

CONEWAGO TOWNSHIP BOARD OF SUPERVISORS

541 OXFORD AVENUE

HANOVER, PA 17331

BOARD OF SUPERVISORS REGULAR MEETING JUNE 21, 2021

Chair Louann Boyer called the meeting to order at 6:48 p.m. The meeting began with the Pledge of the Flag and followed by a moment of silence.

The following Supervisors were in attendance:

Chair Louann Boyer	Vice Chair Thomas Weaver	Don Knight
Charlotte Shaffer	Thomas Klunk	

The following appointed Township professionals were also in attendance:

Tim Shultis, Township Solicitor	Police Chief Gary Baumgardner
Scott Small, Maintenance Manager	Dave Arndt, Zoning/Code Enforcement Officer
Angela Pabon, Secretary/Treasurer	Virginia Thornton & Kevin Fox, Gannett Fleming Engineers

The meeting was Facebook livestreamed and open to the public.

Approximately 8 people were in attendance including: Tony Eline of 12 Linden Avenue, Harry McKean and Charles McKean for Chapel Meadows, Bob Sharrah for Residence at Church, Kristie Miller and Averlon Hines of AVO Soccer and Dan Gebhart and Tina Hayes of 150 Narrow Drive

1. EXECUTIVE MEETING

Tim Shultis, Solicitor, advised an executive session occurred before the Board of Supervisors meeting from 6:24 p.m. to 6:34 p.m. under section 708 A1 and 4 of the Sunshine Act.

2. PUBLIC COMMENT ON AGENDA ITEMS

No public comment was provided.

3. MINUTES

Supervisor Charlotte Shaffer made a motion to approve the May 17, 2021 Workshop and Regular meeting minutes, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

4. COMMUNICATIONS AND INTERACTIONS

The SAVES May report was included in the packet for review.

The May 2021 PSATS News Bulletin was included for review.

5. REPORTS FROM COMMITTEES/SUPERVISOR'S COMMENTS

Administration

Vice Chair Thomas Weaver made a motion to ratify the action of the Secretary/Treasurer in applying for the American Rescue Plan Grant, seconded by Supervisor Charlotte Shaffer.

Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion to authorize Scott Small, Angela Pabon and Chief Gary Baumgardner to obtain duplicate keys for Conewago Township, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to accept the 2020 Liquid Fuels Audit for filing, seconded by Supervisor Don Knight. Approved Vote 5-0

Chair Louann Boyer advised a notification for an arbitration date has been received.

Vice Chair Thomas Weaver advised two meetings have taken place regarding police negotiations and another meeting is scheduled with the Union for the end of June.

Supervisor Charlotte Shaffer asked that the Board address the continuance of livestreaming meetings. Discussion occurred.

Supervisor Don Knight made a motion to approve continuing hybrid meetings, seconded by Supervisor Thomas Klunk.

Time for public comment was offered.

Discussion occurred

Approved Vote 5-0

STORMWATER

Discussion occurred regarding the 2nd half of 2021 Stormwater billing.

Virginia Thornton, Gannett Fleming Engineer, advised Section 76-41 of the Township code states that “the fee per ERU utilized by the Township shall be reassessed from time to time by resolution of the Township Board of Supervisors.”

She advised that engineering strongly recommends that any changes to the Township’s stormwater fee per ERU be based on a documented change in the program of stormwater services funded by the user fee. Also, the Township should document either the reduction of stormwater management services provided by the Township or how funds no longer collected by the Stormwater fee will be replaced by a different funding source so that the Township can provide Stormwater management services at current levels.

Vice Chair Thomas Weaver discussed Stormwater Maintenance with regards to public runoff through pipes on private property.

The Board advised staff to order billing cards for Stormwater.

Discussion occurred regarding past due accounts that received lien warning letters and have set-up payment plans but default on them. Tim Shultis, Solicitor advised the lien process would continue if the payment plan was defaulted.

Discussion occurred regarding stormwater maintenance on private property, the Township’s responsibility regarding stormwater maintenance, the stormwater fee and the level of stormwater service being provided.

