

CUMBERLAND TOWNSHIP BOARD OF SUPERVISORS
730 CHAMBERSBURG ROAD, GETTYSBURG, PA 17325
SEPTEMBER 24, 2024
MEETING MINUTES

Chairman Phiel called the regular meeting to order at 7:03 P.M. Present were all Supervisors: Phiel, Biggins, Ramsburg, Brauning and Sheppard. Also, present were Solicitor Sam Wiser, Township Manager David Blocher, Police Chief Matthew Trostel, Superintendent of Roads Chris Walter, Treasurer Camie Stouck-Phiel, and Township Secretary Michele Long.

Chairman Phiel led the Pledge of Allegiance.

Chairman Phiel welcomed everyone to the new temporary location and thanked the road crew for all their help with the move.

Agenda Approval

Mr. Phiel asked for approval of the agenda as written.

Mr. Brauning made a motion to approve the agenda as written, seconded by Mrs. Ramsburg, and carried. 5-0

Mrs. Ellen Dayhoff with the Adams County Planning Office came to speak of the Agricultural Preservation program. Mrs. Dayhoff gave an update on the farmland preservation program, specifically the Cumberland Township portion. Mrs. Dayhoff thanked the Township for participating with the Maring property being added to the farmland preservation list. She also gave some background information on how farms can be enrolled in the preservation program. Mrs. Dayhoff explained there is one more farm in Cumberland Township on the list for preservation. The farm will be on the list for the budgeted 2025 money for preservation. Mrs. Dayhoff stated that they request 10% of appraisal value of the property or \$30,000.00 whichever is greater from the Townships and appreciate the Townships that are so grateful to participate.

Public Comment:

None

Consent Agenda Approval

Mrs. Ramsburg made a motion to approve the consent agenda, items 6a – 6g, as presented, setting the agricultural security area hearing for October 22, 2024 at 6:30p.m. with the regular meeting to begin directly afterwards, seconded by Mr. Sheppard, and carried. 5-0

- 6a. Action on Minutes – August 27, 2024, Regular Meeting Minutes.
- 6b. Approval of Bills for the month of September- General Fund - \$753,730.50; Escrow Fund - \$6,213.86; Building Fund - \$33,078.65; and State Fund - \$131,251.37.
- 6c. Engineering Items:
 - 1. Clowney Butcher Shop – Sewage Planning Module; motion to authorize adoption of the resolution, signature, and forwarding to PA Department of Environmental Protection as per KPI comment letter dated September 10, 2024.
 - 2. Approval to release the financial security being held for The Spangler Trail stormwater management plan per the September 17, 2024, KPI comment letter.
 - 3. Approval to release the financial security being held for the Meadowview Townhomes land development plan per the September 18, 2024, KPI comment letter.
- 6d. Finance Committee:
 - 1. Approval for contracted snow plowing with Woerner Hauling, LLC at \$135.00 per hour.
 - 2. 2024 Commonwealth state aid allocation supporting the volunteer fire relief association(s)

(VFRA) of the fire company(ies) which serve your community is scheduled to be direct deposited on September 18, 2024, in the amount of \$52,485.67. (Township will split the distribution, Barlow Volunteer Fire Relief Association--\$26,242.84 & Gettysburg Volunteer Fire Relief Association--\$26,242.83).

3. Approval of repairs to the hatch on police cruiser 155 from Scott's Body Shop in the amount of \$2,751.25.
 4. Approval of change order request #1 for the building renovation project in the amount of \$5,835.00 for floor and electrical design changes.
 5. Approval of change order request #2 for the building renovation project in the amount of \$18,403.27 to alter the location of the storm water basin to meet the Township steep slope ordinance requirements.
 6. Ratify the approval of \$5,000- \$8,000.00 from Pennoni for Engineering fees related to the Herra Ridge bridge CMT-1, T-338 for engineering fees. The information collected will be used for planning and include information needed to apply for the PennDOT Multi Modal Transportation Fund grant.
 7. Approval to purchase repair parts for the 6110 John Deere tractor from Atlantic Tractor in the amount of \$2,420.63.
- 6e. Personnel Committee:
1. Authorize the Personnel Committee and Police Chief to proceed with consideration to hire a police cadet.
- 6f. Set hearing date for the Agricultural Security Area Application for the property located at 1260 Table Rock Road for October 22nd, 2024 at 6:30 p.m. with the regular meeting to begin directly after the hearing.
- 6g. Approval of Resolution 2024-12 for workers compensation insurance to cover the operational support personnel for Barlow Volunteer Fire Department.

