

**BERWICK TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
APRIL 11, 2016**

**CALL TO ORDER & PLEDGE TO THE FLAG:** The April 11, 2016 regular meeting of the Berwick Township Board of Supervisors was held in the Berwick Township Municipal Building, 85 Municipal Road, Hanover, PA. Chairman Socks called the meeting to order at 6:00 p.m. Present were Supervisors Pete Socks, Earle Black, Barry Cockley, Tom Danner, Bob Foltz, Solicitor Tim Shultis, Engineer Tim Knoebel, Secretary Jean Hawbaker. Chairman Socks asked all to stand for the Pledge of Allegiance to the Flag.

**PUBLIC COMMENTS (AGENDA ITEMS):** None.

**UNITED HOOK & LADDER (UHL):** Assistant Chief, Nick Shaffer stated there were 36 calls for the month of March, 2 of which were in Berwick, and there were 4 fires. We sold our tanker and are in the process of replacing it with a different type of vehicle. The County radios are working great. The remodel of Station 33-1 is underway and should be completed in late June.

**CONSENT AGENDA:** Supervisor Cockley made a motion to approve the consent agenda, which includes the minutes of March 14 and March 28, 2016, bill lists, unpaid bill lists and balance sheets dated April 8, 2016, and Roadmaster's report for March 2016, seconded by Supervisor Danner. Supervisor Foltz questioned the Mason Propane bill, and Supervisor Black wanted to know if the check is written in the Office Manager's name. Supervisor Socks stated it is written in his name. **Roll Call: Foltz – yes, with the exception of Mason Propane bill, which needs clarification, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.**

**CORRESPONDENCE:**

- 1) Penn Township's letter requesting to close Hershey Heights Road due to culvert repairs, and requesting a meeting regarding an upcoming sewer project.

The Secretary was instructed to send a letter to Penn Township to get clarification of their upcoming sewer project. The Board did not see any issues with closing Hershey Heights Road to perform repairs on the culvert.

**UNFINISHED BUSINESS:**

- 1) **Update of the NOMA Sewer Transition:** A draft report was received from Gary Shambaugh for the Board to review. Supervisor Danner explained we have a favorable report. It doesn't show any impact from the standpoint of being able to sustain ourselves as a township. This is indicative of a good design and maintenance program. If we obtain a proposal from Hamilton, we can mesh the two together. We need to move forward.

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Supervisor Socks made a motion to request a proposal from Hamilton Township on the specifics of the dissolution of the Intermunicipal Agreement, seconded by Supervisor Cockley. **Roll Call: Foltz abstained, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.** Supervisor Socks made a motion for Tim Shultis to send the letter to Hamilton, seconded by Supervisor Danner. **Roll Call: Foltz abstained, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.**

- 2) **Update on Building Inspection/Code Enforcement RFP'S:** Supervisor Danner met with two firms, and has one more to meet with this week. Mr. Danner stated they are reluctant to do code enforcement, but will do it on a reported incident versus patrolling. Enforcement is not their forte, nor do they want to get involved with it. I spoke with Middle Department and Land & Sea. When you look at their rate schedules, they are pretty close. We may be able to simplify and consolidate the permit applications, which will make it easier for the residents. The one major issue we are facing is permitting access at the township building. Land & Sea provides for the builder to go to their office and resolve the permitting process. Mr. Danner will give a report by the next meeting.
- 3) **Responses Regarding Legal Additions to Human Resource Manual:** Supervisor Danner asked the Board if there were any questions on the items highlighted in yellow. Also, there was a wrong draft that was used, so it doesn't have everything that we previously approved. The highlighted areas are the items that will be added to the manual.
- 4) **Weight Limit Restrictions on Roads:** Supervisor Socks made a motion to authorize advertisement for the proposed weight limit ordinance, seconded by Supervisor Danner. Supervisor Danner stated we need to check to see if truckers need to be notified. Supervisor Black wanted to know how this would be enforced. Supervisor Danner stated any potential violation should be investigated. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

