

John D. Rochat
Chairman
533-3831

Jay M.Brandt
Vice Chairman
367-3667

Galen Shelly
Road Master
367-3722

**CONEWAGO TOWNSHIP
BOARD OF SUPERVISORS**

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Norman Miller,Dir.
Administration

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Twp.Secretary/
Asst.Treasurer

Dolores Kuntz
Treasurer/
Assistant Secretary

APRIL 11, 2007

CONEWAGO TOWNSHIP BOARD OF SUPERVISORS MINUTES

The Conewago Township Board of Supervisors held their regular monthly meeting on Wednesday, April 11, 2007. Those present were:

John Rochat	Galen Shelly	Jay Brandt
Shirley Bretz	Dolores Kuntz	Norman Miller
Jon Yost	Max Shradley	John Payne
Joel Buckley	Michele Coleman,The Sun	Rosalie Sarfert
Jason Parmer	Fred Kay, Aber.Mills	Bill Whitman,Aber.Mills
Ralph Luttrell	Tom Luttrell	

The meeting was called to order by Chairman Rochat at 7:30 PM.

MINUTES OF MARCH 14, 2007- A motion by Rochat second by Shelly to approve the minutes of April 11, 2007 as submitted with corrections on page 3, under Public Comments, She thinks Belair Road was plowed one time, **and wasn't checked after that**. Add to sentence ending (and now we're saying we're not using enough salt – **no salt from Bachmanville Road to the county line**. Motion carried.

TREASURER'S REPORT – MARCH 31, 2007 - A motion by Shelly second by Brandt to approve the Treasurer's Report dated, March 31, 2007 subject to audit. Motion carried.

EXPENDITURE REPORT – APRIL 11, 2007 - A motion by Rochat second by Shelly to approve the Expenditure Report dated April 11, 2007 in the amount of \$30,129.17. Motion carried.

SUBDIVISION/ENGINEERING FEES REPORT – All up-to-date

PLANNING COMMISSION MEETING – MARCH 26, 2007 – For Review Only

PUBLIC COMMENTS – **State Representative John Payne** – Chairman Rochat said it is a privilege to have Mr. Payne present, and thanked him for all he has done for Conewago Township. Mr. Payne shared the requests the Township had asked for and received with his help. The problem with electric in the township, grant for Park & Recreation, funding for Phase I and Phase II Sewer Project. Mr. Payne also mentioned he stops at the Township building with updated brochures, and recently the Conewago Elementary students visited the Capitol area. The students were excited about a Park & Recreation Area in the Township. The school teachers were pleased to know that sewage is coming, because the school has problems with well water. His main purpose is he visits the Township once a year to present a US Flag and a PA Flag.

Joel Buckley – Mr. Buckley asked if Phase I Sewer closed out yet. Norm Miller stated we have a few checks that haven't cleared, and when they clear the account will be changed to an interest bearing account.

ABERDEEN MILLS FINAL PLAN – Engineer Whitman stated when they submitted the original plan the number of lots and in particular the size of Lot 5 & 6, they were asked to combine Lot 5 and 6 as one lot, and that is the only change to the revised plan dated 2-12-07. Rochat asked since the original plan was approved on 12-13-06 does the plan need to go back to the Planning Commission. Solicitor Yost said it doesn't need to go back to Planning Commission; this Board needs to approve the Final Revised Plan dated 2-12-07.

A motion by Shelly second by Brandt to approve the Aberdeen Mills Final Revised Plan dated 2-12-07 with the same conditions as the original plan approved on 12-13-06. Motion carried

Solicitor Yost stated the Board also needs to approve the written agreement for Park & Recreation Fee in the amount of \$10,000. with the balance of \$31,850 plus 6% interest paid by 7-1-09, and lots would be released as needed. Solicitor Yost also said the property owner signed a mortgage agreement, and it should be noted the secretary received the \$10,000 for Park & Recreation Fee, and also received the legal fees of \$1,260.

A motion by Rochat second by Shelly to approve the Park Recreation Fee Agreement for Aberdeen Mills dated 3-22-07 and legal fees for preparing those documents. Motion carried.

