

4. REPORT FROM COMMITTEES

Administration (Ernst/Knight) – Supervisor Ernst advised the BOS the Administrative Committee is recommending changing the Administrative Office hours to 7:30am - 3:30pm, Monday- Friday starting on March 9, 2015 and until that date to have two employees cover the 4pm - 6pm shifts.

Supervisor Ernst made motion, of which was seconded by Supervisor Bortner, to change the Administrative Office hours to 7:30am - 3:30pm, Monday- Friday starting on March 9, 2015 and until that date to have two employees cover the 4pm - 6pm shifts.
No discussion.

VOTE 3-1 Supervisor Boyer opposed.

Public Safety (LeGore/ Bortner) – Chairman LeGore advised an executive session was held on February 6, 2015 at 3pm to review matters involving litigation.

Chairman LeGore called for a motion to ratify the settlement offer between the Conewago Township Board of Supervisors (BOS) and the Police Association dated Feb. 5, 2015 regarding the Light Duty Grievance.

Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to ratify the settlement offer between the Conewago Township Board of Supervisors and the Police Association dated Feb. 5, 2015 regarding the Light Duty Grievance. No discussion.

VOTE 4-0

Chairman LeGore called for a motion to ratify the settlement offer between the Conewago Township Board of Supervisors (BOS) and the Police Association dated Feb. 10, 2015 regarding the Administrative Leave & Disciplinary Grievances.

Supervisor Bortner made motion, of which was seconded by Supervisor Ernst, to ratify the settlement offer between the Conewago Township Board of Supervisors and the Police Association dated Feb. 10, 2015 regarding the Administrative Leave & Disciplinary Grievances. No discussion.

VOTE 4-0

Chairman LeGore called for a motion for Resolution 2015-H which would share Emergency Management Coordinators (EMC) with McSherrystown Borough in the event that Conewago Township's EMC was unavailable.

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to adopt Resolution 2015-H, sharing Emergency Management Coordinators with McSherrystown Borough. No discussion.

VOTE 4-0

Agricultural Preservation (Bortner/Knight) – No report.

Roads (Bortner/Knight) – Supervisor Bortner requested the Board of Supervisors approve a memo of understanding with the United Steel Workers (USW) for the removal of an employee from probationary status effective February 18, 2015.

Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to approve a memo of understanding with the United Steel Workers (USW) for the removal of an employee from probationary status effective February 18, 2015. No discussion.

VOTE 4-0

Recreation (Knight/Ernst) –Supervisor Ernst advised the BOS of a recent meeting of the Recreation Committee and neighboring municipalities in which several were invited. Hanover Borough and McSherrystown Borough attended. A meeting is scheduled for Wednesday to finalize a study committee. Supervisor Ernst advised the Township has been offered 4 acres of land from the Preserves and is requesting authorization from the BOS to authorize the Recreation Committee to enter into conversations regarding the land offer.

Supervisor Boyer made motion, of which was seconded by Supervisor Bortner, to authorize the Recreation Committee to enter into conversations regarding the land offer. No discussion.

VOTE 4-0

5. REPORT FROM SECRETARY-TREASURER

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to approve the Treasurer Report as presented. No discussion.

VOTE 4-0

The Secretary/Treasurer advised the BOS the unemployment trust agreement with Pennsylvania State Association of Township Supervisors (PSATS) is up for renewal. The PSATS UC agreement has been revised administratively (no changes effecting the Township) and the Township needs to formally adopt it by ordinance. The Secretary/ Treasurer is requesting authorization to advertise the ordinance for adoption at the March BOS meeting. Secretary/ Treasurer Whittaker advised Solicitor Wagner reviewed the agreement, ordinance, and advertisement and recommended the Board proceed.

Supervisor Boyer made motion, of which was seconded by Supervisor Bortner, to authorize the advertisement of the Ordinance adopting the PSATS UC trust agreement. Discussion: Chairman LeGore advised Solicitor Wagner was the Solicitor of record when this came in this morning prior to the Township receiving his resignation.

VOTE 4-0

6. PUBLIC COMMENT

None.

7. REPORTS FROM DEPARTMENTS

▪Police Chief

- The Chief's monthly report was in the Supervisor packet for review.
- Chief Sease requested a motion to adopt a "temporary light duty assignment" into the Police Department standard operating procedures.

Supervisor Boyer made motion, of which was seconded by Supervisor Bortner, to adopt a "temporary light duty assignment" into the Police Department standard operating procedures. No discussion.

VOTE 3-0 (Supervisor Ernst had excused herself from the room thus not voting)

- Chief Sease advised the BOS his MPOTEC training is scheduled for February 25, 2015.
- Chief Sease advised the BOS the amortization schedule for the assets of the department is in process.
- Chief Sease is requesting ratification of his action of approving a 5K road race to be held on Saturday, March 28, 2015. Chief Sease advised the BOS of a meeting with SAVES on February 26, 2015 to create an emergency action plan (EAP) for the event.

Supervisor Boyer made motion, of which was seconded by Supervisor Bortner, to ratify the action of Chief Sease approving the 5K road race on Saturday, March 28, 2015. No discussion.

