

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING FEBRUARY 10, 2020**

CALL TO ORDER AND PLEDGE TO THE FLAG – The February 10, 2020 regular meeting of the Berwick Township Board of Supervisors was held in the Oxford Township Municipal Building, 780 Hanover Street, New Oxford, PA due to renovations at the Berwick Township building. The meeting was called to order at 6:00 p.m. Present were Supervisors Pete Socks, Tom Danner, Earle Black, Barry Cockley, Scott Kennedy, Solicitor Tim Shultis, KPI Technology Tim Knoebel, Roadmaster Bill Scott, Zoning Officer Andrew Myers, Secretary Jean Hawbaker.

PUBLIC COMMENT (AGENDA ITEMS) – None.

CONSENT AGENDA

Tom Danner made a motion to approve the consent agenda, which includes the minutes of January 13 and January 14, 2020, bill lists, unpaid bill lists, and balance sheets dated February 7, 2020, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

ROADMASTER'S REPORT

- 1) **Road Master's Report (January)** – Barry Cockley made a motion to accept the Road Master's report for January 2020, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Sign Issues** – Dealt with sign issues on Municipal Road and Hershey Heights Road.
- 3) **Recycling Trailer/Trash** – We got clarification from Tom Danner on the recycling trailer. We spend quite a bit of time in there cleaning up and taking things out that are not recyclable. It is community run and not really our responsibility to take care of it. Neiderer's is no longer recycling glass. We should keep the dumpster and stop our 5-bag service. Will put signs up stating glass is no longer being accepted, and will revisit in a couple of months.

The Secretary was asked to call Neiderer's and ask them if we can use their brochure from their website on items that are not recyclable to post in the trailer.

UNFINISHED BUSINESS

- 1) **Emergency Management Plan Resolution & Promulgation** – Tom Danner made a motion to authorize Tim Shultis to review the Resolution and Promulgation for the next meeting, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Emergency Management Coordinator Appointment** – Tom Danner made a motion to appoint Bill Scott as the Emergency Management Coordinator for the Township, seconded

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by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

- 3) **Building Improvement Project** – Tom Danner stated a walk-thru of the building is scheduled on Friday. Hoping to receive a provisional occupancy permit since the generator won't be here until sometime in March. Alarm system is being worked on. Mobile office will be picked up at the end of the month. Thanked the employees for their patience during this renovation.
- 4) **Franchise Fee Changes** – Tom Danner made a motion to authorize Tim Shultis to review the current Comcast Agreement, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

NEW BUSINESS

- 1) **Pension Plan GASB Compliance Reports** – Barry Cockley stated that Smith Elliott Kearns does not require this report from us to perform the audit. Historically we turn this down. Barry Cockley made the motion to decline requesting the GASB Compliance Reports, Tom Danner seconded. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes. Motion carried.**
- 2) **Zoning Hearing Board Appointments (Ben Carbaugh & Dorothy Monteith)** – Tom Starr stated Dorothy Monteith has had some health issues and feels she would rather serve as an alternate instead of a member. Ben Carbaugh is currently the alternate and is interested in serving as a member. Pete Socks made a motion to appoint (Resolution No. 20-05) Ben Carbaugh in the place of Dorothy Monteith as a member and Dorothy Monteith in the place of Ben Carbaugh as an alternate subject to receiving letters of interest from them, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 3) **Meeting room table/blind quotes** – Pete Socks will check into getting a table made. Will discuss the table and blinds at the next meeting.
- 4) **Sludge Hauler Quote** – Smith's Septic wants to increase the price since they are not hauling as much. Ryan Swope got a quote from Kline's for the same service. The question was raised if the yearly report needs to be filled out for the spreading and was told no. We need to make sure we don't jeopardize our land application permit. This is not a renewable permit, but may need to submit a report. The difference in costs would save approximately \$4,427. Ryan Swope will be asked to attend the next meeting to discuss this and the computer needed at the sewer plant. The Secretary will find out how often Smith's is used at the pump stations for maintenance last year.
- 5) **Consolidation of Sewer Authority with Paradise Township** – Barry Cockley stated he spoke to Kevin Moul in this regard and told him he would put this on the agenda. He called me a week ago, and one of their guys has been sick. He was concerned on whether he

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would come back, and had them thinking of consolidating with Berwick's Sewer Authority. Berwick's Authority is currently inactive.

