

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 9, 2015**

CALL TO ORDER & PLEDGE TO THE FLAG: The February 9, 2015 regular meeting of the Berwick Township Board of Supervisors was held in the Berwick Township Municipal Building, 85 Municipal Road, Hanover, PA. Vice-Chairman Socks called the meeting to order at 6:00 p.m. Present were Supervisors Pete Socks, Barry Cockley, Tom Danner, Solicitor Tim Shultis, Township Engineer Tim Knoebel and Township Secretary Jean Hawbaker. Earle Black was not present and Bob Foltz was called out to cinder roads. Mr. Socks asked all to stand for the Pledge of Allegiance to the Flag.

CITIZENS COMMENTS: None.

CONSENT AGENDA: Supervisor Danner moved to approve the minutes of January 12, 2015, bill list, unpaid bill list and balance sheet dated February 9, 2015, and Roadmaster's report for January 2015, seconded by Supervisor Cockley. Motion carried.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- 1) **Formation of Joint Berwick/Hamilton Authority** – Supervisor Cockley moved to authorize Tim Shultis to send Hamilton a letter to get their assurance they will be doing their own study, seconded by Supervisor Socks. The Board discussed everyone agreeing to the parameters. Supervisor Cockley rescinded his motion and Supervisor Socks rescinded his second. Supervisor Danner moved to authorize Tim Shultis to send Hamilton a letter stating each Board will pursue their own study and state that parameters will follow, seconded by Supervisor Cockley. Motion carried.
- 2) **Lincoln Speedway – Tax Remittance Issues** – This issue will be discussed in executive session due to confidentiality.
- 3) **HR Manual Adoption** – Supervisor Danner moved to adopt the HR Manual as amended, seconded by Supervisor Socks. Motion carried.
- 4) **Industrial Hemp Cultivation Resolution** – Supervisor Danner moved to adopt #2015-05 in support of the development of industrial hemp cultivation, seconded by Supervisor Cockley. Motion carried.

Supervisor Danner moved to authorize Tim Shultis to work on the personnel manual to include job descriptions and employee evaluations, seconded by Supervisor Socks. Motion carried.

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NEW BUSINESS:

- 1) **Planning Commission Year-End Report** – Supervisor Danner moved to accept the report, seconded by Supervisor Cockley. Motion carried.
- 2) **Sewer Payment Plan Request** – Sewer account #2041 and #2044 requested to pay a minimum of \$300.00 per month until their balance is up to date. Supervisor Danner moved to approve the request with the understanding that the quarterly payment is maintained and instructed Tim Shultis to send them a letter, seconded by Supervisor Cockley. Motion carried. Sewer account #4002 requested to pay \$100.00 per month until their balance is up to date. Supervisor Cockley moved to approve the request with the understanding that the quarterly payment is maintained and instructed Tim Shultis to send them a letter, seconded by Supervisor Socks. Motion carried.
- 3) **High Rock Road/Beaver Creek Road Complaint (1-27-15)** – The Board will discuss this issue when Supervisor Foltz is available at an upcoming meeting.
- 4) **Office Manager Report on State Liquid Fuels Audit** – Supervisor Socks stated that a previous Supervisor told the previous Secretary to transfer money from the State Fund to the General Fund to pay for a mower. The State fund cannot be transferred to another fund. Luckily, the township did not get a finding during the audit.
- 5) **Employees Reviews** – This issue will be discussed in executive session.
- 6) **Quote from Top Notch – Snow Plowing** – The quotes resulted in the following:
 - (1) F-250 plow truck with 8 foot plow - \$60.00/hour
 - (2) F-250 plow trucks with 8 foot plow - \$160.00/hour
 - Driver using township truck - \$25.00/hour

Supervisor Danner stated it is a possibility our employees would not be available and the township's insurance would cover an authorized driver. Supervisor Socks authorized Bob Foltz to use their driver using the township truck at \$25.00/hour, seconded by Supervisor Danner. The Township will hold off on using their trucks until it is known if they can spread anti-skid. Motion carried.

CODE ENFORCEMENT/PERMIT REPORT:

- Mr. Hartman submitted and reviewed the Township permits issued in January 2015 and a list of code violations and their status. Mr. Hartman stated if someone is replacing at least 25% of their roof, they will need a permit and inspection. The Adams County's Mitigation Plan has not been released yet. Mr. Hartman was instructed to include the EMA Manual proposed updates in his permit report to keep the Board informed.

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ENGINEER'S REPORT:

Engineering:

- 1) **WWTP Monthly Operations Report** – January 2015.
- 2) **Weight Limit Studies** – Tim Knoebel stated the study was done for Bair, Lobell and Hershey Heights Roads. Limits were set for 10 ton. The Board should authorize the Solicitor to prepare the ordinance to enact the weight limit. The Board may want to include Race Track and Kinneman Roads. The Township may need to enter into a maintenance agreement with Lincoln Speedway to post security. The Board tabled this issue until the next meeting.

Subdivision & Land Development:

- 1) **Pending Plans Report** – February 2015.
- 2) **Destiny Estates – John Lingg:** Mr. Lingg explained he wishes to withdraw the plan that currently exists. He would like to combine existing lots to make the lots larger. No issues with Met-Ed. Supervisor Danner stated it should go before the Planning Commission. The Board granted a 90 day extension, contingent on a new proposal being submitted on motion of Supervisor Danner, seconded by Supervisor Socks. Mr. Lingg is to follow-up with a letter to the Township requesting the 90 day extension. Motion carried.
- 3) **Cambrian Hills – Phase I Revised Sanitary Sewer Plan** – KPI submitted comments dated February 3, 2015 which need to be addressed. The Board tabled this issue until the entire Board and the applicant could be present.
- 4) **Columbia Gas – Villa Vista Site/Road Occupancy** – KPI comments dated February 4, 2015 resulted in the following:
 - a. The owner shall execute Worksheet A and the Stormwater BMP Operations and Maintenance Agreement.
 - b. Section 442 of the Zoning Ordinance regarding Public Utilities applies to this proposal.
 - c. Building setbacks should be shown on the Regulator Station Site Detail.
 - d. A 10 foot isolation distance between infiltration beds and property lines and 100 foot isolation from potable water wells is recommended.

The applicant will address the Engineer's comments.

SOLICITOR'S REPORT:

- 1) The Solicitor presented the Plaintiff's Motion For Summary Judgment on the O'Brien case.

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CITIZENS COMMENTS: None.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:32 p.m. to discuss personnel matters and Lincoln Speedway Tax Remittance Issues.

The Board came out Executive Session at 8:35 p.m. Issues discussed were personnel matters and Lincoln Speedway Tax Remittance Issues. Supervisor Socks moved to give the following raises retroactive to January 1, 2015, seconded by Supervisor Danner. Motion carried.

Jean Hawbaker -	\$1.00/hr.
Mike Hartman -	\$0.50/hr.
Bob Frock -	\$0.50/hr.
Shirley Roth -	\$0.25/hr.

Supervisor Danner moved to authorize Tim Shultis to send a letter to Lincoln Speedway in response to the amusement tax remittance issue, seconded by Supervisor Socks. Motion carried.

Supervisor Socks moved to adjourn at 8:40 p.m., seconded by Supervisor Cockley. Motion carried.

The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on March 9, 2015, 6:00 p.m. at 85 Municipal Road, Hanover, PA 17331.

Respectfully submitted,

Jean A. Hawbaker, Secretary
**BERWICK TOWNSHIP
BOARD OF SUPERVISORS**