

CONEWAGO TOWNSHIP BOARD OF SUPERVISORS
541 OXFORD AVENUE
HANOVER, PA 17331
www.conewagotwp.org

BOARD OF SUPERVISORS REGULAR MEETING, MARCH 16, 2015

Chairman LeGore called the meeting to order at 7:00 pm with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance:

Robert LeGore, Chairman Don Knight, Vice Chair Louann Boyer Deb Ernst
Ted Bortner was absent.

The following appointed Township professionals were also in attendance:

Jim Yingst, Solicitor Eric Mains, Township Engineer
Marcy L. Krum, Township Manager Keith E. Whittaker, Sec. /Treasurer
David Arndt, Jr., Zoning Officer/ Code Enforcement Officer (CEO)

There were 11 persons total in the audience including 2 employees, Maintenance Manager Small & Interim Chief of Police Sease.

The Gettysburg Times reporter was present.

1. MINUTES

Supervisor Ernst made motion to approve the draft minutes from the February 16, 2014 workshop and regular meeting. Supervisor Boyer seconded the motion.

VOTE 4-0

2. COMMUNICATIONS AND INTERACTIONS

- There are vacancies on the Board of Elected Auditors and on the Vacancy Board.
- The Township received SAVES monthly report for February 2015.
- Tax Collector reimbursement- The Township received a letter from Tammie Knight, the Township's Tax Collector, for reimbursement for required training costs in the amount of \$80.00.

Supervisor Boyer made motion, of which was seconded by Supervisor Ernst, to authorize the reimbursement in the amount of \$80.00 dollars and to send a letter to Conewago Valley School District and to Adams County to request the costs be shared between the three entities. No discussion.

VOTE 3-1 Supervisor Knight abstained because his spouse is the Tax collector.

- Stambaugh Ness- Mrs. Krista Gardner, CPA & Ms. Casi Brough, MBA presented the 2014 audit report to the Supervisors. Copies were provided to be distributed to the BOS.

3. REPORTS FROM SUPERVISORS

Supervisor Boyer- No report.

Supervisor Ernst- No report.

Chairman LeGore- No report.

Vice Chair Knight- No report.

4. REPORT FROM COMMITTEES

Administration (Ernst/Knight) – Supervisor Ernst advised there was no report.

Public Safety (LeGore/ Bortner) – Chairman LeGore advised a meeting took place between McSherrystown Borough and the Township regarding consolidation of the Police departments. Chairman LeGore advised letters are going to be sent to the surrounding municipalities inviting them to a meeting to discuss the options. Mr. Segatti, former Police

Chief of Northern Regional Police Department, will be conducting a study and developing a plan to regionalize. Chairman LeGore advised the approximate cost of the study is \$13,000 - \$13,500 with Conewago Township's portion to be no more than \$8,000.

Supervisor Knight made motion, of which was seconded by Supervisor Boyer, to authorize the expenditure from reserves up to \$8,000 for the regionalization study and plan. No discussion.

VOTE 4-0

Chairman LeGore advised the Public Safety Committee is recommending to the Board of Supervisors (BOS) to purchase a 2015 Chevy Tahoe under the Co-Stars contract for \$33,495 from Apple Chevrolet of York.

Supervisor Boyer made motion, of which was seconded by Supervisor Knight, to purchase a 2015 Chevy Tahoe under the Co-Stars contract for \$33,495 from Apple Chevrolet of York. No discussion.

VOTE 4-0

Chairman LeGore advised the Public Safety Committee is recommending to the BOS to replace the current inventory of expired TASER's with the new model. Chairman LeGore advised this was an officer safety issue and was not budgeted. The estimated cost to replace the current inventory with 9 new TASERS is between \$7,900- \$8,100. The actual price will be known at the time the order is placed.

Supervisor Boyer made motion, of which was seconded by Supervisor Ernst, to replace the current inventory of expired TASER's with the new model with up to \$8,100 allotted for the purchase. No discussion.

VOTE 4-0

Chairman LeGore advised the Public Safety Committee is recommending to the BOS to replace the existing inventory of Glock handguns. The night sites on the current inventory no longer illuminate therefore creating an Officer Safety issue. The Officers have requested to buy their old weapon instead of trading them. The net cost to the Township after the buyback will be \$1,458. The Police Department plans to replace eight weapons and keep an additional for a spare.

