

Cumberland Township Board of Supervisors
1370 Fairfield Road, Gettysburg, PA 17325
October 25, 2022
Regular Meeting 7:00 P.M.

Chairman Toddes called the regular meeting to order at 7:00 P.M. Present were all Supervisors: Toddes, Phiel, Ramsburg, Biggins and Brauning. Also present were Solicitor Sam Wiser, Township Manager Ben Thomas, Jr., KPI Representative Brandon Guiher, Police Chief Matthew Trostel, Superintendent of Roads Chris Walter, Treasurer Camie Stouck-Phiel, Secretary Carol Merryman and Assistant Secretary Michele Long. Also present were Jim Hale from The Gettysburg Times, Terry Sheldon from Beyond all Boundaries, Randy Phiel, Charles and Barbara Underwood.

Chairman Toddes led the Pledge of Allegiance.

Chairman Toddes stated that the Visitor, Erin Peddigree, Executive Director of the Gettysburg Area Recreation Authority would not be here tonight as she was ill. The agenda was amended to reflect the removal of the visitor.

Mr. Phiel made a motion to approve the agenda, as amended, seconded by Mrs. Ramsburg and carried.

Mr. Brauning made a motion seconded by Mrs. Ramsburg and carried to approve the Minutes for the September 15, 2022 Special Meeting and the September 27, 2022 Regular Meeting.

Mr. Phiel made a motion seconded by Mr. Brauning and carried to approve the bills in the amounts stated by the Chairman: \$535,747.81 from the General Fund, \$6,940.23 from the Escrow Fund \$6,221.00 from the ARPA Fund, \$16,289.54 from the State Liquid Fuels Fund, \$18,157.45 from the Capital Reserve Fund and \$7,500.00 transfer from the General Fund to the Health Insurance Account.

Retirement Recognition:

The Board recognized Carol Merryman for her 30 years of devoted service with the Township as she will be retiring at the end of 2022. Mr. Phiel read some highlights of Carol's 30 years at the Township and all that she accomplished. The Board honored her with a very nice memento. Engraved on the front it said, May you be proud of the work you've done, the person you are, and the difference you have made. Happy Retirement Carol from Cumberland Township.

Mr. Randy Phiel, Adams County Commissioner, also recognized Carol for her hard work and dedication to the Township with a plaque signed by all three Adams County Commissioners. Mr. Phiel reminisced on the time he spent at the Township working with Carol on Commissions, Boards and Committees.

Mrs. Barbara Underwood also stated what a pleasure it had been working with Carol.

Engineer:

Brandon Guiher with KPI Engineering reviewed the **Peter and Gail Hull final subdivision plan**. Mr. Guiher stated, this is a very small single lot addition with minor comments. Mr. Guiher did add that the non-building waiver was ready for signature also so the Board would need to give two motions, one for the plan approval and one for signature on the non-building waiver.

Mr. Phiel made a motion to approve the non-building waiver for the Peter & Gail Hull plan. Seconded by Mrs. Ramsburg, motion carried.

Mrs. Biggins made a motion to approve the Peter and Gail Hull Final plan based upon the KPI comment letter dated October 25, 2022. Seconded by Mr. Phiel, motion carried.

Kourtney Meadows – Mr. Guiher explained this is a residential subdivision located primarily in Straban Township for 151 single-family homes on Hunterstown Road and Route 30. There is 1.73 acres located in Cumberland Township that borders Rock Creek. The small area located within the Township will not be built on as it is 100% wetlands.

Mrs. Ramsburg seconded by Mrs. Biggins made a motion to approve the Kourtney Meadows plan for the portions only located within Cumberland Township. Motion carried.

Artillery Ridge Campground Extension Request – Mr. Guiher explained the applicant is asking for a 90-day extension of their subdivision plan which is subdividing the home from the campground. Mr. Guiher stated they are mainly waiting on water and sewer approvals.