POLICE REPORT:

Police Chief Trostel presented an oral and written report of police activities for the month of September 2024 including: 310 calls for service, 194 traffic stops, 22 criminal incidents and 6,180 patrol miles. Some highlights of the report were:

- Cadet Jordan Spidle is excelling at the academy.
- Applications have been received and interview dates are being considered for the hiring of a police cadet.
- Officers completed the night shoot at the County 911 range and are now working on fall qualifications.
- Car 153, the Chevrolet Caprice was sold on Muncibid for \$5,655.55.
- Officers and the Township Road Crew team moved the bulk of the Police Department on Monday September 16th to the temporary offices at the old Gettysburg Country Club.
- Detective Steve Higgs and Officer Eiker were praised by Adams County Detective Eric Beyer for their assistance on a warrant in the Township.
- Wednesday Oct. 2nd at the Bantam Roaster Coffee Shop will be the 'Coffee with a Cop' event which Chief Trostle will be attending, more information will be forthcoming on Savvy Citizen.

MAINTENANCE DEPARTMENT REPORT:

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

- Mr. Walter stated they finished pipe work on Blackhorse Tavern Road and upgraded storm sewer piping on Herra Ridge Road between Old Mill and Route 30.
- The late season storm brought clean ups in various areas with trees down, debris in roadways and washouts on the roads.
- The crew assisted the Administration, CTA and Police Departments in their move to the

temporary office.

- Jordan worked with Gettysburg Area Recreation Authority, Gettysburg Fire Department and Gettysburg Borough on the lighting system at the Recreation Park in Gettysburg.
- Ryan Picarelli from KPI and Chris did a walk through of the Old Mill Overlook/Gettysburg Overlook development to comprise a final punch list in anticipation of final paving of the development and the upgrades to Old Mill Road.
- They are working on the relocation of the power supply to the fuel tanks as part of the planned preparation work for the remodeling project.
- Chris met with Herrs Signal regarding the traffic signal at Herrs Ridge Road and Route 30. Everything seems to be working in accordance with the approved PennDOT permit. The light will continue to be monitored for abnormal operation.

ACTIVE BUSINESS:

Approval of 90-day extension request #4 for the Adams County Library land development plan, originally submitted on September 18, 2023.

Ryan Schuster with K&W Engineers representing the applicant stated they have been waiting for an ordinance change to be approved from Gettysburg Borough to resubmit plans to the Township, they have now submitted revisions for the next Planning Commission meeting in October.

Mr. Brauning made a motion to approve the 90-day extension request for the Adams County Library land development plan. Second by Mrs. Biggins and carried. 5-0

MS4 Update/Public Participation – Submission of the annual report to the P.A. Department of Environmental Protection.

Mr. Knoebel gave an MS4 update to the Board adding that there is an annual report which is due to DEP by September 30th, 2024. Mr. Knoebel spoke of all the items that have been completed to have this annual report ready to submit, including the permit requirements with Minimum Control Measures (MCM's) and Pollutant Reduction Plan's (PRP's). Mr. Knoebel explained that they are still waiting on the guidance for renewal of these permits which have been extended indefinitely until the Department of Environmental Protection decides when or what should be submitted. Once this information is released the Township will be made aware of what is or may be needed. Mr. Knoebel spoke of the projects at the Longview Boulevard basin and the Gettysburg Brethren Church project which will help with credits. Mr. Knoebel asked the Board for authorization for this annual report to be finalized and submitted.

Mrs. Biggins made a motion to authorize the annual MS4 report to be finalized and submitted to DEP by the deadline of September 30, 2024. Seconded by Mr. Sheppard and carried. 5-0

Enos (Henry) & Rachel King – Sewage Planning Exemption and request for relief of land development plan preparation at their property located on Horner Road.

Mr. Knoebel gave a background of the already approved and recorded land development plan and what Mr. King is requesting with a temporary residence to be located in the beef barn until they build a permanent residence on the farm. Mr. Knoebel explained that the septic area was approved by the Sewage Enforcement Officer, but they still need to go through the sewage planning process. He continued to state that they will need a sewage planning exemption completed. They will need to have second system on the property for the second residence. With this Mr. Knoebel explained that because they are proposing a second residence on the property, they would need to do a land development plan but since the barn is currently there that will hold the temporary residence no new building would be built at this time, which is why the applicant is asking for relief of the land development plan process. Mr. Wisner stated there are several zoning challenges in relation to this proposal. Since this was reviewed as an agricultural building and not a residence, the agricultural zone permits only single-family dwellings not attached dwellings. Secondly, each new dwelling would need to be located on a separate lot, where the current barn is located is not subdivided into a separate lot. Thirdly, the maximum lot area for a single-

family dwelling is only to be 2 acres, the barn with the proposed temporary residence is not on a separate lot and is not 2 acres or under. Mr. Wisner explained that the applicant could seek relief from the Zoning Hearing Board, but the applicant has not satisfied that criteria at this time. Mr. Knoebel stated that if they do not get the approval for the temporary residence there probably isn't a need for the septic approval.

