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

BOARD OF SUPERVISORS REGULAR MEETING SEPTEMBER 21, 2020

Chair Charlotte Shaffer called the meeting to order at 6:40 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

The following appointed Township professionals were also in attendance (Roll Call):
Tim Shultis, Solicitor Chief Gary Baumgardner
Scott Small, Maintenance Manager Dave Arndt, Zoning/Code Enforcement Officer
Angela Pabon, Assistant Secretary/Treasurer Nathan Walker, Engineer of Gannett Fleming (Zoom)
Kurt Williams of Salzmann Hughes

Virginia Thornton, Engineer of Gannett Fleming- Arrived at 7:30 PM

Due to the Local Disaster Declaration, the Board of Supervisors Meeting took place via Zoom.

Participants in the meeting included Ellen Ryan, William Popovich and Pat Sheaffer.

1. **ZOOM MEETING**
   Kurt Williams reviewed rules of engagement for the Zoom Meeting.

2. **EXECUTIVE SESSION**
   Tim Shultis, Solicitor, advised that prior to the Board of Supervisors meeting, the Board of Supervisors met in an executive session with its attorney's under section 708-A5 2020 of the Sunshine Act.

3. **PUBLIC COMMENT ON AGENDA ITEMS**
   Ellen Ryan recognized and complimented Chief Baumgardner's *Gettysburg Times* article on Back to School Safety. She also recognized the Board of Supervisors September Finance/Operations meeting discussions and provided comment on minutes and online information. She commented on videotaping and recording Zoning Hearing Board Meetings. She discussed the Zoning Map Change, increasing the rec fees and traffic signal at High Street and Kindig Lane.

   Supervisor Boyer advised discussion has occurred with Hanover regarding High Street and Kindig Lane.

   Chair Charlotte Shaffer advised attendance and absences are documented in the minutes.

4. **MINUTES**
   Vice Chair Thomas Weaver made a motion to approve the August 17, 2020 Regular Meeting Minutes, seconded by Supervisor Don Knight. Approved Vote 5-0

   Supervisor Don Knight made a motion to approve the August 24, 2020 Special Meeting Minutes, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

5. COMMUNICATIONS AND INTERACTIONS

The SAVES August report was enclosed in the packet for review.
Supervisor Don Knight thanked SAVES for their services.

The Kids Come First Newsletter was included in the packet for review.

Correspondence were received from the following and included in the packet for review:
Michael Murren from August 30, 2020
Donald and Corrine Smith from September 3, 2020

REPORT FROM COMMITTEES/SUPERVISOR'S COMMENTS

Administration

Chair Charlotte Shaffer advised the next item on the agenda is Ordinance 2020-C, Map Change, which would change the 5 properties from their current residential zoning back to agricultural zoning.

Vice Chair Thomas Weaver made a motion to adopt Ordinance 2020-C on the map change seconded by Supervisor Don Knight. Discussion occurred.
Roll Call: Vice Chair Thomas Weaver-yes, Supervisor Louann Boyer- no,
Supervisor Don Knight- yes, Supervisor Thomas Klunk-yes, and Chair Charlotte Shaffer- no
Approved Vote 3-2
Chair Charlotte Shaffer and Supervisor Louann Boyer voted against.

Chair Charlotte Shaffer made a motion to repeal Ordinance 2019-F, Amending Management Policies and By Laws and authorize the Solicitor to draft and advertise Ordinance 2019-F for Board review and consideration at the October 19, 2020 Board of Supervisors Meeting seconded by Supervisor Louann Boyer. Discussion occurred. Approved Vote 4-1
Vice Chair Thomas Weaver voted against.

The Board agreed to discuss staffing later in the meeting.

Chair Charlotte Shaffer advised the Personnel Manual does not include a policy on employee comp time and the Board should consider having one drafted. Discussion occurred.

Discussion occurred on the rec fees, possibility of increasing the fees and how those fees should be properly assessed. Solicitor Tim Shultis suggested the Board update the Comprehensive Plan to adjust rec fees and the Board can move from there.

The 2021 estimated Liquid Fuels allocation is $215,145.40. Scott Small, Maintenance Manager advised the amount is less than the prior year due to less traveling expenses due to COVID-19.

