

**BERWICK TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES DECEMBER 12, 2022**

**CALL TO ORDER AND PLEDGE TO THE FLAG** – The Berwick Township Board of Supervisors held their regular meeting on Monday, December 12, 2022 at 6:00 p.m. in the Municipal Building, 85 Municipal Road, Hanover. Present were Supervisors Pete Socks, Tom Danner, Barry Cockley (via Zoom), Earle Black, Scott Kennedy, Solicitor Tim Shultis, Engineer Tim Knoebel, Roadmaster Bill Scott, Zoning Officer Andrew Myers, Secretary Jean Hawbaker.

**PUBLIC COMMENT (AGENDA ITEMS)** – None.

**APPROVE CONSENT AGENDA**

Earle Black made a motion to approve the consent agenda, which consists of the minutes of November 14 and November 29, 2022, bill lists, unpaid bill lists and balance sheets dated December 9, 2022, and Police/Fire/AREMS Reports for November 2022, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

**APPEARANCES**

1) **Hanover Retail Holdings LLC** – Route 94/Hanover Street Proposed Traffic Signal

Harry McKean and Bob Sharrah were present to discuss future maintenance responsibilities for the proposed traffic signal at the intersection of Hanover Street and Route 94. This light will be located in Oxford and Berwick Township, so PennDOT will require an inter-municipal agreement between the Townships, providing a plan for ongoing maintenance of the traffic signal. It was understood that Oxford and Berwick would share those costs equally. In addition, another traffic signal which will be located at Brickyard Road and Route 94 will also require an inter-municipal agreement, however, Oxford Township will be responsible for all expenses at this light. Oxford Township will assume the responsibilities on the management of the maintenance and accounting of expenses similar to how the Cross Keys signal is handled.

Earle Black made a motion to authorize Tim Shultis to work with Oxford Township's Solicitor to prepare the inter-municipal agreements, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

Bob Sharrah gave an update on the drainage issue and NPDES permit for the roadway improvements along Route 94. We need some resolution on whether the Township will hold this easement in the end, after the developer builds the improvements. Tim Knoebel explained he has been reviewing the information from Bob Sharrah's office, and has prepared a report to discuss with the Board.

Tom Danner made a motion to schedule a special meeting on December 21, 2022 at 8:30 a.m. and authorized advertisement so the Board can discuss this issue further with their Solicitor and Engineer, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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2) **Kevin Moul – UH&L/Adams EMS**

Kevin Moul explained they are looking to potentially hire on a combination person at the fire department. We have been granted from the “Safer Grant” 2 years ago, funding for a person to assist with getting our junior fire program up and running and doing training. We have some money there that we need to use or we lose it. We would like to combine this person into emergency services to assist Chief Rabine with reporting and logging. Pete Socks came up with the idea to check with New Oxford Borough to see if there was any interest since they were short a Code Enforcement Officer. They have interest, but would like to see more proposals. Several Municipalities do this type of thing. Something we can look at down the road, in the interim Pete Socks said we could come out here in case the Borough was not interested. The big issue is, I do not want to start a payroll program for the fire department. When we got out of the EMS business, we closed down all of our federal and state reporting for payroll, and do not want to start it back up for 1 part time employee. So, the thought was, we would like to see if you are interested in assisting us with payroll. Gettysburg Borough does this now with their business director. They are an employee of the borough, but the fire department pays the borough for any cost associated with that person. So essentially, what it does, it brings that person in as an employee of the borough and handles all payroll and the workers compensation, and then they tally up whatever that cost is associated with doing all of that, then they back bill the fire department. The clerical side of it, would be minimal. I will try to work with New Oxford Borough first, due to the proximity. Gettysburg Borough has been doing this for years, but they have no agreement. Mr. Moul will discuss this further with their own attorney.

- 3) **Caruso Homes – 64 Bridgeview Drive** – Tim Knoebel stated if you recall, they wanted to connect a sump pump line to a catch basin in the street. We provided a comment letter to Group Hanover who is helping them with it. They sent us a letter officially requesting it.

The Board indicated that they agreed with this, so KPI Technology will continue to work with Group Hanover so they can submit a plan.

**CORRESPONDENCE**

- 1) **United Way – Request for support** – Tom Danner wanted to know if these funds are only going to be used in Berwick, and how much have they received in ARPA Funds? The Board tabled until the next meeting.

