Finance/Operations
November 10, 2020
Minutes

Attendance (Roll Call):

Chair Charlotte Shaffer
Supervisor Louann Boyer
Supervisor Don Knight, on phone – left meeting at 11:44 AM
Supervisor Thomas Klunk
Assistant Secretary-Treasurer Angela Pabon
Zoning/Code Enforcement Officer Dave Arndt – left meeting at 12:32 PM
Maintenance Manager Scott Small
Virginia Thornton, Township Engineer - left meeting at 10:09 AM
Police Chief Gary Baumgardner
Holly Zepp, Office Coordinator

Vice Chair Thomas Weaver- Absent

Audience:

Bob Miller of 3176 Hanover Pike, Ellen Ryan of 36 Franklin Drive, Sue Krom & Paul Krom of 276 Johnathon Drive and Eugene Zeyn of Weber Insurance.

Judy Wilke participated via Facebook.

The meeting was live streamed on the Conewago Township Facebook page therefore comment was received both in person and through Facebook.

The meeting commenced at 9:30 AM

Public Comment on agenda items:

No public comment was provided at this time.

Minutes:

Supervisor Don Knight made a motion to approve the October 14, 2020 Finance/Operations Meeting Minutes, seconded by Supervisor Louann Boyer. Approved Vote 4-0

Admin:

A draft meeting schedule for 2021 was provided to the Board for review and discussion.

The Township applied for a COVID response and planning grant through the Fund for Adams Investment and Recovery in the amount of $8,732.73.

General Code provided an estimate for the supplementation of Ordinances. The estimate is between $2,675.00 and $3,185.00 for 5 Ordinances.
Chair Charlotte Shaffer advised that E-code 360 is available on the township website and can be used to access township ordinances. Discussion occurred.

Tammie Knight, Tax Collector, requests for expenditure in the amount of $80.00 for her PSTCA membership dues was included in the packet for review and discussion.

Bob Miller of 3176 Hanover Pike provided public comment asking how much the tax collector was requesting.

Public Comment:

Judy Wilke provided comment via Facebook related to rescinding the 2020 Real Estate tax increase of .5 mils, eliminating the Stormwater assessment and expressed support towards changing healthcare insurance.

Maintenance:

Scott Small, Maintenance Manager, reviewed the maintenance report including the following: SAVES typically gets their fuel from McSherrystown Borough, however McSherrystown Borough ran out of fuel. Conewago Township is the secondary fuel station for SAVES and therefore SAVES filled up with the Township's fuel. The amount will be tracked and invoiced to SAVES.

The Maintenance Department is working on fall street sweeping, road repair, stormdrains and MS4 outfall inspections were completed.

Scott Small, Maintenance Manager, advised we are waiting to hear from PennDOT on the traffic signal permit for the Mt. Pleasant cameras.

Swam Electric will be upgrading the school signals on Elm Avenue.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised the Planning Commission had a meeting on November 5, 2020.

The following items will be discussed at the Board meeting:
Arrows Pointe requested an extension for plan action until March 31, 2020.

The Township received a bond release request and as-builts for Mavis Tire

A waiver request was received from Precision Cut Industries, 60 Ram Drive, to not require a drive through parking space. Discussion occurred. Dave Arndt, Zoning and Code Enforcement Officer, advised the board that Precision Cut will need to apply for a variance for relief of the 25% maximum floor ratio requirement.

Engineer:

Virginia Thornton, Township Engineer, reviewed her engineer's report and advised the board of the following:

2021 Street and drainage maintenance project and start draft bid packages for early 2021 bid advertising, in the next few months we are looking for a bond request for Chapel Ridge to be coming in, we have a bond reduction request for Precision Cut Industries, 115 Ram Drive and a new bond reduction request from Mavis Tire.

In regards to Bobcat, Dave Arndt, Zoning and Code Enforcement Officer and Virginia Thornton, Township Engineer, had a phone conference with the Township Solicitor to discuss drainage in the area and they also met with the Swopes and Krauses concerning the drainage on their lot.

They are continuing to work on Blettner Basin and Plum Creek projects and are on schedule.

Action will be needed at the next Board meeting on the Vegetation Management Ordinance.

The Planning Commission has received a Comp Plan draft to review for the December meeting.

The MS4 Annual Report was submitted.

Virginia Thornton, Township Engineer, advised she has been asked to detail the remaining MS4 requirements and provide an overall status update for the Board.

Bob Miller of 3176 Hanover Pike asked when the draft Comp Plan will be available for the public to view.
Chair Charlotte Shaffer advised it is currently being reviewed by the Planning Commission. She also advised the Planning Commission is working on looking at the draft, scheduling times for the public to come in to view the Comp Plan and also formulating a survey in different formats for public input. She also advised that one of the duties of the Planning Commission, as read by John Strevig, Planning Commission Chair, includes the Comprehensive Plan.

Stormwater:

A credit application was received on October 27, 2020 from Conewago Resources, LP, 576 Edgegrove Rd.

Budget Discussions:

In regards to the budget, discussions took place regarding the health insurance. Eugene Zeyn of Weber discussed the UPMC option in relation to the current plan through Capital Blue Cross.

Bob Miller and Holly Zepp, Office Coordinator, reviewed the General Fund and Stormwater budget with the Board of Supervisors.

The Board discussed the budget including outstanding taxes, income, IT support for Ipads, training, HRA's, A/C unit replacement, legal fees and the possibility of removing unused line items.

Eugene Zeyn of Weber Insurance left the meeting at 11:01 AM.

Sue Krom and Paul Krom of 276 Johnathon Drive asked about reducing taxes, stormwater fees and commented that the Police Department is doing a great job. They left the meeting at 11:05 AM.

The Board continued budget discussions which included legal fees, reserves, purchase of a server, line items under the Police Department including health reimbursement, gym reimbursements, uniform supplies, CODY, It services, Training, Body cams, training equipment instead of a training facility and a new police vehicle purchase.

Chief Baumgardner discussed the importance of not reducing the police force.

Discussion occurred regarding current police vehicles, the need to replace a vehicle and the predicted cost.

Under Maintenance, discussions took place regarding traffic signals and road construction. Insurance, emergency services fund and SAVES were also discussed.

Ellen Ryan of 36 Franklin Drive left the meeting at 1:01 PM.

The Stormwater budget discussions included Solicitor fees, IT service and the street sweeper future capital purchase.

Discussion on replacing the code vehicle occurred. Scott Small, Maintenance Manager advised it is starting to rust and will need replaced.

Public Comment:

No public comment was provided.

New Business:

None

Old Business:

None

Supervisor Thomas Klunk made a motion to adjourn the Finance/Operations meeting at 1:17 PM seconded by Supervisor Louann Boyer. 3-0 Approved Vote

Respectfully submitted by:
Angela Pabon, Assistant Secretary-Treasurer