

**BERWICK TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
DECEMBER 8, 2014**

CALL TO ORDER & PLEDGE TO THE FLAG: The December 8, 2014 regular meeting of the Berwick Township Board of Supervisors was held in the Berwick Township Municipal Building, 85 Municipal Road, Hanover, PA. Chairman Foltz called the meeting to order at 6:00 p.m. Present were Supervisors Robert Foltz, Earle Black, Barry Cockley, Pete Socks, Tom Danner, Solicitor Tim Shultis, Township Engineer Tim Knoebel and Township Secretary Jean Hawbaker. Mr. Foltz asked all to stand for the Pledge of Allegiance to the Flag.

CITIZENS COMMENTS:

- Tim Tyler, Deputy Fire Chief of United Hook and Ladder was present to report that in November there were 40 calls. This week we will be finalizing the rescue truck that we purchased. Basic Life Support and Advanced Life Support will no longer be handled by Wellspan and will put the responsibility back onto the fire departments. Mr. Tyler stated he was offered a position with Hanover Fire Department and will be taking a leave of absence.

CONSENT AGENDA: Supervisor Danner moved to approve the minutes of November 10, 2014, bill list, unpaid bill list and balance sheet dated December 8, 2014, and Roadmaster's report for November 2014, seconded by Supervisor Cockley. The motion carried with 5 yeas.

UNFINISHED BUSINESS:

- 1) **Lincoln Speedway – Tax Remittance Issues** – Supervisor Danner will contact Alan Kreitzer in this regard.
- 2) **HR Manual/Revised Vacation Accrual Policy** – There was discussion on the waiting period for a new employee to get insurance. Tim Shultis will update the policy based on a previous decision in this regard. Part Time employees may apply for health insurance at their own expense, will be added to the manual. After discussion, Supervisor Cockley made a motion that overtime be paid after working a normal eight hour day and the employee is called back in that same day, seconded by Supervisor Black. The motion carried with 4 yeas. Supervisor Foltz abstained. Tim Shultis will make the necessary changes. Supervisor Danner moved to adopt the HR Manual as amended, seconded by Supervisor Socks. The motion carried with 4 yeas. Supervisor Foltz abstained.
- 3) **Traffic Study (Penn Township)** – KPI is currently working on this study.
- 4) **Drain Tile Pipes** – Supervisor Foltz stated that Resolution #10-38 pertains to purchasing township owned property. Bob Frock stated that he made other arrangements.

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NEW BUSINESS:

- 1) **Sanitary Sewer Maintenance Contract** – Tim Knoebel gave an overview to the Board. Supervisor Foltz moved to approve the Tri-State Grouting expenditure for Work order #1 in the amount of \$9,270.00 and the expenditure for Work order #2 in the amount of \$11,600.00, seconded by Supervisor Socks. The motion carried with 5 yeas.
- 2) **Set Re-organizational Meeting** – Supervisor Socks moved to set the Supervisors Re-organizational Meeting for January 5, 2015 at 6:00 p.m. The Auditors Re-organizational Meeting is set for January 6, 2015 at 6:00 p.m., seconded by Supervisor Danner. The advertisement will include any other business that may come before the Board. The motion carried with 5 yeas.
- 3) **Office Computer Update** – The office computer is currently working. The Secretary was instructed to contact CM Tech to find out why the computer should be left on through the week and find out how often the system is backing up.
- 4) **Employee Gift Cards** – Supervisor Cockley moved to give Wal-Mart gift cards to the employees, Planning Commission and Auditors. Full Time employees - \$100.00; Part Time employees, Planning Commission and Auditors - \$50.00, seconded by Supervisor Danner. The motion carried with 4 yeas. Supervisor Foltz abstained.
- 5) **Website Hosting/IBackup Renewal** – Supervisor Socks moved to approve the website hosting renewal through Bravenet for \$99.00 per year, seconded by Supervisor Danner. The motion carried with 5 yeas. Supervisor Socks moved to approve the IBackup renewal for \$99.00 per year, seconded by Supervisor Danner. The motion carried with 5 yeas.
- 6) **Authorize Advertisement for PSATS Trusts** – Supervisor Black moved to authorize advertisement for the PSATS Group Trusts, seconded by Supervisor Cockley. Tim Shultis will prepare the advertisement and Ordinance. The motion carried with 5 yeas.

CODE ENFORCEMENT/PERMIT REPORT:

- Mr. Hartman submitted and reviewed the Township permits issued in December 2014 and a list of code violations and their status. Mr. Hartman will give an update on how many incidents are investigated without the need to issue a building permit. Supervisor Foltz wanted to know the status on the hedges along Rt. 194 at Villa Vista. Mr. Hartman stated he is meeting with the property owner and tree trimming company to resolve this issue.

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ENGINEER'S REPORT:

- WWTP Monthly Operations Report – November 2014
- Pending Plans Report
- Performed an inspection at Kinneman Court. There are some improvements that need to be completed. We need to check on the status of the Letter of Credit. The Secretary will contact Susquehanna Bank in this regard. Supervisor Danner moved to authorize Tim Shultis to send a letter to Richard Krill regarding a timeframe of when the improvements will be completed and replenishing the escrow account, seconded by Supervisor Foltz. The motion carried with 5 yeas.

SOLICITOR'S REPORT:

- The O'Brien litigation has been given to Judge George. The pre-trial conference is scheduled for December 16, 2014. Mr. O'Brien indicated that he wanted to take depositions of our witnesses. After the pre-trial conference, the Judge will set a trial date. We can request the Judge to perform a view and walk-through the property, which is requested in the pre-trial memorandum.
- There is litigation involving Hamilton Township and Henska (Cross Keys). The deposition is scheduled for December 12, 2014 at Tim Knoebel's office.
- Correspondence was sent to Ryan Mechalske – 20 Oak Hill Drive regarding the indemnification/waiver agreement for the 100 foot isolation distance between the septic system and well. Waiting to hear back from him.
- Hamilton Township prepared a request for proposal regarding the formation of a joint sewer authority. The proposal seems to push a conclusion that if it doesn't affect sewer rates then everything should be okay. Hamilton Township wants to combine their debt with Berwick Township. A separate study needs to be done for each township to see what the issues are. Supervisor Foltz asked Mr. Shultis to look for the letter asking Berwick Township to stay out of their metering pit.
- A Resolution has been drafted for the revised sewer rate to be adopted at the Re-organizational meeting.

CITIZENS COMMENTS:

- Supervisor Black stated his lawyer should have an answer by the next meeting regarding the agreement to pay back health insurance to the Township.

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- Supervisor Socks spoke in regards to Bea Haskins' statements regarding the park at the November meeting.
- Kathy Nugent stated that overtime hours needed to be clarified in the human resource manual.
- Bea Haskins wanted to know if there was an update on Insite. Tim Shultis stated we are due a response which we haven't received yet.

Tim Shultis is currently working on delinquent sewer accounts.

Supervisor Danner stated that the District Attorney is currently reviewing all of the information regarding the office email breach information supplied to Mr. Sock's place of employment.

Adjournment was at 7:28 p.m. by motion of Supervisor Socks, seconded by Supervisor Cockley. The motion was carried.

The Annual Re-organizational Meeting of the Berwick Township Board of Supervisors will be held on January 5, 2015, 6:00 p.m. at 85 Municipal Road, Hanover, PA 17331.

Respectfully submitted,

Jean A. Hawbaker, Secretary
**BERWICK TOWNSHIP
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