Mrs. Biggins made a motion to deny the Sewage Planning Exemption and the request for relief of a land development plan for the Rachel and Enos King proposal on Horner Road. Seconded by Mrs. Ramsburg and carried. 5-0

Mr. Wisner was directed to follow up with the applicant for the next steps and directions.

Letter of intent to be submitted to Rivers Truck Center for a 2026 Western Star tandem Axle Dump Truck.

Mr. Walter explained the justification for the replacement of the 1997 tandem axle Mack dump truck with a 2026 Western Star tandem axle dump truck to include a snowplow and spreader. Mr. Walter stated that he received multiple quotes from different dealers which River's Truck Center came back with the best price. Mr. Walter added that a letter of intent is required to get the truck on the list to be ordered for delivery in the first or second quarter of 2025.

Mr. Sheppard made a motion to submit the letter of intent to Rivers Truck Center, a costars supplier, to order the 2026 Western Star tandem axle dump truck, noting this is not a binding contract only a letter of intent to purchase, seconded by Mrs. Ramsburg, motion carried 5-0.

Approve signing of the agreement for a one-year extension of the current municipal solid waste contract until March 31, 2026.

Mr. Blocher reviewed the one-year extension from Waste Connections, our current municipal solid waste company, adding that with this one-year extension the rates will remain the same. Mr. Blocher recommended that this would be a good idea for the Township.

Mrs. Biggins made a motion to approve the one-year extension of the current municipal solid waste contract until March 31, 2026, 2nd by Mrs. Ramsburg, motion carried. 5-0

Approve purchase of three 2025 Dodge Durango police vehicles from New Holland Dodge at the cost of \$140,523.00 adding the upfit for two of those vehicles from 10-8 EVS in the amount of \$8,174.74 with a total cost of \$148,697.78 from capital reserve fund. Noting that \$146,262.00 will be submitted for reimbursement from the LSA grant that was awarded from the Commonwealth of Pennsylvania.

Mr. Blocher explained the purchase of the 3 Dodge Durango's for 148,697.78 of which \$146,262.00 will be reimbursed by a grant that has already been awarded. Mr. Blocher stated the money is in the capital reserve fund to cover the cost prior to receiving the money from the grant. Mr. Blocher added that this grant has been awarded we just need to submit for the money to be received. Mr. Blocher stated this was budgeted for next year's budget but with the grant they can be ordered prior to next year.

Mrs. Biggins made a motion to approve the purchase of three 2025 Dodge Durango police vehicles from New Holland Dodge at the cost of \$140,523.00 adding the upfit of two of those vehicles from 10-8 EVS in the amount of \$8,174.74 making a total cost of \$148,697.78 from the capital reserve fund, noting this will be reimbursed with \$146,262.00 from the grant received. Seconded by Mrs. Ramsburg and carried. 5-0

Authorization for change in classification of Secretary and Treasurer

Mrs. Biggins explained that the Secretary and Treasurer positions will be changing to a salary status with one remote day of work per week. This will be for a trial period of 6 months and will come back for a final vote at the April Board meeting. Mr. Blocher stated that our Administrative Department is very well appreciated, and this will give us the flexibility to work with the admin department.

Mr. Brauning made a motion to approve the trial period of 6 months for the Secretary and Treasurer to be moved to salary status and have one remote day per week, seconded by Mr. Sheppard and carried 3-0. Phiel and Ramsburg abstained, abstention memo's attached.

Motion to adopt Resolution No. 2024-13 which increases the recreation fee in lieu of dedication for residential and nonresidential development in accordance with Section 22-415(1)(B)(5) of the Code of Cumberland Township.

Mr. Blocher stated that the Recreation fees have not been adjusted in 17+ years and the cost of providing recreational amenities has significantly increased. Mr. Wisner reviewed the updated Resolution which increases the recreation fee in lieu of dedication for residential and nonresidential development. For new residential development in excess of 10 or more lots or dwelling units whichever is more the fee will be \$2,406.00 per lot or dwelling unit. For nonresidential the fee will be \$1,203.00 per 1,000 square feet of building floor area for development situated on 10 or more acres. The Township worked with the Adams County Tax Services Department on appraisals of property within Cumberland Township and how these amounts should be increased.

