

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
WORKSHOP
MARCH 26, 2018**

CALL TO ORDER AND PLEDGE TO THE FLAG – The Berwick Township Board of Supervisors held a Workshop on March 26, 2018 at 8:30 a.m. in the Municipal Building, 85 Municipal Road, Hanover, PA. The purpose of the Workshop is to discuss Capital Improvements, and any other business which may come before the Board. Present were Supervisors Pete Socks, Tom Danner, Earle Black, Scott Kennedy, Secretary Jean Hawbaker. Barry Cockley was not in attendance.

APPEARANCES

1) **Ryan Swope – Sewer** –

- Trespassing signs need to be replaced at pump stations and sewer plant
- (2) lights on the SBR tanks need replaced
- Need PH buffer solution from USA Bluebook, liquid chlorine from Null's and alum from Coyne Chemical
- Replaced flow meter
- Will need quotes for maintenance on the generators and pumps. Will give the company names to the Secretary. The company that finished their contract on pumps, I was not impressed with their work. Recommend using Envirep for the pump station contract
- Pump station 4 flows have doubled during rain events as well as cycles doubling causing more run on the pumps and more electricity being used. This would be a good place to start with I&I
- Have keys to all pump stations
- Purchasing a battery tester for generators and batteries to make sure batteries are up to par and replaced when they are not
- Need to know how to proceed with the grease at pump stations 2 and 3. I can get grease out with a bucket or we can have Smith's come in to take care of it. The Secretary was instructed to contact Smith's to get a price on removing the grease
- Sometime in April, I will be working on the UV units to replace the bulbs that are out and getting the UV system up to par for the lower restrictions during the seasonal change on the NPDES permit

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Tom Danner made a motion authorizing the Secretary to get estimates from Control Systems and ABJ on DO probes and transducers, seconded by Earle Black. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.**

Mr. Swope will list the duties and how they should be done by the township road employees.

- 2) **Crystal Groves – Misfit Interactive (Website)** – Ms. Groves explained the process on designing the website. The site will be integrated into the Wordpress Content Management System (CMS) for easy use and updating. The ability to search PDF files easily, and integration with an ordinance code database. Estimated time of completion is 3-4 weeks.

Pete Socks made a motion to accept the proposal from Misfit Interactive at a cost of \$1,280.00 to redesign the township's website, seconded by Scott Kennedy. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.** Pete Socks and Crystal Groves will meet on April 2nd at 8:00 a.m. to discuss the redesign.

CAPITAL IMPROVEMENTS

- 1) **Race Track Road Improvements** – Earle Black stated he spoke to the PennDOT representative, and he will put the bid together when we are ready.
- 2) **Leaf Collection Program** – Is still in the works. Tom Danner stated Municibid has some equipment.
- 3) **Building Improvements** – Earle Black received quotes for a new generator and electrical service modification. The Board agreed quotes should also be obtained for a new heating system. Will discuss at the April 9th meeting.
- 4) **Salt Sheds** – Pete Socks stated the old salt in the shed is hard and should be cleaned out. Tim Hughes was instructed to contact Bicky Redman or DEP to find out where to take it. Tom Danner made a motion to rent a jackhammer to break up the old salt, seconded by Pete Socks. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.**
- 5) **Parking/Curbing** – Will discuss at a later date.

UNFINISHED BUSINESS

- 1) **Adams County Public Outreach Meeting for Economic Development Plan** – Tom Danner will discuss this with the Planning Commission Chairman.
- 2) **Municipal Publications** – The Secretary was instructed to contact other townships to find out what they are doing for newsletters, and to tell Municipal Publications that we are not interested.
- 3) **Road Crew Supplies and Updates** – Tim Hughes presented a list of items that will be needed and a list of inventories.

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- a) Need no trespassing signs at the pump stations and sewer plant
- b) A battery needs replaced at a lift station
- c) Pickup truck needs a new battery. Tom Danner made a motion to get a battery for the pickup at Napa Auto Parts, and a battery for the lift station, seconded by Scott Kennedy. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.**
- d) Tom Danner made a motion to purchase a battery load tester at Napa Auto Parts, seconded by Pete Socks. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.**
- e) The remainder list of tools needed and prices received for various items will be discussed at the April 9th meeting.
- f) Will also get automatic transmission fluid at Napa Auto Parts.
- g) Will need new shoes for the plows.
- h) Tom Danner made a motion to get ½ ton of cold patch to store on the old dog kennel pad and cover with a tarp, and future cold patch from York Materials Group for \$110.00 per ton, seconded by Pete Socks. **Roll Call: Black – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried unanimously.**
- i) This Monday the one-ton truck goes to Renn Kirby for a recall.
- j) The sewer truck is scheduled on April 23th to get painted. The Board will discuss this at the April 9th meeting.
- k) Looking at getting prices on uniforms at Weston Cable.
- l) A resident at the corner of Green Springs Road and Orchard Drive would like to extend the pipe under Orchard Drive down where the ditch line intersects with the street. Tom Danner stated they should go to PennDOT first, and it's going to require a plan.

Pete Socks stated at the next Workshop we need to add snow removal preparedness to the agenda to discuss a place for the road guys to sleep.

Tom Danner applauded the road crew for a job well done during the snow storm.

The Board agreed to set their next Workshop on April 23, 2018 at 8:30 a.m. (side note – this was not voted on, so it will be put on agenda for April 9th meeting to authorize advertisement).

Meeting adjourned at 11:03 a.m.

Respectfully submitted,

Jean A. Hawbaker
Secretary/Treasurer
**BERWICK TOWNSHIP
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