

On March 15, 2022, at the Oxford Township Building, 780 Hanover Street, New Oxford, PA 17350, Chairman M. Frank Sneeringer called the Board of Supervisors Meeting to order at 6:30 p.m. followed by the Pledge of Allegiance to the American Flag. The quorum consisted of Chairman M. Frank Sneeringer, Vice Chairman Harry McKean and Supervisor Mario Iocco. Sitting with the Supervisors was Township Solicitor John Baranski, Engineer Nate Simpson, Manager, Code and Zoning Officer Darrin Catts, and Township Treasurer Beverly Frey.

**Meeting Minutes:**

McKean second by Iocco motioned to approve the March 2, 2022 meeting minutes as written. 3 Aye Votes

**Public Comments Non-Agenda Issues\*:** None

**Chief Staab's Report:** Chief Staab reported in February, EARP wrote 31 Supplemental Reports, 98 Incident Reports, 4 Non-Traffic Citations, 2 Misdemeanor Arrests and 1 Felony Arrest. EARP initiated 63 Traffic Citations, 23 Written/Verbal Warnings and 10 Accident Reports. For crime, EARP had 3 part one crimes for the month of February, an assault between a father and a child which was investigated and unfounded. They had a burglary report on Shank Road from Myer's Construction where someone broke into the equipment trailer taking a generator and a chop saw. There was a theft of an auto from a Hanover rental car agency, a lady entered into a lease agreement, did not return the vehicle after being notified her lack of payment, EARP issued a warrant for her arrest.

**Adopt Resolution 2022-17 for Destruction of Files:** McKean second by Iocco motioned to adopt Resolution 2022-17 destruction of files. 3 Aye Votes

**Motion to Accept Proposal to have Old Files Destroyed:** McKean second by Iocco motioned to have HIG destroy the old files. 3 Aye Votes

**Manager's Report:**

Notice was mailed to Glen Gery pertaining to the rezoning. Advertisement for the hearing and possible adoption was published today in the Gettysburg Times, will also be published on March 29 in advance of the April 6 hearing and public meeting to consider adoption.

Estimates to remodel the office and conference room were received from JS Construction for \$20,004 and Smith Brothers for \$26,000; both estimates were included in the Supervisors binders. Conewago Enterprises, Holland Construction and Kinsley Construction declined to submit a bid for this project. Catts spoke with counsel from PSATS yesterday and informed them he was having trouble finding companies that were willing to bid a project. The Counsel from PSATS stated to simply document the fact that multiple attempts were made to secure the required number of bids, then award it as the Board of Supervisors desires with our Solicitor's input. **Motion to Consider Proposal for Building Remodel:** McKean second by Sneeringer motioned to award the contract to JS Construction in the amount of \$20,004 for the remodel of the conference room and front office. 3 Aye Votes

Catts had discussions with Heartland Solutions about electronic payments. The terminal at the office will cost \$250.00 to take cards. They have an online option that would take the user to their online secure payment center to process the electronic payment. The cost for this option is \$33.50 per month plus 10% of the convenience fee. These transactions are processed daily and deposited the following morning similar to the terminal at the office. Catts advised with the Supervisors' consent, we will move forward with securing these services and equipment. Baranski advised the convenience fee will need posted at the front office window as well as on the Township's website. Sneeringer said keep track of it for 6 months to see how much it is used and go from there.

New solar batteries were installed for the flashing lights on Hanover Street and Red Hill Road, we have received keys and manuals and Roadmaster Rummel will monitor the function for 30 days.

Catts advised the stop sign at Brickyard Road and Hanover Street has been refaced with a protective coating; this was done in 4 days for \$60.

Catts has made numerous attempts to contact the property owner for the sewer extension easement. It occurred to Catts that the property owner is not aware that a manhole is already on the property and that the township is just seeking permission to access it.

Catts is registered for the PSATS conference, he will be attending April 25 for the opening, voting and attending 3 seminars.

Catts had follow-up meetings with both of the IT support companies to speak about their options for scanning and online storage for some of our documents. Stratix presented a document management system (DocuWare Cloud) along with scanning. The staff felt this was more than we had asked for and there was a significant yearly fee for the management software on top of the additional charges to scan our files. Higher Information Group (HIG) provided a sample flash drive with several parcel files scanned in and organized on it. This was more in line with what we were looking for. There is no yearly fee other than maybe some additional cloud storage we would need based upon the amount of information we are storing online. Both companies have fees for converting our documents to electronic format. For a normal Staples box of documents there is an average of 2,200 documents; pricing is dependent upon the number of forms scanned but will average \$300-\$325 per box. The information from each company was in the Supervisors binders for their review. **Motion to Consider Quote for Back up of Files:** The motion was tabled. Sneeringer asked Catts to get a better cost estimate.

The ACTPO meeting was rescheduled from March 23, 2022 to April 27, 2022. Frey will tune in online for this meeting as Catts is off that afternoon.