Mrs. Ramsburg made a motion to approve Resolution 2024-13 which increases the recreation fee in lieu of dedication for residential and nonresidential development in accordance with Section 22-415(1)(B)(5) of the Code of Cumberland Township. Seconded by Mr. Sheppard and carried. 5-0

Committee Reports and comments from Board Members:

Personnel, Park and Recreation, Economic Development, CTA, COG, CT411:

Personnel: Mrs. Biggins stated that a meeting date will be set for October and interviews will be upcoming for the Police Cadet.

Park and Recreation: Mr. Sheppard stated they still do not have an executive director; they are hoping by the end of this week they will be able to offer the position to an applicant. Mr. Sheppard thanked Jordan with the Township with providing the lift truck and Steve Toddes along with Arendtsville Fire Department for helping with the security lights at the Rec Park. Jeff Gastley has been brought in to help with items in the park. Mr. Sheppard stated the park looks great. Mr. Phiel thanked Mr. Sheppard for all his work with the park to make it look great.

Economic Development Committee: No items

CTA: No items

COG: Mr. Phiel stated the COG meeting will be this Thursday, September 26th, 2024. Mr. Phiel reiterated the items from the last meeting which were all stated in the August 27th, 2024 Board minutes.

CT411: No items

STAFF REPORTS

Manager:

Mr. Blocher reported the following:

- As of September 16th, the Administrative and Police Department operations have been successfully moved to our temporary location. This was done by all the staff, the only moving expense consisted of a two-day box truck with liftgate rental. The Township is extremely thankful and proud of everyone that made this possible.
- The Township consolidation of parcels is now complete and recorded.

- The Township building renovation project continues to move forward. The carport variance was approved by the Zoning Hearing Board to adjust the parking space widths. The Planning Commission has recommended conditional approval to the Supervisors for the building renovation land development plan to most likely be considered at the October board meeting. Two areas that are being adjusted are shifting the Storm Water Management to avoid steep slope challenges and to add additional trees to not only meet the buffer requirement but to make it a proper buffer for our neighbors. Our anticipation would be that the bid would go out October 23rd following approval within 45 days via PennBid.
- Our budget process has started with a workshop in October. The intent would be to hopefully have a budget to be reviewed in October with adoption in November.
- The Township had a meeting with Representative Moul on September 3rd. This meeting included Representative Moul, Chairman Phiel, Chief, Trostel, and Mr. Blocher. They discussed things happening in Pennsylvania and reviewed our building renovation. We want to thank Mr. Moul for his support in the building process.
- On September 16th I attended the Adams County Boroughs Association meeting. This invitation was extended to all municipal and fire departments in Adams County. PA State Fire Commissioner Thomas Cook spoke for almost four hours about changes and challenges municipalities are facing with providing fire protection. Mr. Cook highlighted three areas; resource management, staffing levels, and funding. These will be discussed more with the public safety committee.
- The Township hired Roy Kent to fill the as needed upfitter and radio technician position.
- Mr. Blocher attended the PSATS summit in Landsdale on September 23rd & 24th. Topics included in the summit were a presentation from the PennDOT Liquid Fuels Audit Manager, Municipal finance review, collective bargaining, procurement review, best practices, and updates in municipal government.
- The Township Finance committee attended a presentation from PennBid. The PennBid system is an electronic option for bidding vs the traditional paper process. This system will be utilized for the building renovation process and additionally will be considered for future business in the Township.
- Township Grant update: Currently working on gathering information to apply for a LSA grant to upgrade technology in our Police Department. Also, we are looking to apply for funding via PennDOT MTF for future bridge replacement on Herts Ridge Road. More on those opportunities will be presented in October. We are waiting to see how our C2P2 and GTRP grant applications make out and should know 4th Qtr. this year. We are also waiting to hear the outcome of the additional applications for RACP and LSA funding.

Treasurer:

Mrs. Camie Stouck-Phiel reported the following:

- Continued to work on the Preliminary 2025 Budgets.
- Completed and filed the Green-Light-Go Grant Submission for \$105,520.00.
- Completed the first and second of three classes on key features to using the QuickBooks Enterprise software. Each of the three sessions is geared toward a different aspect of the software, as well as tools and hints to enhance use. After the first session I alerted CTA's Secretary about the QuickBooks software and payroll cost structure changes and encouraged her to contact my QuickBooks representative to discuss switching to Enterprise for cost savings now and in the future.
- Attended The Role of Planning Commissions class. This informative class discussed the integral role of the Planning Commission. The interplay between the Planning Commission and the Township staff and Board was also discussed. Finally, best practices for the internal management of a Planning Commission were detailed.

Unless otherwise noted, all votes were unanimous. The meeting was adjourned at 8:20 P.M. to executive session to discuss litigation and personnel.

Michele Long, Township Secretary

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_____) Supervisors
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