

**Cumberland Township Board of Supervisors  
September 19, 2013 Workshop Minutes**

Chairperson Underwood called the workshop to order at 8:30 a.m. Present were all Supervisors; Township Manager Ben Thomas, Jr., Solicitor Jason Kelso, Assistant Secretary Carol Merryman, Zoning Officer Bill Naugle and Engineer Tim Knoebel. Others present were: Dale Molina, Carolyn Greaney, Bob Sharrah, Rich Leatham of S & A Homes, and Vanessa Pellechio from The Evening Sun. The workshop was recorded. Speros Marinos arrived later.

**Engineer** - Mr. Knoebel reported the following:

The Township has received a request for release of financial security for the Gary McCray Land Development on Biglerville Road and Meadow Drive. He reported that the money was being held for stormwater management facilities that were not installed per the plan. That has now been corrected and a new as-built plan has been submitted. Mr. Knoebel supplied a memo dated September 18, 2013 that recommends that the financial security be released.

Misty Ridge Recreational Lot Subdivision and Land Development Plan - The plan proposes the subdivision of a 1.225 acre parcel from the adjacent Seventh Day Adventist Church property to be added to a 1.012 acre Misty Ridge lot. The new lot is proposed to contain a new pavilion with central water and sewer and will be accessed via proposed new sidewalks. There is also a Sewage Planning Exemption that will need approval to be sent to PADEP. The Cumberland Township Authority has provided a letter indicating that they have the capacity to serve the project. Mr. Knoebel supplied a memo dated September 18, 2013 and he went over the remaining items from the plan that still need to be addressed and stated that he felt that the plan could be approved contingent upon the items being addressed.

Mr. Rich Leatham of S & A Homes reported that they have commenced earthwork at Cannon Ridge, Phase III. He presented the Developer's Agreement, Cumberland Township Authority's agreement and reported that they will be getting a letter from Gettysburg Municipal Authority for water service. He added that they will have the bonding next week, and be paying the escrow payment and Park and Rec fees. Mr. Thomas reported that the Township has placed a timeline in the Developer's Agreement for finalizing the first two phases and he will send the Board a copy of the agreement for review and possible approval at Tuesday night's meeting.

**Public comment: None**

**Manager:** Mr. Thomas reported the following:

The Township received three requests for proposal for auditing service for 2013, 2014 and 2015.

Smith Elliott Kearns and Company	2013 - \$6,500.00	2014 - \$6,675.00	2015 - \$6,850.00
Sturgill Trostle	2013 - \$6,700.00	2014 - \$6,900.00	2015 - \$7,100.00
Stambaugh Ness	2013 - \$8,500.00*	2014 - \$8750.00*	2015 - \$9,000.00*

\* not to exceed

The three companies also provided hourly charges for consulting services and are Certified Public Accounting firms. The rates are lower from previous years because Mr. Thomas writes the Management Discussion and Analysis in lieu of the auditor writing the notes that were part of prior audits. The Cumberland Township Authority received similar quotes for their auditing service and they awarded the contract to Smith Elliott Kearns and Company.

The Township has received the collective bids for the Adams County Solid Waste Contract. The bids were opened yesterday by the Adams County Commissioners. The County solicitor will be reviewing the bids and they are encouraging the Township to review the bids in consultation with their solicitor. The next step will be to meet with our collective group of Straban Township and Abbottstown Borough and a final decision is needed by mid-November. The bids were given to Solicitor Kelso for his review. There were four bidders. The Board

asked staff to contact some municipalities that are currently served by the apparent low bidder.

H. A. Thomson (insurance underwriter) supplied the Township with two quotes for Worker's Compensation: Amerihealth - \$68,578.00 and State Worker's Insurance Fund (SWIF) - \$69,767.00. The Township did receive a certificate of non-renewal from their current carrier due to PA Act 46. The Township is required to provide Worker's Comp insurance to volunteer fire departments located in the township (Barlow) and Mt. Joy Township does reimburse the Township for the portion of their township that Barlow serves.

