Finance/Operations

October 14, 2020

Minutes

Attendance (Roll Call):

Chair Charlotte Shaffer
Supervisor Louann Boyer
Supervisor Thomas Klunk
Assistant Secretary-Treasurer Angela Pabon
Zoning/Code Enforcement Officer Dave Arndt
Maintenance Manager Scott Small
Virginia Thornton, Township Engineer
Police Chief Gary Baumgardner
Holly Zepp, Office Coordinator

Supervisor Don Knight – Absent
Vice Chair Thomas Weaver- Absent

Audience:

There was no one in the audience. The meeting was live streamed on the Conewago Township Facebook page.

The meeting commenced at 9:43 AM

Minutes:

The Board unanimously approved the September 16, 2020 Finance/Operations Meeting Minutes.

Admin:

Discussion occurred regarding an extra cell phone the Township has but is not currently using. The board decided to move the discussion forward to the regular board meeting.

Scott Small, Maintenance Manager discussed the 5 year road plan in regards to completing a minor project, reviewing the Liquid Fuels Account, raising the small road project budget amount, which is currently at $40,000.00, potential roads to add to the 5 year plan and pricing.

Virginia Thornton, Township Engineer discussed putting out bids early for the road project to begin in 2021, cost fluctuations, evaluating the next years project early to get an idea of cost for the budget of that year.

A correspondence regarding annual hydrant flushing was included in the packet for review.

Trick-or-treat will occur October 27, 2020 from 6 PM to 8 PM. Chair Charlotte Shaffer advised residents to follow the Governor's guidelines and CDC recommendations related to COVID-19.

Maintenance:

Scott Small, Maintenance Manager, reviewed the maintenance report including the following:

Maintenance will be starting the MS4 outfall inspections next week.

The timers on the Elm Avenue school lights are going bad. He discussed the possibility of applying for an ARLE Grant to help fund the purchase of new lights.

Maintenance is continuing to do crack sealing and base repair.

Discussion occurred regarding road conditions in the township.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised the Planning Commission has been reviewing the following:

370 Church Street, Bobcat, preliminary final for a parking lot extension
214 Ram Drive, Precision Cut, preliminary final LDP which is requesting an extension
60 Ram Drive, Precision Cut addition which is requesting 4 waivers.
The Oxford Avenue sketch plan has been withdrawn
Arrows Pointe is still on a time extension
Chapel Meadows is still on a time extension

The Comprehensive Plan was discussed. Virginia Thornton, Township Engineer advised they are working on the Comp Plan draft.

There will be no Zoning Hearing in November due to no applications received.

Zoning maps have been updated and will be updated in the township building as well as the website.

Dave Arndt advised the Township Clerk, Carly Forbes, and himself will be completing the Recycling Grant Report. Discussion occurred.

Engineer:

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

Virginia Thornton, Township Engineer, has received an informal request to reduce the bonding amount for Chapel Ridge and change how the bond is currently held.

Virginia Thornton advised Dave Arndt, Brent Ramsey and herself met at the Bobcat property at the request of the developer to better understand how stormwater is flowing over property and how Bobcat is managing the stormwater. Discussion occurred regarding stormwater in relation to the Bobcat review. The board in attendance unanimously agreed to have Virginia Thornton, Township Engineer consult Solicitor Shultis on the matter.

Two biannual grant updates will be submitted tomorrow.

Discussion occurred regarding the Plum Creek Park Daylighting Project, the Army Corp. taking the project on with a 25% township match which is approximately $300,000.00. Virginia advised the board should consider this amount for construction in the budget for the year 2022 or 2023.

Discussion occurred on acting on the Vegetation Management Ordinance at the regular November Board of Supervisors Meeting.

Discussion occurred regarding the Blettner Basin and Plum Creek Park projects. PennDOT provided new comments for the Plum Creek Park Project. They discussed when to put the bids out for each project for construction in Spring and Summer of 2021 and prioritizing the Blettner Basin Project.

The MS4 Annual Report has been submitted.

New Business:

Budget

Holly Zepp, Office Coordinator, discussed the preliminary general fund budget and the consideration of a special budget meeting where all board members are present to review the budget. She asked the board to review and ask her any questions they may have.

Discussion occurred regarding the purchase of a replacement police car for 2021 and another in 2022.

Holly Zepp, Office Coordinator advised 2 applications were received for both the code enforcement or clerk positions, 2 applications for code enforcement and 7 applications for the clerk position. Discussion occurred on possibly extending the application period.

Public Comment:

No Public Comment.

Old Business:

None

Supervisor Thomas Klunk made a motion to adjourn the Finance/Operations meeting at 10:39 AM seconded by Supervisor Louann Boyer. 3-0 Approved Vote

Respectfully submitted by:
Angela Pabon, Assistant Secretary-Treasurer