Finance/Operations

September 16, 2020

Minutes

Attendance (Roll Call):

Chair Charlotte Shaffer
Supervisor Louann Boyer
Supervisor Don Knight – Speaker phone
Supervisor Thomas Klunk
Assistant Secretary-Treasurer Angela Pabon
Zoning/Code Enforcement Officer Dave Arndt
Maintenance Manager Scott Small
Virginia Thornton, Township Engineer

Vice Chair Thomas Weaver- Absent

There was one person in the audience and the meeting was live streamed on the Conewago Township Facebook page.

Audience:

Tony Eline of 12 Linden Avenue.

The meeting commenced at 9:35 AM

Minutes:

The Board unanimously approved the July 15, 2020 and August 12, 2020 Finance/Operations Meeting Minutes.

Admin:

The Board discussed and agreed to move the Manager's Ordinance to the Regular Board Meeting for discussion.

An email correspondence from General Code was in the packet for discussion and review regarding Ordinance 2019-F, Manager's Ordinance. Discussion occurred on waiting to proceed.

A draft Public Comment Policy was included in the packet for review and to be addressed at the Regular Board Meeting.

Discussion occurred regarding staffing and the hiring of a part-time code enforcement employee and part-time office clerk. In addition, there was discussion regarding moving employees within the office. Information on hiring through Manpower was in the packet for review.

The Fall Newsletter was included in the packet for a final review before publishing. Scott Small, Maintenance Manager, advised the snow emergency routes needed edits. Virginia Thornton, Township Engineer, advised Engineering can provide a Stormwater article to fill the space. Chair Charlotte Shaffer asked that she do provide a Stormwater article.

Discussion occurred regarding Michael Kabler's request to use Plum Creek Park in order to use a powered paraglide. Following discussion on liability, failing pipes, aesthetics of the park and sports teams using the fields, the Board unanimously declined his request to use Plum Creek Park.

Discussion on adjusting Rec Fees occurred.

Maintenance:

Scott Small, Maintenance Manager, reviewed the maintenance report.

Scott Small, Maintenance Manager, advised the Board of the following:

All issues with Labor and Industry have been resolved.

WEX Fuel cards have been received for Police and Maintenance.

We are currently waiting on parts and an updated permit to upgrade the Mt. Pleasant traffic signal.

Chapel Ridge is being milled and paved (Phase II) with the exception of Solar Court. Road dedication for this area is expected to take place in the spring of 2021. The deadline for road dedication submission to PennDOT Municipal Services is September 1st in order to be eligible for liquid fuels.

The air conditioning unit in the Township Office was replaced on August 31, 2020. The price was $2200.00 less than quoted due to the previous units being mismatched.

Liquid Fuels allocation is estimated to be less this year due to less travel.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised Planning Commission currently has 4 active plans including a land development plan from 214 Ram Drive with a second entrance concern, Sketch Plan from Oxford Avenue which requested to withdraw the plan until a later date, Arrow Pointe requesting an extension until September 30th to work on Engineers and County comments and Chapel Meadows requested to table plan until February 16, 2021 to satisfy comments.
He also advised there will be 2 new plans at the next meeting including Precision Cut Industries vacant lot on 60 Ram Drive and Bobcat expanding their parking area. Bobcat submitted a minor land development plan which includes a Stormwater Management Plan.

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

Engineer:

Virginia Thornton, Township Engineer, reviewed her engineer's report including the reviewing of Land Development Plans, Bond reduction request for 115 Ram Drive, Partial Road Dedication expected for 2021, Comp Plan updates and DEP Annual MS4 Report due at the end of the month.

The Township has the NPDES permits for Plum Creek Park and Blettner Basin and the Engineer will be reviewing these timelines with grant agencies. Plum Creek bid and construction is expected for next year.

MCM's #3 and #6 and the Vegetation Management draft which will be covered virtually by Nathan Walker at the Board of Supervisors Workshop in September.

Virginia Thornton, Township Engineer, discussed Plum Creek Park stream restoration through the Army Corp of Engineers. All intial work prior to final design and construction, as far as Army Corp is aware, will be covered up to a $100,000.00 by the Army Corp. She advised that while it is not expected, there is a chance legislation could require cost sharing in 2021 which may require the Township to contribute up to 25% of the initial effort funds.

Stormwater:

A discussion occurred regarding Stormwater on Third Street. Scott Small, Maintenance Manager, and Chair Charlotte Shaffer had a meeting with PennDOT regarding this issue.
Discussion occurred regarding a video taken of the pipe, the pipe issue being located on Delone property, a larger pipe going into a smaller pipe, pipe bends, issues during excess rainfalls and the private residences in question having an underground pipe issue on their property.
Scott Small, Maintenance Manager advised a meeting will need to be arranged with Delone, McSherrystown Borough, Conewago Township, Engineers from both municipalities and PennDOT.

The Board discussed Stormwater billing penalties and agreed billing and penalties should resume as normal.

Public Comment:

No Public Comment.

New Business:

None at this time.

Old Business:

Supervisor Don Knight inquired about a property on Maple Avenue. Dave Arndt, Zoning/Code Enforcement Officer, advised he sent the owner a letter advising him he needs a permit if he is doing any building. Supervisor Don Knight asked about vehicles being parked on the property. Supervisor Louann Boyer advised she would have the Police Department check to see if the vehicles were legal.

Supervisor Thomas Klunk made a motion to adjourn the Finance/Operations meeting at 10:36 AM seconded by Supervisor Don Knight. 3-0 Approved Vote

Respectfully submitted by:
Angela Pabon, Assistant Secretary-Treasurer