

**Cumberland Township Board of Supervisors
October 23, 2014 Workshop Minutes**

Chairperson Underwood called the workshop to order at 8:30 a.m. Present were Supervisors Underwood, Waybright, Toddes, Paddock and Ferranto; Township Manager Ben Thomas, Jr., Solicitor Sam Wiser, Secretary Carol Merryman, Zoning Officer Bill Naugle, Police Chief Don Boehs, Lieutenant Tim Guise, Engineer Tim Knoebel, Road Superintendent Tom Shealer and Intern Josh Ehrman. Others present were Dale Molina, Carolyn Greaney, Jim Piet and Speros Marinos. Harry Holt from Saint Francis arrived late. The workshop was recorded.

Engineer/Plans:

Mr. Knoebel reported that in August St. Francis was granted an extension for the completion of the improvements to the intersection of Boyd's School Road and Table Rock Road until October 31, 2014. He added that progress has been made, but they are going to need another extension due to a Columbia Gas Transmission high pressure gas main located close to the intersection. The Board requested that St. Francis provide a completion timeline for the project.

Mr. Knoebel also reported that the Township has a request for bond reduction for Cumberland Village, Phase 1C. Mr. Knoebel has prepared a memo dated October 22, 2014 that recommends the release of \$274,477.50 leaving a financial security balance of \$429,020.24.

Mr. Knoebel also reported that the Township has a request from Woodhaven Building and Development for an extension for approval of Cumberland Village, Phase II until December 3, 2015. Mr. Paddock mentioned that he was involved with the design of Phase II and he will recuse himself from voting on this request. Mr. Knoebel stated that he has no problem with the Board granting this extension.

Mr. Knoebel also reported that the William Scott Final Plan will also need a request for extension and he added that this plan has been granted several extensions. Mr. Thomas stated that the Zoning Ordinance does not permit the "panhandle" lot configuration that is proposed. He added that the Board has put many zoning amendments on hold until after the Joint Comprehensive Plan has been adopted and then the Zoning Ordinance will be updated. Mr. Thomas suggested that this plan be withdrawn and Mr. Knoebel will relay this information to Mr. Scott's representative, Mr. Sharrah.

Public comment:

Mr. Speros Marinos, 912 Baltimore Pike, commended the Police Department for their professional handling of an accident that occurred near his business. Mr. Marinos also commended the Board for their continuing attempt at intergovernmental cooperation with their neighbors and he reported that the 265th Anniversary celebration was a success despite the bad weather and lighter attendance than they wanted. Lastly, he asked the Board to complete the Joint Comprehensive Plan so the Zoning Ordinance can be updated. Chair Underwood thanked Mr. Marinos and the Historical Society for their efforts with the 265th Anniversary.

Manager:

Mr. Thomas also thanked Mr. Marinos and stated that he felt that it was a successful event.

Mr. Thomas reported that on September 11, 2014 the Township received a sample ordinance from Rusty Ryan of the Conservation District regarding the requirements of the National Flood Insurance Program. He stated that the ordinance would require an additional permitting process and the appointment of a Flood Plain Administrator. Mr. Thomas added, and Solicitor Wiser agreed, that this is an unfunded

mandate. Solicitor Wisner also added that if the Township does not comply with the requirements by folding this ordinance into the existing ordinances then Township residents will no longer be able to obtain flood insurance. Mr. Thomas stated that the current staff cannot take on this additional work and the Township needs to look at different options for administering this program. He added that at Tuesday night's meeting he will ask the Board to authorize Solicitor Wisner to begin drafting the required floodplain ordinance.

Mr. Thomas also reported that the Township has received a request from J. R. Crushong, Pennsylvania Interfaith Community Programs, Inc., for the release of Recreation Fees for Misty Ridge, Lot 10, in the amount of \$51,000.00. Mr. Thomas stated that the Township received a similar request from them about a year and a half ago and the Board referred that request to the Park and Rec Committee for a recommendation.

Mr. Ferranto made a motion seconded by Mr. Toddes and carried to grant a waiver of the \$5 million liability insurance requirement for the YWCA's 2014 Encore Breast Cancer Awareness 5K held on October 1, 2014. The motion carried 5 yeas – 0 nays.

Mr. Thomas notified the Board that he will be adding a similar request to Tuesday night's agenda for a special event being held by Saint Francis Xavier.

Mr. Thomas and the Department Heads; Road Superintendent Tom Shealer and Police Chief Don Boehs presented departmental overviews of the 2015 Budget. Mr. Thomas also reported that the Preliminary Budget will be presented to the Finance Committee at a meeting on October 28, 2014 prior to the Township meeting and to the public and full Board at the November 6, 2014 workshop at 7:00 p.m. Mr. Thomas reported that he has three major budget priorities:

- Pro-active road projects to be financed through Liquid Fuels funds, General Fund funds and low interest loans (Pa. Infrastructure Bank).
- To bring in an architect to reinvent the interior of the Township Building and Police Department to improve safety, public convenience, needs spacing and long-term use. He added that he will ask for authorization to search for grants, low interest loans or a line of credit.
- To create a comprehensive funding plan that would earmark funds for capital improvements from 2016 to 2020 specific to roads and the Township Building.
- He would like the Board to tour the facilities and review the Township's equipment after the workshop.