VOTE 3-0 (Supervisor Ernst had excused herself from the room thus not voting)

- Chapter 145 (Vehicle & Traffic) amendment- Chief Sease deferred comments to CEO Arndt. CEO Arndt advised he is going to be working with Solicitor Yingst to take out the fees in the ordinance and establishing them by resolution to save the costs of amending an ordinance. Mgr. Krūm asked the BOS for authorization to advertise the change of the ordinance in the event Solicitor Yingst and CEO Arndt get the amendment completed before the next BOS meeting.

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to authorize the Code Enforcement Officer to work with the Solicitor to advertise for the change of the ordinance. No discussion.

VOTE 3-0 (Supervisor Ernst had excused herself from the room thus not voting)

▪**Township Solicitor Yingst**

- Solicitor Yingst thanked the BOS for the appointment and looks forward to working with the BOS and staff.

▪**Township Manager Krūm**

- The maintenance activity log book was provided to the BOS for their review.
- Mgr. Krūm requested the BOS approve an un-budgeted amount up to \$4,000 for re-keying the buildings, offices, and installing a Knox box for SAVES to gain entrance in an after hours' emergency situation. Mgr. Krūm suggested for additional security, two of three individuals have authority to go to the locksmith and show their identification to get a duplicate key.

Supervisor Bortner made motion, of which was seconded by Supervisor Ernst, to authorize the unbudgeted expenditure from the general fund up to \$4,000 for the purpose of re-keying the offices, buildings, and installing a Knox Box; to adopt the security requirement that two of the three following individuals have authority to go to the locksmith and show their identification to get a duplicate key: Marcy Krūm, Barry Sease, and Keith Whittaker. No discussion.

VOTE 4-0

▪**Township Engineer**

- Eng. Mains presented his monthly Municipal Engineer's Report dated December 15, 2014.
- Providence Drive- Eng. Mains advised the BOS the draft bid documents for the Providence Drive project of the PIB loan is complete and will be left for the Township to review. Eng. Mains is requesting authorization from the BOS to advertise the bid documents once approved by the Township staff.

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to authorize Eng. Mains to advertise the bid packet for Providence Drive after approval from the Township staff. No discussion.

VOTE 4-0

- MS4 software- FYI- Eng. Mains advised Buchart Horn is looking into software for managing the paperwork for MS4 permitting. Supervisor Bortner asked if he expected to have a cost for the Township prior to budget cycle. A June 30th deadline was given to Eng. Mains by Road Committee member, Supervisor Bortner.
- American Concrete Pavement Association- Eng. Mains advised he will be presenting the Townships RCC project (Peanut Drive) before the association
- Bond Review- Eng. Mains advised the review is completed and the only one that stands out is the Villas of Cattail. Eng. Mains advised there is not really any issue due to the pending request for dedication of the streets this spring by the developer.
- Ram Drive truck parking- Eng. Mains advised he was asked to look at the issue and found in the vehicle code section 2-12.14 an ability to regulate the ability to park trailers in the roadway based on an environmental concern. CEO Arndt will follow up with the business owners to express the Township's concerns and to seek resolution regarding the issue.

- Villas at Cattail- Scott DeBell, C.S. Davidson, Inc. – A Spring 2015 dedication pending for the streets in the development.

8. CODE ENFORCEMENT

- Activities report from Zoning/Code Officer was provided.
- CEO Arndt advised the park use rules are set to be advertised February 24th & March 4th.

9. SUBDIVISION/LAND DEVELOPMENT

- SALDO Status report updated: February 12, 2015
- Hanover Shoe Farms and the Borough of Hanover Annexation Final Plan- CEO Arndt advised the BOS the plan came before the Planning Commission in January and at last month the BOS meet; the Township received a request to table the action of the final plan until the February BOS meeting. CEO Arndt requested a motion granting a waiver of the plan scale requirement, section 135-33.A.1 of the SALDO. The waiver request is supported by the Planning Commission.

Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to approve the waiver request for the plan scale, section 135-33.A.1 of the SALDO. No discussion.

VOTE 4-0

CEO Arndt requested approval of the final plan by Resolution 2015-I, Annexation Final Land Development Plan Hanover Borough & Hanover Shoe Farms. The Planning Commission recommended the plans approval to the BOS. Mr. Reg Baugher, a representative of Hanover Land Services, Inc., was present to answer any questions from the BOS.

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to approve Resolution 2015-I, Annexation Final Land Development Plan Hanover Borough & Hanover Shoe Farms. No discussion.

VOTE 4-0

- Sheaffer Land Development Plan- No activity.

10. ZONING

- A Zoning hearing is scheduled for March 4, 2015 at 7pm regarding a setback variance.

11. OTHER BUSINESS

- Special Event Planning for EMCs and Municipal Officials to be held on March 4, 2015 from 7pm to 9pm at the Adams County Department of Emergency Services.
- Act 101 Recycling Report submitted to Adams County on February 12, 2015.

12. ANNOUNCEMENTS

- Zoning Hearing Board Regular Meeting - 3•4•15 at 7:00 pm
- Planning Commission Regular Meeting - 3•5•15 at 7:00 pm
- Municipal Authority Reorganizational Meeting - 3•9•15 at 6:00 pm
- Board of Supervisors Workshop & Meeting - 3•16•15 at 5:30 pm & 7:00 pm, respectively

13. ADJOURNMENT

Supervisor Boyer made motion, of which was seconded by Supervisor Ernst, to adjourn at 8:12 pm.

VOTE 4-0

Respectfully Submitted: Keith E. Whittaker, Secretary/Treasurer