Vice Chair Thomas Weaver requested that the board allow the Engineer to conduct an analysis to assess the level of service specific to swales. There was no opposition expressed regarding Vice Chair Thomas Weaver’s request.

RECREATION

Supervisor Don Knight made a motion to establish a parks and recreation committee, seconded by Supervisor Charlotte Shaffer.

Approved Vote 5-0

Supervisor Charlotte Shaffer and Chair Louann Boyer offered to be on the parks and recreation committee. Discussion occurred.

A donation check was received from Gettysburg Youth Soccer Club in the amount of \$2000.00.

Scott Small, Maintenance Manager, advised AVO attended the April meeting and provided information for the Board but no agreement was approved at that time.

Discussion occurred regarding an AVO sign being placed at Plum Creek Community Park without Board approval. Scott Small, Maintenance Manager, advised this was a miscommunication with the sign company and the sign has been removed.

Averlon Hines of AVO discussed the miscommunication with the sign, sign design and the desire to begin the program at the park. Discussion occurred.

Vice Chair Thomas Weaver made a motion to approve the AVO agreement, seconded by Supervisor Don Knight. Approved Vote 5-0

Kristie Miller and Averlon Hines of AVO Soccer Club left the meeting at 7:35 p.m.

Discussion occurred regarding New Oxford Football using the Plum Creek Park fields for summer agility clinics. While New Oxford Football and Cheer currently have an agreement, a separate agreement will be drawn up for the New Oxford Football summer agility clinics.

A request was received from Chris Bunty to use the Plum Creek Community Park for Hanover Rhinos Football practices.

Supervisor Charlotte Shaffer made a motion to reject the request from Hanover Rhinos Football for use of the Plum Creek Community Park for practices, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

REPORT FROM SECRETARY-TREASURER

Supervisor Charlotte Shaffer made a motion to approve the Secretary/Treasurer's Report, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the bills paid/to be paid for May 15, 2021 to June 17, 2021, seconded by Supervisor Charlotte Shaffer. Approved Vote 5-0

6. REPORTS FROM DEPARTMENTS

- **Police**

The Police Department's May report and Monthly Newsletter were enclosed in the packet for review. Chief Gary Baumgardner advised the stats are online.

Supervisor Charlotte Shaffer made a motion to approve the In-Car Camera Policy, Resolution 2021-R, seconded by Supervisor Don Knight.

Discussion occurred regarding policy making, Lexipol and in-car camera use.

Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the Unbiased Based Policing Policy, Resolution 2021-S, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve the Prescription Medication Disposal Boxes Policy, Resolution 2021-T, seconded by Supervisor Don Knight. Approved Vote 5-0

Supervisor Charlotte Shaffer made a motion to approve the Safety Belt Policy, Resolution 2021-U, seconded by Supervisor Don Knight. Approved Vote 5-0

Chief Gary Baumgardner advised of a correction to the agenda. The agenda should read hiring of an officer not a detective. Discussion occurred.

- **Township Solicitor Shultis**

Tim Shultis, Solicitor, advised Ordinance 2021-C, a traffic regulation prohibiting parking on the east side of Madison Street from the intersection of Kindig Lane to Madison Street South 750 feet, was properly advertised and is ready for action.

Supervisor Charlotte Shaffer made a motion to adopt Ordinance 2021-C, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to authorize the Solicitor to respond to a reimbursement request that was received under Article 31 of the Collective Bargaining Agreement, seconded by Supervisor Charlotte Shaffer. Approved Vote 5-0

- **Maintenance Department**

The Maintenance report was included in the packet for review.

Scott Small, Maintenance Manager, advised the Board of savings the Township will be receiving on the portable toilets rentals for the parks with the current vendor. He also advised the board of the need for a fire alarm system replacement in the Municipal Building which will be included in the 2022 budget.

A request had been received from Delone Catholic High School requesting Conewago Township to street sweep their parking lot. Supervisor Charlotte Shaffer advised she believed that this request was no longer needed. She suggested contacting McSherrystown Borough.

Vice Chair Thomas Weaver made a motion to ratify the action of the Engineer in applying for an ARLE grant for Conewago Township Elementary lights, seconded by Supervisor Charlotte Shaffer.