Mr. Shealer, Superintendent of Roads, presented his budget message. He reported that the Road Department maintains 46.1 miles of roads and there are several new developments pending for dedication. He also reported that, with the help of Intern Josh Ehrman, they have developed a Condition Assessment Program for the roads and are working on an inventory and assessment for all stormwater infrastructure and road signs. He added that the data from the new assessment program gives them the ability to develop accurate budget numbers. He reported that their system standards mirror the Pennsylvania Dept. of Transportation (PennDOT) standards. He reported that they have found that 50 to 60 percent of the Township's road system is failing to some degree and is far beyond the required timeline for preventative maintenance per PennDOT's standards. Mr. Shealer reported that the estimated value of the total road infrastructure, storm drains, guide rails and signage is \$23 million. He added that construction materials cost has been growing at about 4% per year and that the Township cannot depend solely on the Liquid Fuels allocation for the road projects. He asked the Board for dedicated additional financing support from the General Fund. He also reported that they have an aging fleet of equipment. Mr. Shealer thanked everyone for what they have done to help his department in maintaining these valuable assets and reiterated that extra funding is needed to keep the integrity and safety of the Township's infrastructure.

Police Chief Don Boehs presented a written and oral 2015 Budget Talking Points for the Police Department. He reported that the proposed budget has an overall increase of approximately 3% from 2014. He added that 2015 increases include: health insurance costs, overtime due to limited availability of part-time officers, legal expenses, phones, annual support services, training and equipment. He reported that decreases include: part-time salaries, ammunition; absence of the K-9 program and capital purchases. The Capital Reserve budget includes the expenditure for the purchase of two police vehicles and income for the sale of two police vehicles being rotated out of the fleet.

Mr. Thomas reported that the Traffic Impact Study that was done so the Township could collect traffic impact fees must be done every ten years and that will need to be done in 2015. He added that this may give the Township an opportunity to re-invent how the funds can be used in the Township. He added that if the study is not updated then the money that has been collected over the past ten years will have to be returned to the developers who paid it. He also reported that the new 800 radio system will go online in 2015 and is being paid for through grants but, could have potential costs in the future. The fee structure will be reviewed by staff for 2015. There are new stormwater regulations (MS4) that may affect the Township in the future and staff will continue to watch health care costs. Mr. Thomas stated that the creation of the Capital Reserve Fund has been very positive for the Township and no money has been borrowed for vehicle purchases since. He added that he will ask the Board to look at the existing properties to see if the use can be reinvented. He added that we are getting a price to expand the security for the Township Building, expanding staffing needs in the future and attempting to create a LERTA zone in the Township.

Solicitor: Solicitor Wisner reported that the Township is working on developing a final agreement for the School Resource Officer with Gettysburg Area School District and when it is complete it will come back to the Board at a public meeting for action. Solicitor Wisner added that he will need an Executive Session with the Board to discuss the School Resource Officer and Collective Bargaining.

Committee Reports:

Planning/Zoning – Mr. Waybright reported that a Joint Comprehensive Plan meeting was held last week and it is slowly moving along. Mr. Paddock reported that the focus was on the properties that are being purchased and taken off of the tax rolls. He added that they did not want to create growth areas in the same place where preservation is proposed.

Public Safety – Chair Underwood reported that a surplus police vehicle is being detailed now and will soon be advertised for sale.

Finance Committee – Chair Underwood reported that there will be a meeting on Tuesday prior to the regular meeting.

Park and Rec – Mr. Toddles stated that he will get his committee together to discuss the Misty Ridge request and he has some things happening at the Rec Park that he wants to run by the committee and then bring back to the Board.

Personnel – No report.

CTA – Chair Underwood reported that there is a letter of resignation to be discussed during Executive Session.

COG – Chair Underwood reported that the By-Laws may be amended for future needs.

Adams County Conservation District (ACCD) – Chair Underwood reported that they are now a stand-alone facility and they are looking to contract for snow-removal and Solicitor Wisner agreed that the Township could give them a price because it would be inter-municipal. Mr. Thomas expressed a concern about having enough staff to perform the extra work.

Economic Development – No report – LERTA already mentioned.

Central Adams County Joint Comprehensive Plan – Reported under Planning and Zoning.

CT411 – Chair Underwood reported that she attended a Gettysburg Municipal Authority (GMA) meeting Monday night and she reported that they discussed, in depth, the addition of a Township representative to

the GMA Board. She asked the Board if they want her to continue to pursue this representation and the Board agreed that they want her to continue.

Mr. Harry Holt, St. Francis Xavier, stated that he will provide a timeline for their intersection improvement project for Tuesday night's Board meeting as requested for their extension request.

Chair Underwood checked the Board's availability for the following meetings:

Workshop - November 6, 2014 @ 7:00 p.m.

Workshop – November 20, 2014 @ 8:30 p.m.

Meeting – November 25, 2014 @ 7:00 p.m. (Mr. Waybright will be absent)

Workshop – December 4, 2014 @ 7:00 p.m. (if needed)

Workshop – December 18, 2014 @ 8:30 a.m.

Meeting – December 23, 2014 @ 7:00 p.m.

The workshop was adjourned at 10:32 a.m. for an Executive Session to discuss personnel matters, with no report to follow.

Carol A. Merryman, Secretary

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_____) Supervisors
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