The Solicitor said he has a draft of the Speed Limit Ordinance and clarification of what he needs, and he will advertise for the May meeting. Engineer Shradley will record the signed plan 4-12-07.

PENNVEST APPLICATION EXPENSES AND APPROVAL FOR PAYMENTS – Nothing to Report for Phase I, because it is in the process of closing payments with PENNVEST. This item may be taken off the agenda.

PHASE II SEWAGE FACILITY UPDATE – Rochat reported that contractor is moving rather quickly on Rt. 743, and at the Construction Meeting with DTMA they plan to start in April at Adventure Sports and back to the Hershey Free Church. After that they will come down Ridge Road and start at the townships pump station and lay pipes all the way up Ridge Road. There is a discussion with DTMA about a deep cut at the top of knoll near Luttrell's property and they are concerned about blasting 29 ft. deep and how to handle this problem. DTMA sent notices to the residents, the schools for busses, and county communications. Portions of Ridge Road will be closed for 6 to 8 weeks because of the depth of the cuts. Ridge Road will be closed during the day (only open to local traffic and emergencies), and opened at night.

PUMPING AGREEMENTS FOR VACANT HOMES – The Solicitor is working on the draft, but has not finished it. Rochat asked if he checked on a legal ordinance regarding where sexual predators can live. The Solicitor will report back on both.

PARKS & RECREATION ADVISORY BOARD UPDATE – **Jason Parmer, Chairman** – He reported that the Board received approval of the \$5,000. Grant from DCED and at their next meeting they will sign the grant and requisition forms. They plan to use this grant at the Danny Fisher Memorial Park with a pavilion/picnic area, trash receptacles, grills, which will be placed between the baseball fields and the wooded area. He requested any ideas from the BOS for future projects and how to use the Park & Recreation fees-in-lieu of. They invited 30 members to their Open House and there were 15 in attendance and had good feedback.

DISCUSS TOWNSHIP FEE SCHEDULE FOR 2007 FOR SERVICES RENDERED – The Solicitors said the annual fee schedule looks reasonable, but he is still working on it.

PRO-AM CYCLING EVENTS INC. – Bicycle Race 8-4-07 – David Butterworth – Put this item on the May Agenda. Rochat stated the only complaint they had last year was that they spray painted the roads. He also said we gave them permission to have this race, but how can we give permission on Colebrook Rd when it is a State road.

CONEWAGO TOWNSHIP COMPREHENSIVE PLAN – COMMUNITY PUBLIC MEETING 6-12-07 AT CONEWAGO ELEMENTARY SCHOOL, 2809 OLD HERSHEY ROAD, ELIZABETHTOWN, AT 7:00-9:00 PM

– The Board discussed sending a flyer to all residents regarding the public meeting. Lauren Zumbrun, Rettew will do the ad, the flyer, and talk to the secretary regarding the mailing of the flyer.

A motion by Brandt second by Shelly to authorize sending flyers announcing the public meeting for the Conewago Township Comprehensive Plan Meeting to all residents. Motion carried.

DIRECTOR OF ADMINISTRATION – Norman Miller – Mr. Miller thanked the Township for the fine welcome he received his first month here, and the support from the Secretary, the Treasurer, the Board of Supervisors, and the Road Crew. He stated they are dedicated people working in this township and he hopes to serve as well as they have. The following items are his accomplishments for the month:

Diana Reed Associates, Auditors – He started with the Draft Report of the auditor’s suggestions and his update to correct those issues.

Fulton Bank – He received a letter of collateralization to protect our bank accounts and using their liability with FDIC over and above the requirements.

Segregation of Duties of Office Staff – Any part-time persons are recording their time and who is responsible for that time. This is to maintain a balance of duties as well as cross-train so if something should happened someone will fill in.

Policy Procedures & Handbook – He received drafts of job descriptions, handbook and his plan is to have a draft issue ready for the Board in September in hopes that at the January Reorganization Meeting it can be approved.

Computer Passwords – The auditors suggested anyone using the computers should have their own password, so that you can see who used the computer at what time and place. In order to accomplish this he talked with a consultant with computer knowledge and shared with him what we presently have. Our main computer is 3 years olds, and he will discuss with the Board the recommendations from the consultant and hopefully approve next month.