The 2014 Minimum Municipal Obligation for the Police and Non-Uniformed Pension Plans are as follows:

Non-Uniformed - \$55,901.00 Police - \$125,919.00

We are anticipating receiving about \$96,000.00 from the Commonwealth of PA to pay towards the 2013 MMOs and the estimated increase from 2013 to 2014 is 10% - \$17,152.00.

**Solicitor:** Brief Executive Session needed.

### **Committee Reports:**

**Planning/Zoning and Comprehensive Plan** – Chair Underwood reported that the County Planning is working on establishing a day and time for the joint comprehensive planning meetings with Gettysburg Borough and Straban Township.

**Public Safety** – See below

**Finance Committee** – Chair Underwood reported that the committee has a recommendation for filling the vacancy in the Maintenance Department (to be finalized Tuesday night). Mr. Shealer added that they hope to have the new employee in place by September 30<sup>th</sup>. Mr. Thomas added that there will also be a recommendation on Tuesday evening to transfer \$30,000.00 from the General Fund to the Capital Reserve Fund and to consider another transfer of \$30,000.00 in December. The \$60,000.00 transfer was budgeted in 2013.

**Park and Rec** – Mr. Toddes reported that they are pleased with the progress of the Gettysburg Area Recreation Authority and the Township's Park and Rec Committee received plans for the Topper property.

**Personnel** – Chair Underwood reported that the Personnel Committee also recommends filling the vacancy in the Maintenance Department with the gentleman that was chosen through the interview process.

**CTA** – Mr. Shealer reported that the project is back up and running. The pumps were set at the Willoughby Run Road pump station and they are still negotiating with the contractor for the repairs to Old Mill Road. Chair Underwood reported that the Gettysburg Municipal Authority did have the letters of request for representation from Cumberland and Straban Townships on their agenda. She added that she spoke with Mr. Monahan and asked that when they are discussing different locations of wells etc. to please state an address or street name because many of these locations are located in Cumberland Township. A report of the condition of the dam located in the Township will be requested.

**COG** – No report.

**ACTPO** - No report.

**Economic Development** – No report.

**150<sup>th</sup> Commemoration** – Chair Underwood reported that Mr. Ferranto was kind enough to see that all Supervisors were invited to the dedication of the Blue Star Memorial Byway Marker. The Medal Of Honor Commemoration is ongoing and there will be fireworks on Friday evening and Emmitsburg Road will be closed for a short time. November 19<sup>th</sup> will be the 150<sup>th</sup> Commemoration of the Gettysburg Address. The Journey through Hallowed Ground will be planting 167 trees at the Bliss Farm but, there is no real access for the public. She added that each tree will be tagged with the name of a fallen soldier.

**CT411**– Mr. Naugle reported that the former (vacant) Sonic gas station on Biglerville Road has been mowed and the Township will try to recoup the cost.

Mr. Thomas reported that he will ask for an affirmation of the motion to move forward with the Conditional Use hearing for the Shentel communications tower also approving the Site Lease Agreement with Shentel.

Mr. Thomas also reported that a totally digital phone system was installed this week and we will be eliminating some of our telephone numbers. He added that there is a phone located behind the Supervisors for their use

during meetings.

Mr. Shealer reported that we were notified that our estimated 2014 Liquid Fuels allocation will be \$173,128.00 and that is about \$6,700.00 less than 2013's allocation.

**Public Safety** – Chair Underwood asked for questions regarding the .25 mill Fire Tax since two Supervisors were absent from the workshop. Mr. Shealer stated that he feels that the Memorandum of Understanding (MOU) with the fire companies should be in place prior to enacting the tax and he asked if the Township could collect an administrative fee for managing and distributing the funds. Chair Underwood stated that the Township should have an MOU with the fire companies regardless of whether we have a Fire Tax or not. Mr. Thomas and Solicitor Kelso agreed. Mr. Thomas explained how the process would work and stated that he does feel that it would be appropriate to collect for the cost of the staff's time.

There being no further business, the meeting was adjourned at 9:40 a.m. for an Executive Session with no report to follow.

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Carol A. Merryman, Asst. Secretary

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