Vice Chair Thomas Weaver discussed zoning text concerning swimming pools as an accessory structure. He asked the Board to consider changing the zoning text to remove swimming pools from accessory use. Several Board members opposed changing the zoning text to remove swimming pools from accessory use.

PENSION

Supervisor Don Knight made a motion to appoint Charlotte Shaffer as Chief Administrator of Pension, Resolution 2020-T seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the 2021 Non-Uniformed MMO, Resolution 2020-U seconded by Supervisor Louann Boyer. Approved Vote 5-0

Supervisor Don Knight made a motion to approve the 2021 Uniformed MMO, Resolution 2020-V seconded by Supervisor Louann Boyer. Approved Vote 5-0

The Non-Uniformed Pension Audit Report and Uniformed Pension Audit Report for January 1, 2016- December 31, 2019 were included in the packet for review.

6. REPORT FROM SECRETARY-TREASURER

Vice Chair Thomas Weaver made a motion to approve the Secretary/Treasurer's Report and bills paid/to be paid, August 15, 2020 to September 18, 2020, seconded by Supervisor Don Knight.
Approved Vote 5-0

REPORTS FROM DEPARTMENTS

Police

The Police Department's August report and the August newsletter on the move over law regarding emergency response vehicles was enclosed in the packet for review.

Chief Baumgardner advised the Police Department had 310 calls for service, 62 traffic citations, 50 warnings, 49 faulty cards, 1 72 hour parking notice, 2 Alcohol/Drug combined DUI's, 1 Alcohol related DUI and 4 drug related DUI's.

Chief Baumgardner advised that Dodge will begin producing police cars again in November and the 2020 car for the Police Department has been ordered, CODY has gone live as of September 9, 2020, a line-up and show-up policy has been drafted for the Board to review, the Police Department joined Police One Academy for Officer training,

Chief Baumgardner recognized Scott Small, Maintenance Manager and the Maintenance Department for street sweeping the road following a fatal accident on Narrow Drive.

Chief Baumgardner advised the Police Department has ID's for all its Officers and could assist in attaining ID's for other employees if the Board so wishes. The cost is around $10.00 for each ID. He advised the vendor can draft ID's for the Board to review. Several Board members agreed with moving forward.

An update was provided regarding the Police Department looking into body worn cameras, a grant that has been put out by the Pennsylvania Commissions on Crime and Delinquency (PCCD) and pricing. Discussion occurred.

Med Take Back will occur on October 24, 2020 from 10:00 AM – 2:00 PM.

Township Solicitor Shultis

Solicitor Tim Shultis discussed Ordinance 2020-D, amending Ordinance 2020-B, Floodplain Ordinance and opened up for any public comment. No public comment was provided.

Supervisor Don Knight made a motion to adopt Ordinance 2020-D, Floodplain Ordinance, seconded by Vice Chair Thomas Weaver.
Roll Call: Vice Chair Thomas Weaver-yes, Supervisor Louann Boyer- yes,
Supervisor Don Knight- yes, Supervisor Thomas Klunk-yes, and Chair Charlotte Shaffer-yes
Approved Vote 5-0

Chair Charlotte Shaffer made a motion to approve the Public Comment Policy, Resolution 2020-S, seconded by Supervisor Thomas Klunk.
Discussion occurred. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize the payment of 4 months of life insurance premium payments to former Township Manager, Barbara Krebs in the amount of 73.00 per month pursuant to the Separation and Release Agreement, seconded by Supervisor Don Knight.
Approved Vote 4-1
Chair Charlotte Shaffer voted against

Maintenance Department

The Maintenance report was included in the packet for review. Scott Small, Maintenance Manager, advised the new crack sealer will be shipped October 16, 2020 and discussed the selling of the old crack sealer on Municibid, discussed moving forward with the Mt. Pleasant Traffic Signal and still waiting to hear from Swam Electric on the parts for the signal.

Municipal Authority

The Municipal Authority report for August to September, 2020 was included in the packet for review.

The September 14, 2020 Municipal Authority draft meeting minutes were included in the packet for review.

The 2019 Municipal Authority Audit was included in the packet for review.

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

The Engineer's report for August was included in the packet for review.