The Board was not interested in entertaining this request.

UNITED HOOK & LADDER

Will report next month

STATE POLICE

52 calls in January

ADAMS REGIONAL EMERGENCY MEDICAL SERVICES

21 calls in January

CODE ENFORCEMENT/PERMITS

- 1) **Permits/Violations** - 8 permits and 1 violation in January
- 2) **410 Abbottstown Pike (JPS Granite) Parking Violation** – Have given them until March 2, 2020 to comply.
- 3) **51 Progress Avenue Violations** – Working with the owner to bring into compliance. Tom Danner stated the building is not supposed to be there and is in violation. He was issued a Variance by the Zoning Hearing Board and he is still noncommitted. At what point and time do we ask him when is he going to meet the deadlines that are required to fulfill what he is proposing. He is in violation and defiant. Tim Shultis stated we need to send them a violation letter if we haven't already.
- 4) **810 Abbottstown Pike Certificate of Non-Conformance** – Solicitor is reviewing.
- 5) **Floodplain Ordinance Update** – Suggestions from Leslie Rhoads of Pennsylvania Municipal League need to be reviewed. Tom Danner made a motion to authorize Tim Shultis to review the revisions, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 6) **Other items** - Have been saving documents as they are received on computer, new ordinances and sign ordinances need to be completed, ordinance codification, computer for Zoning Officer. The Secretary will look into ordinances on the website that are not searchable.

Pete Socks made a motion to purchase a computer, monitor and backup for the Zoning Officer from Cybercomm as quoted, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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NEW BUSINESS CONT'D

- 6) **Draft Agreement Cross Keys Signal** – Tim Shultis drafted an intermunicipal agreement for the Cross Keys Signal between Berwick, Oxford and Hamilton. Tabled until the next meeting.

ENGINEER'S REPORT

- 1) **Parking Lot Plans** – Tim Knoebel discussed the parking lot layout. Will need to be put out for bids and will also need lighting. Scott Kennedy made a motion authorizing KPI Technology to prepare a bid package for the new parking lot, seconded by Pete Socks. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Residence at the Bridges** – Bob Sharrah presented a plan to discuss drainage improvements at the Residence at the Bridges. Abbottstown will need to be included in on this, and the plan will need to be sent to the contractor to get preliminary pricing. Tom Danner made a motion that he attend Abbottstown Borough's next meeting on behalf of the township to discuss this issue, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 3) **Cambrian Hills Fire Hydrants** – Tim Knoebel will send plans to the township so they can be sent to Steve Rabine of United Hook & Ladder to review the hydrants in Cambrian Hills.
- 4) **Cross Keys Traffic Light Cable Replacement** – Harry McKean will contact PERCS to review and inspect the work just completed.
- 5) **Bio-Solids Annual Reports** – Barry Cockley made a motion for KPI Technology to prepare the Bio-Solids reports, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 6) **Gun Club** – Received a call regarding curbing/berming to help with sound and such from the Cambrian Hills Development. We told them they should contact a surveyor or engineer to layout what they wanted to do.
- 7) **Doug Smith Subdivision** – Received an approval for sewage planning exemption from DEP. We received revised plans, however; the township did not.
- 8) **Kinneman Road Survey other end** – Working on intersection to flare the radius out and some drainage work.

SOLICITOR'S REPORT

- 1) **Mondorff and Jones ROW Plans** – Prepared deeds of dedication and mailed them out today.

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PUBLIC COMMENT (GENERAL) – None.

The Board went into executive session at 8:15 p.m. to discuss compensation for the Emergency Management Coordinator.

The Board came out of executive session at 8:20 p.m.

The Board held discussion on Bridgeview and stormwater management.

Pete Socks made a motion to give Bill Scott a .50¢ per hour increase for duties relative to the Emergency Management Coordinator, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Barry Cockley made a motion to adjourn at 8:30 p.m., seconded by Scott Kennedy. Motion carried.

The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on March 9, 2020 at 6:00 p.m. at the Township Building – 85 Municipal Road, Hanover, PA 17331.

Respectfully submitted,

Jean A. Hawbaker
Secretary/Treasurer
**BERWICK TOWNSHIP
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