Mrs. Biggins seconded by Mr. Phiel approved the 90-day extension request for Artillery Ridge Campground subdivision plan. Motion carried.

The Crossings Extension Request – Mr. Guiher stated this is a preliminary land development plan for 154 single family homes asking for a 90-day extension. The applicant is working on getting the plan cleaned up for the Planning Commission meeting. Mr. Brauning mentioned that the date on the request letter needed to be changed to January 2023 not 2022.

Mrs. Ramsburg made a motion to approve the 90-day extension request for The Crossings preliminary plan with the date change of January 26, 2023. Seconded by Mr. Phiel. Motion carried.

Adams Electric Lot 3 Extension Request – Mr. Guiher indicated that this is a subdivision for a single lot located off Boyds School Road asking for a 90-day extension. The applicant is waiting for sewer approvals.

Mr. Phiel made a motion to approve the 90-day extension request for Adams Electric Lot 3. Seconded by Mr. Brauning. Motion carried.

MS-4 Projects Update – Mr. Guiher updated the Board on the MS-4 projects adding that they are very busy with the projects at this time with two (2) basin retro fits, one located in Twin Lakes West and another smaller one on Longview Blvd. The Twin Lakes West basin was completed last Friday, October 21st and they are currently working on the Longview Basin hoping to have that completed this Friday, October 28th pending the plantings to be installed. The stream bank restorations are currently out to bid. They were advertised October 15th and October 22nd and there is a prebid meeting scheduled for November 2nd. The bid opening is tentatively scheduled for November 15th and bids will be awarded on November 22nd. Mr. Guiher stated there is one contractor that is interested at this point.

Gettysburg Church of the Brethren Letter of Support – Mr. Guiher explained that the church located on Biglerville Road has a large grass lot which is currently only being mowed. The church would like to convert that lawn area to a pollinator garden, community vegetable gardens, some tree plantings and rain gardens to help beautify the lot and get the community involved. Mr. Guiher stated there will be no construction and the project will provide MS-4 benefits. The Church is seeking grant funding from Adams County and is asking for a letter of support from the Township.

Mrs. Biggins made a motion, seconded by Mrs. Ramsburg to approve the letter of support for the Gettysburg Church of the Brethren. Motion carried.

Cambridge Crossing Phase 1 Update – Mr. Guiher stated that all construction is completed on the homes we are waiting for the final close out/punchlist items to be completed. Mr. Guiher added that there is a site meeting scheduled for tomorrow, Wednesday, October 26th to review these with the developer's agent. Mr. Thomas added that the goal is to try and get this completed as soon as possible. The

Township is trying with all costs not to pull the bond in order to get the work completed for finalization of the development as this will be very costly to the Township.

Police Report:

Police Chief Matthew Trostel presented an oral and written report of police activities for the month of September 2022 including: 287 calls for service, 108 traffic stops, 14 criminal incidents and 6,715 patrol miles. Some highlights of the report were:

- Both Durango police vehicles will be delivered Thursday, October 27, 2022
- The Police Cadet Memorandum of Understanding is on the agenda for approval this evening. Upon approval Matt will move forward with the Cadet on training and schooling.
- October 29, 2022, from 10 a.m. until 2 p.m. is the drug take back initiative which the department will be represented by Rich Keefer at the Carroll Valley Police Department site.
- Several positive interactions with residents; department trainings including Crisis Intervention Training (CIT), Police Officer Supervisory In-Service Training (POSIT), CPR & 1st Aid, Range Training and Acting Sgt. Rosenberger completed High Performance Leadership Training.
- Chief Trostel is assisting Officer Hartley to bring NRA LE Firearms instructor training to Adams County for 2023.