**ROADMASTER’S REPORT/EMC UPDATE - NOVEMBER**

- 1) Roadmaster’s Report
- 2) Getting the trucks ready for winter
- 3) Will contact Scott Gobrecht about the stones that need to be cleaned up from Lincoln Speedway’s entrance going up to Race Track Road.
- 4) Will rent a tamper next year for maintenance on Race Track Road

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- 5) Leaf collecting went well
- 6) All U-Joints needed to be replaced on the 10-ton.
- 7) Received quotes on the hitch for tractor

Tom Danner made a motion to purchase the hitch from E-Trailer in the amount of \$773.93, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

#### **CODE ENFORCEMENT/PERMITS – NOVEMBER**

- 1) 37 permits, 1 violation
- 2) Added 2 properties to the vacant report
- 3) Location of Moonlight Drive – Discussing with our Solicitor and will follow up with a letter
- 4) 46 Woods Road – The water flowing from the neighboring properties was found to be a leak from the York Water Company along Route 30 at 7064 York Road

#### **UNFINISHED BUSINESS**

- 1) **Large Animal Ordinance** – Pete Socks made a motion to send the ordinance to the Adams County Office of Planning and the Township Planning Commission to review, set the hearing for February 13, 2023 and authorized advertisement, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Fireworks Ordinance Amendment (Act 74)** – Pete Socks made a motion to authorize Tim Shultis to proceed with option 1 when preparing the fireworks amendment, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 3) **Provisional U&O's** – Andrew Myers stated the problem we are having is not occupancy, but the work is not being completed. We may need to add something in the stormwater ordinance to address this issue.
- 4) **Lincoln Speedway parking recommendations** – Tom Danner stated the Zoning Review Committee reviewed this. The speedway would like to extend their parking into the overflow lot. The Committee recommended they apply for a Variance request and go before the Zoning Hearing Board. I met with April Clark and Scott Gobrecht and they are good with that. Tom Danner made a motion to allow the Solicitor to support the Board in whatever is necessary to move this forward, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

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- 5) **Road Crew office discussion** – Tom Danner made a motion to contact an electrician to come in and look at the electric panel, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

## **NEW BUSINESS**

- 1) **2023 Budget Adoption** – Pete Socks made a motion to adopt the 2023 Budget, seconded by Tom Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 2) **Set Re-organizational meeting and authorize advertisement for Board of Supervisors 1-3-23, Township Auditors 1-4-23 and Planning Commission 1-4-23** – Pete Socks made a motion to authorize advertisement for the meetings, seconded by Earle Black. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 3) **Employee Gift Cards** – Pete Socks made a motion to approve giving Wal-Mart gift cards, \$100.00 to each employee, and \$50.00 to the Planning Commission and Zoning Hearing Board, seconded Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 4) **Remaining Fall Fest Bags/Send Fall Fest thank you cards** – The bags will be held in storage, and the Secretary will send thank you cards to the sponsors and advertisers of the Fall Fest.
- 5) **2022 Audit Quotes** – Pete Socks made a motion to sign the audit engagement letter from SEK to perform the 2022 audit, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**
- 6) **ZHB Solicitor Rate Increase** – The rate will be going up \$5.00 per hour in 2023.

## **ENGINEER'S REPORT/PLANS**

- 1) **Sewer Plant Updates** – Tim Knoebel indicated they prepared Resolution #22-12, ownership letter and matching funds letter for the H2O grant application.

Pete Socks made a motion to adopt Resolution #22-12 and agreed to sign the ownership letter and matching funds letter, seconded by Barry Cockley. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

- 2) **Kinneman Road South** – Gave the contractor items to fix.
- 3) **Kinneman Road North** – There is a rideability issue. Will get a letter together regarding the workmanship on the wearing surface.
- 4) **Stanley Drive Project** – We are still holding \$38,000 in security. There are compaction issues. Will tell them they need to fix, and will come up with the amount that can be released at a future meeting.

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- 5) Stanley and Little Weight Study – Tom Danner stated a meeting will be scheduled to meet with Mr. Adler and Mr. Rudisill, but would like the Solicitor to be present at this meeting.

Earle Black made a motion to authorize the Solicitor to attend this meeting, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

- 6) Cambrian Hills/Green Springs Road, Lot 32 – Tim Shultis will review additional information he was given.

- 7) Apple Automotive, Inc. – Prel./Final Subdivision Plan – **Extension request until 3/31/23**

Tom Danner made a motion to grant Apple Automotive, Inc. an extension until 3/31/23, seconded by Scott Kennedy. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Kennedy – yes. Motion carried.**

**SOLICITOR’S REPORT** – None.

**PUBLIC COMMENT (GENERAL)** – None.

Barry Cockley made a motion to adjourn at 8:02 p.m., seconded by Scott Kennedy. Motion carried.

**The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on January 9, 2023, 6:00 p.m. in the Municipal Building, 85 Municipal Road, Hanover, PA 17331.**

Respectfully submitted,

Jean A. Hawbaker  
Secretary/Treasurer  
**BERWICK TOWNSHIP  
BOARD OF SUPERVISORS**