Discussion occurred.

Approved Vote 5-0

The Plum Creek Park project is underway.

The Blettner Basin project has not yet been started.

Supervisor Don Knight made a motion to extend the contract for the Blettner Basin Project by 30 days, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

A preconstruction meeting was held for the 2021 street maintenance project on Thursday, July 17, 2021. During the walk-through, it was discovered that a section of Maple Drive needs completely redone. The maintenance crew would be doing the work but renting the contractors paver equipment and manpower. The blacktop could be purchased from the group bid. In addition, it was discovered during the walk-through that Sherry Drive needs spot sealing. The total additional repairs would be about a \$13,000.00 increase. This would put line item 438.000 over budget. The additional repairs are recommended by Scott Small, Maintenance Manager, and Virginia Thornton, Gannett Fleming Engineer.

Scott Small, Maintenance Manager, advised these are not change orders but additional repairs found during the walk-through.

Supervisor Charlotte Shaffer made a motion to approve an additional contract to redo a section of Maple Drive and an additional contract to spot seal Sherry Drive, seconded by Supervisor Thomas Klunk. Approved Vote 5-0

7. CODE ENFORCEMENT

Zoning/Code Enforcement Officer, Dave Arndt, reviewed his monthly report, dated June 16, 2021.

Zoning/Code Enforcement Officer, Dave Arndt, advised the new Assistant Code Enforcement Officer has been busy with 46 warning letters being sent out.

8. SUBDIVISION/LAND DEVELOPMENT

The Planning Commission draft meeting minutes for June 3, 2021 were included in the packet for review.

Bob Sharrah requested a time extension of 6 months for Residence on Church due to a delay with DEP.

Supervisor Charlotte Shaffer made a motion to approve an extension for Residence on Church until December 21, 2021, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Zoning/Code Enforcement Officer, Dave Arndt advised he will be working on the recycling grant with Carly Forbes.

9. ZONING

Dave Arndt, Zoning/Code Enforcement Officer, advised there will be no Zoning Hearing in July.

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

Virginia Thornton, Gannett Fleming Engineer, introduced Kevin Fox of Gannett Fleming and advised he will be providing additional support to the Township.

The 2021 street maintenance project is set to be started by the end of July but the contractor is flexible based on the time it takes the Maintenance team to complete the prep work.

11. New Buisness

No new business.

12. Old Buisness

No old business.

13. Public Comment

EJ Kay expressed concerns regarding Waste Management service and signing up for direct deposit.

Jordan Klunk commented on trash, Stormwater and allowing sports at the park.

Brian Ernst commented on upgrading old metal piping.

Austin Castelnuovo expressed concerns regarding Advanced Disposal / Waste Management service.

Nikkole Klunk commented on trash service and notification of trash delays.

Jay Jay asked if the old farmhouse at the park would be able to be rehabbed into rec office spaces. Chair Louann Boyer responded that this is something the new rec committee will discuss.

Dan Gebhart of 150 Narrow Drive expressed safety concerns regarding a neighbor shooting close to his home.

Supervisor Charlotte Shaffer advised an Ordinance cannot be created which restricts a person's 2nd amendment right. She advised that this is a civil matter.

Vice Chair Thomas Weaver commented on public safety and commercial firing ranges.

Tina Hayes of 150 Narrow Drive commented on the shooting occurring near her home and it being a safety issue.

EJ Kay commented on safety.

14. MEETING SCHEDULE

July 1, 2021 (Planning Commission) 6:00 PM

July 14, 2021 (Public Safety Committee) 8:30 AM

July 14, 2021 (Finance/Operations) 9:30 AM

July 15, 2021 (Police Pension) 10:00 AM

July 19, 2021 (Workshop) 5:30 PM

July 19, 2021 (Board of Supervisors) 6:30 PM

15. ADJOURNMENT

Supervisor Charlotte Shaffer made a motion to adjourn the meeting at 8:18 pm, seconded by Vice Chair Thomas Weaver. Approved Vote 5-0

Respectfully Submitted:

Angela Pabon, Secretary/Treasurer