Health Insurance - He is seriously looking at health insurance issues and the philosophy, as well as saving the township money. His plan is to have a recommendation available for next months meeting.

Furnace & Bids – He prepared the bid and specs for a new furnace with some changes in the bidding process. He had several inquiries that Shelly had talked to and

DIRECTOR OF ADMINISTRATION, Continued –

Furnace & Bids, Continued - Miller did a follow-up call to those firms, and offered them to come and review the specs. This was properly advertised with all bids due on 4-26-07, and they know when the bids are due.

Draft of Account Numbers for Expenditures – He prepared a draft for the Board to review. The present expenditure report does not show the account numbers. We plan to print a more detailed report with the Expenditure Report to include the account numbers in order to make sure they are charged to the correct account.

Request for 2 Years of Fuel Usage – Mr. Miller said it is difficult to compare 2 years of fuel usage because the winter of 2005 was colder than the 2006 season.

Correspondence from Fulton Bank – The main branch sent a letter to approve viewing accounts on the internet. This is a separate letter which would limit the accounts of the Township and the Authority being transferred from within, and would not allow opening of new accounts without proper approval. There is no fee for this service, but the Board needs to review this letter and authorize who would be responsible.

A motion by Rochat second by Shelly to approve viewing of the accounts on the internet and transferring money from Township accounts and the Authority from within subject to the Board of Supervisors opportunity to review the letter. Motion carried.

Codification of Ordinances – Rochat asked Miller about setting a deadline for the codification of ordinances. The secretary has already sent information to General Code, but she wants help to finish organizing the rest of the ordinances. The Board set the deadline as 7-1-07.

Township Hookup to Sewer Project for Phase II – Rochat asked Miller if he checked on the issue of hooking the township building up to the sewer project. Miller talked with Jay pertaining to the location of the septic system. He talked to DTMA engineers and they said since it was built in the 1970's it is probably cast iron. The hookup needs to be within 5 ft. of the building, but we need a catch base with a vent.

Road Master- Galen Shelly – Shelly suggested we take a look at Gates Road because it is in bad need of repairs. He said if we use Liquid Fuel money we would probably have to widen the road. Brandt said you would need permission from the State ahead of time. The Road Master and engineer will check on that repair and come back with a recommendation for the next meeting. The solicitor suggested doing temporary patches to Gates Road.

Road Master, Continued - Rochat stated we need to look at the roads that are in the sewer project area, such as Roundtop Road, Ridge Road, Old Hershey Rd., and do any repairs or pipes before paving for Phase II. Miller suggested we plan a date and time to look at township roads with a goal of a 5 year plan to repair and for equipment needs. The most important roads would be in the sewer area, because that is part of Phase II, PENNVEST funding.

Shelly said there is nothing to report from Koser Bridge. Shelly said he was thinking of stock of salt for next year. The order would need to be in by May 2007, and you would have to take delivery when order is placed. The price for a ton is \$47.70, and Miller will check on the cost.

Jon Yost, Solicitor Re: Trojcak's Letter of Credit – The secretary called the Solicitor about the Trojcak Letter of Credit. Mr. Trojcak said he had a problem getting a contractor because it is a small job, but the bank wanted to charge him \$500. to renew the Letter of Credit. Solicitor Yost said the Letter of Credit was for \$6,997, to widen the road and curbing. Solicitor Yost suggested he put the cash up, and Mr. Trojcak talked to Wachovia and sent the proper forms that the Township would control the money. The Solicitor would like the Board to approve the substitution of a bank account the township would control, and the Township could sign off of Letter of Credit.

A motion by Rochat second by Shelly to authorize the agreement to take the money from Trojcak's Letter of Credit, and put into a bank account the Township would control and authorize the Solicitor or Chairman of the Board to be signors. Motion carried.

RALPH LUTTRELL – RE: ZONING MAP REQUEST – Luttrell asked if he is on the agenda. Rochat said no we haven't received the transcript from the stenographer yet. The solicitor will follow-up on this.

A motion by Rochat second by Shelly to adjourn at 9:00 PM. The next regular meeting is May 8, 2007.

Respectfully submitted,

Shirley A. Bretz
Township Secretary