Maintenance Department Report:

Mr. Walter gave the report for October and some highlights were:

- Start up of the new fueling stations is now complete.
- The boom mower was rented in cooperation with Mt. Pleasant and Straban Townships to control vegetation behind guiderails and steep embankments.
- Line Painting was completed by D.E. Gemill
- They have been working in cooperation with CE Williams on the 2 retention pond MS-4 retrofits. One which is completed in Twin Lakes West and the other on Longview Blvd. should be completed by the end of the month.
- They attended an instructional seminar provided by PA One Call regarding underground utility procedures.
- They are preparing for the winter season.
- The millings pile will be ground into usable material in November.
- Street sign upgrades are ready to be installed in various areas of the Township.

Active Business:

Authorize the Solicitor to prepare appropriate ordinances for stop signs with traffic studies completed. Mr. Thomas reviewed the developments in which the stop signs will be ordained. The intersections include: Pin Oak & Table Rock Road; Creekside Court & Pin Oak; Boyd's School Road & Pin Oak; Bryan Court & South Avenue; Laura Lane & South Avenue; South Avenue & Boyd's School Road; Waterford Court & Boyd's School Road; Laura Lane & Boyd's School Road; Swetland Road & River Road; Woodhaven Drive & Herr's Ridge Road; Waxwing Lane & Woodhaven Drive; Bobolink Drive & Woodhaven Drive; Woodhaven Drive & Bittern Drive; Bobolink Drive & Bittern Drive; Waxwing Lane & Bittern Drive; Herr's Ridge Road & Kestrel Drive; Kestrel Drive & Friendship Lane; Friendship Lane & Thrush Court; Friendship Lane & Fairplay Road; Fairplay Road & Herr's Ridge Road; Paddock Drive & Fairplay Road; Paddock Drive & Herr's Ridge Road; Willoughby Run & Deatricks Drive; Fairfield Road & Deatricks Drive; Sabre Circle & Battalion Lane; Cannon Ridge Way & Battalion Lane; Brigadier Court & Battalion Lane; Musket Drive & Battalion Lane; Regiment Drive3 & Battalion Lane; Misty Ridge Road & Biglerville Road.

Mrs. Ramsburg, seconded by Mr. Phiel made a motion to approve authorization for the Solicitor to prepare appropriate ordinances for the stop signs at the intersections mentioned above. Motion carried.

Mr. Thomas explained that we have a request to set a date for a conditional use hearing for self-storage buildings located on Chambersburg Road. Mr. Thomas stated that the staff suggests a hearing date of November 30, 2022 at 4 p.m.. Mrs. Biggins and Mrs. Ramsburg were not able to make November 30th so they asked if November 29th at 4 p.m. would be appropriate. The Board agreed.

Mr. Phiel made a motion to set the conditional use hearing date for November 29th, 2022 at 4 p.m.. Seconded by Mrs. Biggins. Motion carried.

2023 Development Projections - Mrs. Long gave the annual 2023 development projections. Ms. Long also gave the current permit information for 2022 to date.

FINANCE COMMITTEE – Mr. Phiel reported that Mr. Walter requested to purchase 2 steel plates for temporary crossing inventory at \$5,000.00. Mr. Phiel stated this was within budget. **Mrs. Ramsburg made a motion to approve the purchase of the steel plates, seconded by Mrs. Biggins and carried.** Mr. Phiel also reported that Mr. Walter has requested to purchase truck tires for Truck 10 due to wear and tear at a cost of \$1,205.96 which was also budgeted. **Mrs. Biggins made a motion seconded by Mrs. Ramsburg and carried to purchase tires for Truck 10.** Mr. Phiel stated that Mr. Walter requested to purchase tires for the Skid Steer at \$1,906.00 due to the current tires being too worn. This was budgeted. **Mrs. Biggins made a motion seconded by Mr. Brauning and carried to purchase tires for the Skid Steer.** Mr. Phiel reported on the need for extra security training in regard to our current computer systems along with the purchase of a firewall upgrade to keep the Township server more secure and not vulnerable to viruses. The purchase of this upgrade will save the Township approximately \$181.00 over the next two years and will improve the internet speeds and improve our security. **Mrs. Ramsburg made a motion to authorize the purchase of Security Awareness Training for the employees from Treysta for \$72.00 per month, seconded by Mr. Phiel and carried. Mrs. Biggins made a motion seconded by Mr. Phiel to upgrade the Firewall Security, motion carried.** Lastly, Mr. Phiel stated that they needed to make a budget adjustment of \$65,348.44 from 410.124 (SRO) to 410.125 (Salary of Patrolman) due to the Township no longer having a School Resource Officer. **Mrs. Ramsburg made a motion seconded by Mrs. Biggins and carried to transfer \$65,348.44 from 410.124 (SRO) to 410.125 (Salary of Patrolman).**

