

**BERWICK TOWNSHIP, ADAMS COUNTY
BOARD OF SUPERVISORS
REGULAR MEETING
JULY 14, 2014**

CALL TO ORDER & PLEDGE TO THE FLAG: The July 14, 2014 regular meeting of the Berwick Township Board of Supervisors, Adams County, was held in the Berwick Township Municipal Building, 85 Municipal Road, Hanover, PA. Chairman Robert Foltz called the meeting to order at 6:00 p.m. Present were Supervisors Robert Foltz, Barry Cockley, Pete Socks, Tom Danner, Township Engineer Tim Knoebel and Township Secretary Jean Hawbaker. Supervisor Earle Black and Solicitor Tim Shultis were not present. Bob Foltz asked all to stand for the Pledge of Allegiance to the Flag.

Supervisor Danner made a public apology to Mr. Fred Nugent for raising his voice at the last meeting over Skype. It was unprofessional and I apologize to him.

CITIZENS COMMENTS: Tim Tyler – New Oxford Fire Department was present. He explained they have been extremely busy with the carnival and will get the incident reports to the township as soon as possible. There was nothing new to report. Working with Summit Ridge on their dry hydrant and trying to get it in working order. Supervisor Danner thanked the department for everything they do.

Bea Haskins, resident of Eagle View Mobile Home Park read a letter to the Board regarding Ordinance 41 - Subdivision and Land Development, Article IX, Mobile Home Parks. Article IX of Ordinance 41 has been amended by Ordinances 62 and 67. Section 902.B.4 says in part, it shall be unlawful for any person to operate a Mobile Home Park without a license renewing every three years in the name of the landowner and manager. Prior to the renewal of any Mobile Home Park license, there shall be an inspection by the township. The Ordinance states that the township has the right to require that deficiencies be corrected to bring a park into compliance before issuing a renewal license. Section 915.C of Article IX states, the park management shall give the township officials free access to all mobile home lots, service buildings and other community service facilities for the purpose of inspections. Section 920 states, duly authorized representatives have the right to enter private property at reasonable times to investigate any condition associated with the Ordinance. The farmhouse at Eagle View is unoccupied and in a state of dilapidation or disrepair as your Ordinance 8 would describe it. The Supervisors violated the township's Ordinance 41, as amended by Ordinance 62 when you issued the landowner of Eagle View a renewal license in December 2013, and should correct this violation by having your engineers conduct an inspection. This would put the township in compliance with the motion unanimously passed at your May 13, 2013 meeting to have such an inspection done. If violations are found, the renewal license should be suspended until they are corrected.

Bob Frock, township road employee, requested the purchase of a garage door opener for the door that is used continually throughout the day.

CONSENT AGENDA: Supervisor Socks moved to approve the 6/23/14 minutes, unpaid bill list dated 7/14/14 and balance sheets as of 7/14/14, seconded by Supervisor Cockley. The motion carried with 4 yeas.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

1) **Recurring Bill Resolution #14-032:** Supervisor Socks stated this resolution will address the auditor's concerns. Supervisor Danner moved to adopt Resolution #14-032 as amended by the Solicitor, seconded by Supervisor Socks. The motion carried with 4 yeas. Supervisor Danner moved to authorize the Solicitor to proceed with whatever he needs to do to make this compliant, seconded by Supervisor Foltz. The motion carried with 4 yeas.

2) **Formation of Joint Berwick/Hamilton Authority:** No discussion.

3) **Abbottstown/Berwick Winter Road Agreement:** No discussion.

4) **Update from Roadmaster on Progress for Seal Coating Roads:** They were given notice to proceed.

5) **Sewer Plant Storage Shed:** Supervisor Foltz received a quote from Pine Creek Structures in the amount of \$4,987.00 for a storage shed with vinyl siding and a shingled roof. Supervisor Cockley moved to approve the purchase of the storage shed in the amount of \$4,987.00 from Pine Creek Structures, seconded by Supervisor Foltz with Hamilton Township paying 1/3 of the cost. The motion carried with 4 yeas.

6) **Personnel Manual Revision:** The Board tabled the Personnel Manual Revision until their next meeting to allow time to review.

7) **Secretary/Treasurer:** Will be discussed in executive session.

NEW BUSINESS: Supervisor Danner explained that he has been approached by residents of Villa Vista referencing the site distance at the intersection. I was told to send a letter to Dan Moul and Will Tallman referencing this intersection and they will tell the township what is involved with enforcement and who can help. Rather than get into a big discussion whether it is a State or Township issue, we should send them both a letter and get their advice so we can proceed on getting it taken care of in a timely manner. Supervisor Danner moved to authorize Mike Hartman to proceed with enforcement, seconded by Supervisor Foltz. The motion carried with 4 yeas.

CODE ENFORCEMENT/PERMIT REPORT: Mr. Hartman submitted permits issued in June 2014 and also a list of code violations and their status.

ENGINEER'S REPORT: Mr. Knoebel gave the Board reports summarizing the status on the following, with no action required at this time.

- WWTP Monthly Operations Report – June 2014

- Sanitary Sewer Maintenance Contract
- Wastewater Biosolids Beneficial Use Application
- Monthly Pending Plans Report
- Road Maintenance Contract.

A copy of a letter received from the Adams County Conservation District regarding Cambrian Hills was given to Mr. Knoebel on comments that need to be addressed.

Supervisor Danner wanted to know if KPI gave any input into the intermunicipal agreement between Berwick and Hamilton Township.

Mr. Knoebel stated they gave information on this issue.

Supervisor Danner stated that KPI should continue to give input on this issue.

SOLICITOR'S REPORT: None.

CITIZENS COMMENTS: Bea Haskins stated she requested a right-to-know request regarding the township's security system. She received three documents. The first invoice was per estimate #1856, which she did not receive. The second invoice was for 12 months and the third invoice was for three months.

Supervisor Socks indicated that he will check into it.

The Board went into executive session at 6:34 p.m. to discuss the Secretary/Treasurer position.

The Board came out of executive session at 7:23 p.m.

Supervisor Socks moved to approve the buyout from Adecco in the amount of \$1,906.96 for Jean Hawbaker's contract, seconded by Supervisor Danner. The motion carried with 4 yeas.

Supervisor Socks moved to appoint Jean A. Hawbaker as Secretary at a rate of \$16.75/hr., which includes health insurance benefits, pension and dental, seconded by Supervisor Danner. The motion carried with 4 yeas.

Supervisor Socks moved to authorize Jean A. Hawbaker to contact Weber Insurance to obtain a bond in the same amount as the current treasurer, seconded by Supervisor Danner. The motion carried with 4 yeas.

Supervisor Socks moved to appoint Jean A. Hawbaker as Treasurer after successful bonding has been secured, seconded by Supervisor Danner. The motion carried with 4 yeas.

Supervisor Danner stated relative to the employee requesting a garage door opener, the chain-of-command should be followed and the issue should be brought up to the Roadmaster.

Supervisor Socks moved to adjourn at 7:25 p.m., seconded by Supervisor Danner.

The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on August 11, 2014 at 6:00 p.m. at 85 Municipal Road, Hanover, PA 17331.

Respectfully submitted,

Jean A. Hawbaker
Secretary