Catts received an email from NOMA stating they had investigated a sewage smell at 800 Lingg Rd. Their system was intact and functioning as designed. They did see evidence of possible sewage in a front yard. Catts spoke to and forwarded the email to Gil at KPI and asked him to investigate and get back to us.

Sneeringer and Catts are on the agenda for a meeting with the Berwick Township Board of Supervisors on March 22 at 8:30 am to update them on the traffic light project. They are also on the agenda for NOMA's meeting that same afternoon.

**YATB Report:** Robert Martin advised he did not receive any reports and the only thing on his agenda is a ACTCC tax appeal meeting scheduled for April. Frey advised she did receive the February YATB report.

**Solicitor's Report:** Baranski advised he had two questions for the Supervisors regarding ERY's Developer's Agreement. ERY wants to make monthly payments for the signal; the Supervisors advised no monthly payments; the full lump sum should be paid by the execution date of the agreement. The second one was the easement for two residents. The Supervisors were okay with the way ERY has it stated in the agreement. It was also noted that the township still needs the O&M and the Bonding from ERY.

**Engineer's Report:** Simpson's report was in the Supervisors binders for review.

Summerfield Development submitted a new culvert design which Simpson advised it was reviewed internally and it works.

Simpson talked to TRG and they plan to submit the warrant analysis for the signal to PennDOT this week.

Simpson advised 8 bids were received for the 2022 Roadway Improvements Bid, with Knisley being the low bidder at \$91,690. Iocco asked if the road work included Red Hill Road? Simpson said it includes Kohler Mill Road, Poplar Road and Red Hill Road. Simpson asked the Supervisors to award Kinsley Construction, Inc. the bid.

**Motion to Accept Bid for the 2022 Roadway Improvements:** McKean second by Iocco motioned to award the bid to Kinsley Construction, Inc. in the amount of \$91,690 for the 2022 Roadway Improvements. 3 Aye Votes

Simpson will take care of sending out the bid award letters.

Simpson and the Supervisors discussed the ACT 537.

**Roadmaster's Report:** The Roadmaster's report was included in the Supervisors binders for review.

**Code and Zoning Officer:**

ZONING:

6-Municipal Permits

2-Occupancy Certificates

CODE ENFORCEMENT:

Catts advised final inspection for the theater at The Brethren Home Community was done last Thursday to resolve the outstanding accessibility issues, the U&O was issued the same afternoon.

Catts received a submission for the Zoning Hearing Board yesterday for a setback variance. The hearing is scheduled for April 20<sup>th</sup> 7:00 pm to allow the Planning Commission to hear the request on April 13<sup>th</sup>; all parties were notified.

Catts sent a letter to the owner of 1145 Irishtown Road about the conditions present at this parcel. He received a call from that owner last Thursday assuring Catts that steps will be taken to correct the problems, including the cats. Catts thanked her for responding so quickly and asked

her to keep him informed as to her progress. Catts assured her as long as progress was being made to correct the deficiencies, she would have no further problems with the Township.

Catts received a request from Summerfield to review a new culvert design. Catts reviewed it along with Roadmaster Rummel and Engineer Simpson; this is a preferred design and will be better for the township to maintain in the future.

Spring is definitely here as many property owners are seeking permits and input on their proposed projects.

Catts has had numerous conversations and calls with Miller Brothers about the outstanding items needed to record their plan. He is still waiting for the Developer's Agreement, bonding, and the O&M agreement. PJ Melocheck states Catts should have these items very soon, Catts assured Melocheck, he will record the plan as soon as he receives these items from Melocheck.

Catts received a call from Cathy at Representative Ecker's office, she thanked us for the forward-thinking approach towards the LERTA request and designation. She assured Catts that their office is willing to provide any assistance we may need as this project progresses.

**Secretary's Report:**

Frey noted thank you letters were received from Adams County SPCA and the Adams County Office of Aging for the yearly donations.

We received \$191.23 credit (2021 refund) from PA 1 Call for service fee payments collected.

Frey received the Lower Susquehanna River Keeper- Eisenhower Drive Extension Project Environmental Assessment- Public comments from the February 23<sup>rd</sup> joint public hearing.

Frey emailed the 2021 Audit letter to the Supervisors on March 11<sup>th</sup>, Frey asked if the Supervisors had any questions for Smith Elliott Kerns. Jennifer from SEK will be coming to the office to help with the journal entries.

Frey mentioned the monthly Financial Report for February has a new look it now shows all the accounts that are under the General Fund.

**Public Comment:** Resident, Joe Anastasi said he likes the new Township website.

**Board of Supervisors Discussion:** Iocco asked if PennDOT said anything about the sink hole on Black Lane; Catts advised he will reach out to them.

Baranski asked Catts if he heard anything from Misty Creek; Catts said no and that he will call them.

**Adjournment:** McKean second by Iocco motioned to adjourn the meeting at 7:56 pm. Unanimous Decision. 3 Aye Votes