to extend the tax bills."

Discussion ensued on making a decision at the next board meeting and on the tax due dates and penalties.

Supervisor Louann Boyer advised Tammie Knight, Tax Collector, commented "Discount ends 4/30, why do you need to wait until 4/20? Residents need to know now. Late notices do not go out until later in the year."

There was discussion regarding if this would create any cash flow issues if the Township extends the tax due dates and when the Tax Collector must turn money over.

Supervisor Louann Boyer advised Tammie Knight, Tax Collector, commented "Money gets turned over weekly."

There was discussion regarding whether this would need to be an amendment to our Tax Collection Ordinance. Solicitor Shultis advised it would.

Vice Chair Thomas Weaver made a motion to allow the Solicitor to prepare an amendment to the Tax Collection Ordinance extending the discount date from April 30th to June 30th, seconded by Supervisor Thomas Klunk.
Discussion: Supervisor Louann Boyer advised Tammie Knight, Tax Collector, commented "Discount would end 6/30 and face 10/31 for the County with the new Ordinance." Several board members said this motion should coincide with what the County is doing.

Vote 4-1 Supervisor Don Knight Abstained

Supervisor Louann Boyer advised there was a comment from Brian Ernst asking if the road crew is still working or on call for emergencies. Several Board members replied that the road crew is still working. Supervisor Louann Boyer advised Tammie Knight, Tax Collector also asked if the amendment to the Tax Collection Ordinance would be placed on the website. Chair Charlotte Shaffer replied yes as soon as the Solicitor prepares it.

5. MEETINGS

Chair Charlotte Shaffer advised the following meetings are cancelled:
April 1, 2020 Zoning Hearing Board Meeting
April 2, 2020 Planning Commission Meeting

Chair Charlotte Shaffer advised the following meetings are subject to change:
April 15, 2020 at 8:30 a.m. Public Safety Meeting
April 15, 2020 at 9:30 a.m. Finance/Operations Meeting
April 20, 2020 at 5:30 p.m. Board of Supervisor's Workshop
April 20, 2020 at 6:30 p.m. Board of Supervisor's Meeting

6. ADJOURNMENT

Vice Chair Thomas Weaver made a motion to adjourn the meeting at 1:49 p.m., seconded by Supervisor Louann Boyer. Vote 5-0

Respectfully Submitted:

Angela Pabon, Assistant Secretary/Treasurer