Supervisor Boyer made motion, of which was seconded by Supervisor Ernst, to replace the existing inventory of Glock handguns for the quoted price of \$1,485 after the Officer's buyback. No discussion.

VOTE 4-0

Recreation (Knight/Ernst) –Supervisor Knight advised the BOS that Adams County Conservation's is donating trees to the Hanover Rotary Club which in turn is having students from the Delone Catholic Interact Club plant them at the new recreation park.

Supervisor Knight also advised of the open house scheduled for May 4, 2015 at the recreation park. Supervisor Knight encourages the public to come out and offer your opinions on what they might want to see for amenities.

Agricultural Preservation (Bortner/Knight) – Chairman LeGore advised the BOS of the meeting he attended with Adams County regarding the preservation of land. The County held a meeting with municipal official's to encourage their participation in the easement process. Chairman LeGore was able to discuss Conewago Township's participation with the County on the easement of the Jesuit Farm properties.

Roads (Bortner/Knight) –Supervisor Knight advised the BOS of the great job the Maintenance Department did during the last storm. Maintenance Manager Small was present and advised he will pass on the acknowledgement to the crew.

5. REPORT FROM SECRETARY-TREASURER

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

VOTE 4-0

Chairman LeGore called for a motion to adopt Ordinance 2015-B. The ordinance addresses the Township's participation in the Pennsylvania State Association of Township Supervisors unemployment program. The ordinance was advertised on February 24th & March 5th.

Supervisor Knight made motion, of which was seconded by Supervisor Ernst, to adopt Ordinance 2015-B PSATS UC trust agreement. No discussion.

VOTE 4-0

6. PUBLIC COMMENT

Mr. Eric Smith, 766 Poplar Street- Mr. Smith expressed his concerns regarding: snow plowing for the last storm, crack sealing especially the edges, and a piece of rebar sticking up in Conewago Estates.

Mr. Ray Presley, 168 Puma Drive- Mr. Presley asked about the open house for the recreation property.

Mr. Cliff Tinsley – Presented Manger Krūm with a gift of flowers in appreciation for her many years of service to Conewago Township.

7. REPORTS FROM DEPARTMENTS

▪Police Chief

- The Chief's monthly report was in the Supervisor packet for review. Chief Sease advised the department had 497 contacts last month.
- Chief Sease gave the BOS an update on the planning with SAVES for the Sacred Heart 5K race.
- Chief Sease advised the BOS he was working on an equipment replacement plan and should have it ready soon.

▪Township Solicitor Yingst

- Solicitor Yingst advised the BOS of his review of the social media policy and recommended several changes.
- Solicitor Yingst advised the BOS of his review of the PennDOT Sidewalk agreement and found it to be acceptable.

▪Township Manager Krūm

- Mgr. Krūm requested a motion to adopt Resolution 2015-K amendment to the personnel manual. The amendment has the following policies: Social Media, Travel Policy, Employee Training plan, and Tuition Assistance Policy. Mgr. Krūm advised the policies had been reviewed my legal.

Supervisor Knight made motion, of which was seconded by Supervisor Boyer, to adopt Resolution 2015-K amendment to the personnel manual. No discussion.

VOTE 4-0

- Mgr. Krūm asked the BOS for approval to authorize the Chair to sign the PennDOT Sidewalk Agreement for Elm Avenue intersection.

Supervisor Boyer made motion, of which was seconded by Supervisor Ernst, to authorize the Chair to sign the PennDOT Sidewalk Agreement for Elm Avenue intersection. No discussion.

VOTE 4-0

- Mgr. Krūm advised the DEP Act 904 Recycling Grant Application for the 2014 reporting year has been submitted.

▪ **Township Engineer**

- Eng. Mains presented his monthly Municipal Engineer's Report dated March 16, 2015.
Providence Drive- Eng. Mains advised the BOS the project has been posted on PennBid and the bid opening will be on April 14th at 8:00 am and the award will be at the regular meeting on April 20th.
- Construction Specifications- Eng. Mains advised the BOS the construction specifications are done and they should be ready to be adopted by resolution at the April BOS meeting.
- MS4 software- Eng. Mains advised Buchart Horn is looking into software for managing the paperwork for MS4 permitting and expects to be able to provide a cost for the 2016 budget.
- Villas at Cattail- Terry Myers, 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 parking issue on Ram Drive has been addressed.
- CEO Arndt requested the BOS approve Ordinance 2015-A-Regulation of the Use of Public Recreation Parks. CEO Arndt advised the ordinance was advertised on February 24th & March 5th.

Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to approve Ordinance 2015-A-Regulation of the Use of Public Recreation Parks. No discussion.

VOTE 4-0

- CEO Arndt requested the BOS approve Ordinance 2015-C- Amendment to Chapter 145- Vehicle and Traffic for updating the fines. CEO Arndt advised the ordinance was advertised on March 5th & March 8th.

Supervisor Knight made motion, of which was seconded by Supervisor Boyer, to approve Ordinance 2015-C- Amendment to Chapter 145- Vehicle and Traffic for updating the fines. No discussion.

VOTE 4-0

9. SUBDIVISION/LAND DEVELOPMENT

- SALDO Status report updated: March 3, 2015
- Waiver from grading plan- CEO Arndt advised the BOS a resident on Centennial Road is requesting a waiver from the grading plan requirement for removal of on-lot sewer system. The resident has a sand mound. Eng. Mains advised the resident will need to ensure the area is returned to uniform grading to avoid any drainage issues.

Supervisor Knight made motion, of which was seconded by Supervisor Ernst, to grant the grading plan requirement waiver. No discussion.

VOTE 4-0

- Sheaffer Land Development Plan- No activity.

10. ZONING

- No zoning hearing for April.

11. OTHER BUSINESS

- Special thanks to the Maintenance Department for a job well done on the March 5, 2015 snow event.
- FYI- Special Event Permitting to be presented to the BOS for review at the April meeting.
- Chairman LeGore called for a motion to approve Resolution 2015-L- Adams County 2015 Hazard Mitigation plan.

Supervisor Ernst made motion, of which was seconded by Supervisor Boyer, to approve Resolution 2015-L- Adams County 2015 Hazard Mitigation plan.

No discussion.

VOTE 4-0

- Chairman LeGore called for a motion to accept the resignation of the Township Manager. **Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to accept the resignation of the Township Manager.** No discussion.

VOTE 4-0

- Chairman LeGore advised the former Gebhart Airport opening Mach 22nd during daylight hours for passive recreation use.
- Chairman LeGore called for the following motions which were all motioned and seconded on together.
 1. Designate Chief Sease, Secretary/Treasurer Whittaker, and Maintenance Manager Small to be the individuals who may obtain duplicate keys (2 individuals need to be present with ID to obtain duplicate)
 2. Appoint David W. Arndt as the COG and ACTPO delegate; as the authorized individual in the interim to sign the recycling notices, and as the PA ONE CALL representative to Conewago Township
 3. Appoint Scott A. Small as the alternate delegate to ACTPO
 4. Authorize Keith Whittaker as the interim Chief Administrative Officer for the uniform and non- uniform Pension Plans; as the contact for the PSATS CDL program; as authorized signer for health care plan amendments and changes
 5. Authorize Heather Snyder as custodian of the Personnel Files in the interim

Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to approve the above appointments and designees. No discussion.

VOTE 4-0

- Chairman LeGore called for an appointee to the Police Pension Board. **Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to appoint Supervisor Bortner to the Police Pension Board.** No discussion.

VOTE 4-0

- Chairman LeGore called for an appointee as the primary Right to Know Officer. **Supervisor Ernst made motion, of which was seconded by Supervisor Knight, to appoint Secretary/ Treasurer Whittaker as the primary Right to Know Officer.** No discussion.

VOTE 4-0

- FYI- Office Hours – Monday through Friday 7:30 a.m. to 3:30 p.m.

12. ANNOUNCEMENTS

- Zoning Hearing Board Regular Meeting -none
- Planning Commission Regular Meeting - 4•2•15 at 7:00 pm
- Board of Supervisors Workshop & Meeting - 4•20•15 at 5:30 pm & 7:00 pm, respectively
- Municipal Authority Meeting - 6•8•15 at 6:00 pm

13. ADJOURNMENT

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

VOTE 4-0