

Finance/Operations
December 16, 2020
Minutes

DRAFT

Attendance (Roll Call):

Chair Charlotte Shaffer
Supervisor Louann Boyer
Supervisor Don Knight- on phone
Supervisor Thomas Klunk

Assistant Secretary-Treasurer Angela Pabon
Maintenance Manager Scott Small
Police Chief Gary Baumgardner
Holly Zepp, Municipal Authority Controller
Dave Arndt, Zoning/Code Enforcement Officer
Virginia Thornton, Township Engineer - Absent
Vice Chair Thomas Weaver- Absent

Audience:

No one was in the audience.

The meeting was live streamed on the Conewago Township Facebook page therefore comment was received both in person and through Facebook.

The meeting commenced at 9:30 AM

Public Comment on agenda items:

No public comment was provided at this time.

Minutes:

Supervisor Thomas Klunk made a motion to approve the November 10, 2020 Finance/Operations Meeting Minutes, seconded by Supervisor Louann Boyer. Approved Vote 4-0

Admin:

The 2021 Electronic Waste Recycling and Yard Waste Collection dates were included in the packet for review.

Discussion occurred regarding the crossing guards and pay for snow days. The Board agreed to continue not paying the crossing guards for snow days.

The draft fee schedule for 2021 was included in the packet for review. Dave Arndt, Zoning/Code Enforcement Officer, provided edits under building permits.

Discussion occurred regarding voting on the 2021 budget at the December Board of Supervisors meeting.

Fund balance information was included in the packet for review. Chair Charlotte Shaffer advised that regarding audit all funds are secured.

There was a revised tax assessment for 5575 Hanover Road included in the packet for review. The refund amount is \$157.48.

A newsletter was included in the packet from YMCA, Kids Come First.

A correspondence was received from Leonard Stiffler on December 2, 2020.

DRAFT

A correspondence was received from Carolyn Murren and an anonymous person on December 3, 2020.

Maintenance:

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

They are prepared for the snow and are finishing putting brine down. A snow emergency went into effect at 7 a.m. Notification of the snow emergency has been provided to several local news and radio stations.

Approximately 106 door hangers have been issued for the Vegetation Ordinance. The residence that received door hangers will receive 30 days to comply and then a 15 day notice.

A sink hole developed on Conewago Enterprises property along Oxford Avenue. Conewago Enterprises is attempting to stabilize it before it comes under the road any farther.

The permit revisions for the Mt. Pleasant cameras has been sent in. Swams will be installing the equipment but cannot activate it until the permit has been received.

Approximately $\frac{3}{4}$ of a large dumpster was filled during the December electronic drive.

Discussion occurred regarding tonnage reports for the electronic drive.

Recreation:

New Oxford Youth Lacrosse Program submitted a request to use the Plum Creek Community Park fields. Discussion occurred.

A request was received from the Glen Rocs Disc Golf Club to install a disc golf course at Plum Creek Community Park. Discussion occurred regarding then need for more information regarding cost, maintenance and layout.

Zoning / Planning:

Zoning/Code Enforcement Officer, Dave Arndt, advised there is nothing new to report on the land development and subdivision plans the Planning Commission is reviewing.

Zoning/Code Enforcement Officer, Dave Arndt, the Planning Commission recommended the Board speak to Hanover Borough regarding a safety concern at Kindig Lane and High Street. The Planning Commission also recommended the Board look into safety concerns at Kindig Lane and Oxford Avenue. Discussion occurred on installing a light or stop signs, discussions held in the past concerning this issue and traffic studies necessary to warrant a need.

Engineer:

Virginia Thornton, Township Engineer, was absent. Dave Arndt, Zoning/Code Enforcement Officer, reviewed her engineer's report and advised the board of the following:

Mavis Tire has requested a bond release which the Board will need to act on at the Board of Supervisors regular meeting.

Blettner Avenue and Plum Creek Park Projects are advancing for a bid opening in February.

New Business:

Holly Zepp, Municipal Authority Controller, advised the Municipal Authority passed the 2021 budget at their Monday night meeting. A copy will be included in the Board's meeting packet.

There will also be a copy of the Hanover Borough's wastewater treatment plant budget included in the Board's meeting packet.

Dave Arndt, Zoning/Code Enforcement Officer, advised a request was received from Gerald Lippy to be reappointed for a 5 year term to the Zoning Hearing Board and a request was received from Alisha Gouker to be reappointed for a 4 year term to the Planning Commission.

Chair Charlotte Shaffer advised the volunteer positions and application will be moved up on the website homepage so the community knows there are 2 available volunteer opportunities.

Supervisor Louann Boyer asked Holly Zepp, Municipal Authority Controller, about the status of Jacobs Road. Holly Zepp advised it has been tabled at this point.

Holly Zepp, Municipal Authority Controller, also advised water shut off and the \$50.00 penalty have been reinstated which was postponed due to COVID.

Public Comment:

No public comment was provided.

Old Business:

None

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

Respectfully submitted by:

Angela Pabon, Assistant Secretary-Treasurer