Virginia Thornton, Township Engineer, advised that at the Finance/Operations Meeting, she had reported a bond Reduction request was received August of 2020 from Precision Cut Industries. She would like the record to reflect that that bond reduction request had been approved in July of 2019. Therefore, there is no further action needed.

Vice Chair Thomas Weaver made a motion to adopt The Good Housekeeping Policy and Illicit Discharge Policy seconded by Supervisor Louann Boyer. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize any edits based on the conversation with the Board, coordinate with staff and the Solicitor as well as advertise for potential adoption of the Vegetation Ordinance at the October Board of Supervisors Meeting seconded by Supervisor Louann Boyer. Approved Vote 5-0

Supervisor Don Knight authorized the engineer to re-advertise the Plum Creek Community Park bid opening in December, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Virginia Thornton, Township Engineer confirmed with the Board of Supervisors that staff has their permission to sign the MS4 Annual Report.

Supervisor Don Knight made a motion to authorize the Engineer to bind and to put the comp plan in draft form, seconded by Chair Charlotte Shaffer.
Discussion occurred. Approved Vote 4-1
Vice Chair Thomas Weaver voted against

7. CODE ENFORCEMENT

Zoning/Code Enforcement Officer, Dave Arndt, reviewed his monthly report, dated September 3, 2020.

The Electronic Waste Collection will occur on September 12, 2020 from 9:00 a.m. until 12:00 p.m. at the Township Building. Discussion occurred on items accepted. Zoning/Code Enforcement Officer, Dave Arndt, advised accepted items, as stated in the contract, are televisions and computers.

8. SUBDIVISION/LAND DEVELOPMENT

The Planning Commission draft meeting minutes for September 17, 2020 were included in the packet for review.

Supervisor Don Knight made a motion to approve the extending of the deadline for plan action for Arrows Pointe until November 30, 2020, seconded by Supervisor Louann Boyer.

Vote Approved 5-0

The Township received a request to withdraw the sketch plan for the October Planning Commission meeting and they may submit a revised copy for the November meeting. No action needed.

Supervisor Louann Boyer made a motion to approve extending the deadline for plan action for Chapel Meadows until February 16, 2021, seconded by Supervisor Don Knight.

Vote Approved 5-0

The Preliminary/Final Land Development Plan for 214 Ram Drive, Precision Cut, has been tabled until the October Planning Commission Meeting.

9. ZONING

There will not be a Zoning Hearing Meeting in October.

Zoning/Code Enforcement Officer, Dave Arndt updated the Board on the Zoning Hearing results from the September 2, 2020 meeting.
Zoning Hearing Board Case 6-2020 requesting a variance from the maximum impervious coverage allowed in the R-1 Zoning District was denied.
Zoning Hearing Board Case 7-2020 requesting a variance from the requirement of an oversized parking space was denied.

Supervisor Charlotte Shaffer recognized the staff for their work over the past months.

10. Public Comment

No Public Comment was provided.

11. Executive Session

The Board closed the Regular Meeting at 8:38 PM and went into executive session to discuss matters under 708-A1 of the Sunshine Act.

Chair Charlotte Shaffer opened the Regular Meeting at 9:23 PM.

Chair Charlotte Shaffer advised the Board of Supervisor had an executive session from 8:47 PM to 9:23 PM.

Supervisor Louann Boyer made a motion to advertise for a part-time Code Enforcement Officer and a part-time office clerk, seconded by Supervisor Don Knight. Vote Approved 5-0

Supervisor Louann Boyer made a motion to revise the job description and responsibilities of Holly Zepp to add Office Coordinator, seconded by Supervisor Don Knight. Approved Vote 5-0

MEETING SCHEDULE

October 1, 2020 (Planning Commission) 6:00 PM
October 7, 2020 (Zoning Hearing Board) 6:00 PM - Cancelled
October 14, 2020 (Public Safety Committee) 8:30 AM
October 14, 2020 (Finance/Operations) 9:30 AM
October 19, 2020 (Workshop) 5:00 PM
October 19, 2020 (Board of Supervisors) 6:30 PM

12. ADJOURNMENT

Vice Chair Thomas Weaver made a motion to adjourn the meeting at 9:25 P.M., seconded by Supervisor Louann Boyer. Approved Vote 5-0

Respectfully Submitted:

Angela Pabon, Assistant Secretary/Treasurer