Finance/Operations

May 13, 2020

Minutes

Attendance (Roll Call):

Chair Charlotte Shaffer
Vice Chair Thomas Weaver
Supervisor Louann Boyer
Supervisor Thomas Klunk
Assistant Secretary-Treasurer Angela Pabon
Zoning/Code Enforcement Officer Dave Arndt
Maintenance Manager Scott Small

Supervisor Don Knight- 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.

The meeting commenced at 9:30 a.m.

Maintenance:

Scott Small, Maintenance Manager, discussed the status of the Poplar Street project. He advised one resident at South Lincoln and Poplar had an issue regarding the replacement of their currently pressed curb with a full depth curb. Scott Small, Maintenance Manager, advised that during his time with the Township, they have always put in full depth curbing in place of pressed curbing during construction. He informed the Board he would need a decision from them regarding the issue as Conewago Contractors is scheduled to pour concrete in one hour.
Discussion occurred regarding the Poplar Street Project contract and specs for full depth curbing, notification to the residents of the construction, driveway access, ordinance regarding driveways and keeping the pressed curb versus changing it to a full depth curbing.

The Board unanimously agreed to follow the Poplar Street project specs and continue with the full depth curbing. Scott Small, Maintenance Manager, briefly left the meeting to contact the contractor.

Public Comment:

Deb Ernst expressed concern regarding the change to her curbing and why she was not notified and given a chance to request an exception. She also expressed difficulty hearing the Board.
Dave Arndt, Zoning/Code Enforcement Officer, explained the ordinance regarding residential driveways and discussed current requirements.
Scott Small, Maintenance Manager, commented that he is not aware of us notifying the resident that we are repairing the curb in the right-of-way.

Leonard Stiffler commented on a previous request, which was denied, for a street light at 604 Oxford Avenue. He also commented on how he was displeased with the trash service and was having trouble hearing the live stream. He thanked the Board for bringing up his concern.
Dave Arndt, Zoning/Code Enforcement Officer explained Leonard Stiffler's previous request for a streetlight at the private lane on Oxford Avenue. There was discussion regarding contact made with Met-Ed by the Township, current street lighting available in the area, cost and fees and the ability for the resident to request the light at their own cost.

Chair Charlotte Shaffer asked Leonard Stiffler to put something in writing for the Board to review.

Minutes:

Supervisor Louann Boyer made a motion to approve the March 11, 2020 Finance/Operations meeting minutes seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Admin:

The April 15, 2020 Finance/Operations Meeting was cancelled.

Included in the packet for review was a volunteer application received on April 23, 2020. Discussion occurred regarding contacting the applicant to see if they would be interested in being on the Zoning Hearing Board and setting up a time to speak to them.

Information on HRA support was included in the packet for review. The Board discussed outsourcing the HRA to Weber, looking into other types of health insurance plans in the future, the Collective Bargaining Agreement and Weber's offer to train staff.

Chair Charlotte Shaffer advised the Police Department Disposition of records resolution was last completed in 2017 and will need to be addressed at the Board of Supervisors meeting.

The Pretreatment Ordinance was included in the packet for review and discussion.

Discussion occurred regarding the amending of the Township Manager's Ordinance.

Discussion occurred regarding office staffing and a decrease in revenue in relation to earned income tax and a correspondence from York Adams Tax Bureau.

Discussion occurred regarding bonding Angela Pabon, Assistant Secretary/Treasurer.

A commercial Tax Assessment Appeal was included in the packet for review and discussion.

A complaint regarding the newsletter was included in the packet for review and discussion.

A letter from the Preserves Homeowner's Association regarding ticks and Lyme Disease at the Plum Creek Community Park was included in the packet for review and discussion.

A correspondence from H & H General Excavating Co., received on April 16, 2020 regarding items accepted for disposal, was included in the packet for review and discussion.

A correspondence from Comcast, dated April 24, 2020 regarding channel lineup changes, was included in the packet for review.

Recreation:

A Travel Lacrosse team requested permission to use the Plum Creek Community Park facility and Chair Charlotte Shaffer advised she is waiting on more information. Discussion occurred regarding contracts, fees and maintaining the field.

Stormwater:

Discussion occurred regarding proceeding with the penalty letter for Stormwater, confirming no additional time extensions for payments.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised the Chapter 83 Floodplain Ordinance has been updated and a draft has been sent to FEMA, the Township Solicitor and the County. The Township Solicitor will need a motion to advertise the Ordinance.

Zoning/Code Enforcement Officer, Dave Arndt discussed the County Appeals Board, its need for members that are BCO's, possible invoicing and frequency of meetings.

Engineer:

Zoning/Code Enforcement Officer, Dave Arndt, gave a review of the monthly engineers report including updates on Poplar Street and advertising for Plum Creek Community Park bids.

There was a consulting update and organizational chart from Gannett Fleming for review in the packet.

Public Safety:

The Police report and SAVES report were included in the packet for review.

Police Pension:

There is a Pension Committee meeting on May 20, 2020 at 10:00 a.m. which was advertised.

New Business:

A correspondence from Advanced Disposal was read concerning issues with the trash hauler drivers being harassed by residents due to the restricted pick-up related to COVID-19. They are asking that cardboard be bagged and all trash in the toter be bagged.

Chair Charlotte Shaffer asked the Board to consider passing a resolution supporting the reopening of businesses in Conewago Township related to COVID-19. She provided the Board with a copy of a draft resolution for review.

Old Business:

None at this time.

Vice Chair Thomas Weaver made a motion to adjourn the Finance/Operations meeting at 10:38 a.m, seconded by Supervisor Louann Boyer.

Respectfully submitted by:

Angela Pabon, Assistant Secretary-Treasurer