#### **NEW BUSINESS:**

- 1) **Road Occupancy Permits:** Tim Shultis is still working on.
- 2) **Public Disaster Assistance Application/Agreement for Financial Assistance/Enrollment Form/Agent Res. #16-08:** Supervisor Socks appointed Jean Hawbaker as the agent (**Res. #16-08**) for the township, seconded by Supervisor Danner. **Roll Call: Foltz – yes, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.** Supervisor Socks made a motion to adopt the Public Disaster Assistance Application and Agreement for Financial Assistance, seconded by Supervisor Cockley. **Roll Call: Foltz – yes, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.** Supervisor Socks made a motion authorizing Jean Hawbaker to attend the Applicant Briefing on April 21, 2016 at 2:30 p.m., and post a sign on the door that the office will be closed, seconded by Supervisor Danner. **Roll Call: Foltz – yes, Danner – yes, Socks – yes, Cockley – yes, Black – yes. Motion carried.**

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- 3) **Keystone Alarm Camera Quotes:**

**Option 1: Install an additional analog camera to be hardwired from the main building existing DVR to the detached garage to include:**

(1) 700 tvl Analog Day/Night Outdoor Camera  
Steel Support Cable  
Turn Buckles  
UV Rated Outdoor Wire  
Includes all wire, boxes, connectors, labor           **\$2,195.00**

**Option 2: Install a High Definition CVI Security Camera System in the garage to include:**

(1) High Definition/CVI Day/Night Outdoor Camera  
(1) Flat Screen Color Monitor  
(1) Four Channel HD/CVI DVR w/3 TB Hard Drive  
(1) Camera Power Supply  
Includes all wire, boxes, connectors, labor           **\$1,700.00**

The Board decided to continue to police the items being dropped off at the recycling trailer due to the cost of an additional camera.

- 4) **Kinneman Holdings – Release of Previous Letter of Credit from BB&T (formerly Susquehanna):** Supervisor Danner made a motion to approve the release of the previous letter of credit held by BB&T (previously Susquehanna) for Kinneman Holdings in the amount of \$27,507.00, seconded by Supervisor Socks. A current letter of credit is held by People’s Bank. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – no. Motion carried.** The Secretary will inform them in writing.

**ADAMS REGIONAL EMERGENCY MEDICAL SERVICES (AREMS):**

380 incidents – 15 calls in Berwick for February 2016  
408 incidents – 21 calls in Berwick for March 2016

**STATE POLICE REPORT:**

19 calls in Berwick for March 2016

**CODE ENFORCEMENT/PERMIT REPORT:**

6 permits for March 2016

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Supervisor Danner stated he checked the property on Carlisle Pike regarding the demolition, and noted they are cleaning up the property.

**ENGINEER’S REPORT:**

- 1) Pending Plans Report – No action items
- 2) WWTP Operations Report – March 2016

Tim Knoebel stated he did look at a problem on Hershey Heights Road. There is an issue with the storm drain being run over by tractor trailers and other vehicles. It is a maintenance issue. We looked at some options, and would like to look into it further. Supervisor Socks made a motion for KPI to proceed with surveying and getting grades to see if something can be done to resolve it, seconded by Supervisor Danner. **Roll Call: Black – yes, Cockley – yes, Socks – yes, Danner – yes, Foltz – yes. Motion carried.**

#### **SOLICITOR'S REPORT:**

- 1) The oral argument for O'Brien was scheduled on April 20, 2016 before Superior Court. The Superior Court decided this case is better handled by the Commonwealth Court, therefore; April 20, 2016 is off of the table.
- 2) The property at 136 Stanley Drive will need to be discussed in executive session because it involves a matter in which identifiable complaints may be filed.

#### **SUPERVISOR'S COMMENTS:**

Bob Foltz – None  
Tom Danner – None  
Pete Socks – We need to discuss a personnel matter in executive session  
Barry Cockley – None  
Earle Black – None

#### **PUBLIC COMMENT (GENERAL):**

- 1) **Linda Siegle – 193 Orchard Drive** – Ms. Siegle questioned the criteria used to fill vacancies on various Boards', which was brought up at the last meeting. Tim Shultis stated his recollection is that Mr. Danner was asked and answered the question that the township fills its vacancies on the basis of what is in the best interest of the township.

The Board went into executive session at 7:01 p.m. to discuss a personnel matter, and a matter in which identifiable complaints may be filed.

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The Board came out of executive session at 7:22 p.m.

No action.

Supervisor Socks moved to adjourn, seconded by Supervisor Cockley.

**The next regularly scheduled meeting of the Berwick Township Board of Supervisors will be held on May 9, 2016, 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**