PERSONNEL COMMITTEE – Mr. Wisner reported on the Memorandum of Understanding for a police cadet. This memorandum will set forth the parameters for the hiring of the police cadet, including what their compensation would be during training along with what type of leave they will have while in training and provides for what type of benefits the cadet would receive. Most importantly the Cadet's probationary period with the Township would not start until the Cadet has completed their Act 120 training and begins their duties as a police officer. This gives the Township a full year to evaluate their abilities. If approved the memorandum of understanding will be incorporated into the body of the next contract.

Mrs. Biggins made a motion to authorize the execution of the Memorandum of Understanding for the Police Association to implement the provisions and allow for the hiring of a police officer cadet. Seconded by Mr. Phiel, motion carried.

Mr. Toddes announced that there is a vacancy on the Zoning Hearing Board which the Board will discuss in Executive Session after this meeting.

SOLICITOR: Solicitor Wisner reported on the Act 57 Tax Collector Resolution that has been mandated from the State which requires municipalities to adopt the provision for the tax collector to waive penalties and fees in the event that the individual who purchased a home within that tax year does not receive the tax notice. They are still required to remit the face amount of the taxes, but the penalties and fees can be waived. This resolution needs to be approved by January 2023 so the tax collector can implement the requirements for that tax year.

Mrs. Biggins made a motion to approve the Act 57 Tax Collector Resolution. The motion was seconded by Mrs. Ramsburg and carried.

Solicitor Wisner also reported on the Adams County Conservation District's request to revise the Memorandum of Understanding regarding the administration of the Conservation Districts duties with respect to earth disturbance and NPDES requirements. The Conservation District has provided a new draft which provides which duties the Municipality is responsible for and which duties the Conservation District has. There have been some duties added to this memorandum for Cumberland Township which are spelled out within the document. **Mr. Brauning made a motion to execute the Memorandum of Understanding with the Adams County Conservation District, seconded by Mr. Phiel and carried.** Lastly Mr. Wisner reported on the Historic Architectural Review Ordinance and the official map. Mr. Wisner explained that the Ordinance states the affected areas for the HARB area are to be Sewer Districts 1 and 2 but the official map encompasses Sewer Districts 1,2, and 3, which is incorrect. Mr. Wisner stated that the Township would like to rectify the map to be consistent with the Ordinance. **Mrs. Ramsburg made a motion authorizing Mr. Wisner to amend the Historical Architectural Review Ordinance and map to be consistent. Seconded by Mr. Phiel, motion carried.**

Committee Reports and comments from Board Members:

Park and Recreation – Mr. Toddes reported that the Rec Park has been doing great. There have been churches having services there along with groups meeting for dinners and lunches in the pavilions and the building.

Planning and Zoning – Mrs. Biggins thanked Michele Long for the project's report.

COG – Mr. Phiel reported that they meet this coming Thursday and a report was already given at the last meeting from the previous meeting.

Public Safety, Highway, CTA, Economic Development – No reports

The Zoning Officer and Treasurer's reports were reviewed.

Unless otherwise noted, all votes were unanimous. The meeting was adjourned at 8:25 P.M. for an Executive Session to discuss personnel.

Michele Long, Secretary

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_____) Supervisors
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