

**Mount Joy Township Supervisors’
Supervisors’ Regular Meeting & Public Hearing Meeting
March 19, 2020**

Meeting Minutes

Present: John Gormont, Chairman; David Updyke, Vice-Chairman; Bernie Mazer; Jeffrey Patterson; Terry Scholle; Susan Smith, Solicitor; Shannon Hare, Zoning Officer and Code Enforcement Officer

Absent: Sheri Moyer, Secretary

The Mount Joy Township Board of Supervisors met this date, as publicly advertised, at the Mount Joy Township Building located at 902 Hoffman Home Rd., Gettysburg, Pennsylvania.

Call to Order: John Gormont, presiding.

Starting Time: 7:00 p.m.

Pledge of Allegiance

Public Comments: None.

Approval of Minutes:

- Supervisors’ Regular Meeting Minutes, February 20, 2020. Mr. Mazer moved, seconded by Mr. Scholle, to approve the Supervisors’ regular meeting Minutes for February. Motion carried unanimously.
- Supervisors’ Workshop Meeting Minutes, March 5, 2020 – No meeting

Solicitor’s Report: Mr. Paterson moved, seconded by Mr. Updyke, to accept the Solicitors’ report. Motion carried unanimously.

Executive Session:

Start: 7:05 p.m.

Topic: Personnel matters and litigation matters relating to 1800 Baltimore Pike

Meeting Reconvened: 7:24 p.m.

Persons Requesting Time on Agenda: None.

Treasurer’s Reports:

- Approval of Monthly Finance Report. Mr. Updyke moved, seconded by Mr. Patterson, to accept the Monthly Financial report. Motion carried unanimously.
- Approval of Bills Paid Report. Mr. Patterson moved, seconded by Mr. Updyke, to accept the Bills Paid report for February. Motion carried unanimously.

Police Report: Mr. Gormont reported there were a total of 100 calls for the month of February, ten (10) criminal, thirteen (13) traffic (either an accident or traffic stop), sixty-six (66) service/general calls and eleven (11) calls where no response was required.

Road Report: Mr. Updyke moved, seconded by Mr. Mazer, to accept the February Road report. Motion carried unanimously.

Planning Commission Report: None.

Subdivision and Land Dev.: None

Engineering Report: Mr. Updyke moved, seconded by Mr. Scholle, to accept the Engineer's report. Motion carried unanimously.

Zoning & Code Enforcement Officer's Report: Mr. Updyke moved, seconded by Mr. Mazer, to accept the Zoning & Code Enforcement Officer's report. Motion carried unanimously.

Land and Sea Services, LLC, Building Inspections: Mr. Updyke moved, seconded by Mr. Patterson, to accept Land and Sea Services, LLC, Building Inspections report. Motion carried unanimously.

Open Records Officer Report:

- Stefania Arreola, SLK Global Solutions America – requesting outstanding special assessments, open/expired permits and code violations on property addressed 2345 Taneytown Rd – Denied, no such records exist
- Todd R. McCauslin – requesting “financial disclosure statements” for Township Supervisor David Updyke and all private/public email correspondences with regards to “Solar” and David Updyke, since 2015– Granted in part, denied in part.

Fire Company Reports:

	MJT Calls per month	YTD Calls in MJT
1. Alpha Fire Company	1	2
2. Barlow Fire Company	2	4
3. Gettysburg Fire Co.	1	3
4. United Hook & Ladder No. 33-3	0	1

Mr. Patterson moved, seconded by Mr. Scholle, to accept the fire reports. Motion carried unanimously

- Barlow Fire Company 2019 Form 990: The board acknowledges receipt of Barlow fire company's Form 990.

Correspondence:

- Letter dated March 5, 2020 from Gettysburg Area Recreation Authority thanking the Township for the donation.

- Letter dated March 6, 2020 from Realtors Association of York & Adams County enclosing the 2019 Adams County Real Estate Market Report.
- Email from Eric Hubbard, Barlow Fire Company, cancelling fund raising events and reimbursing individuals who already purchased tickets.

Committee Reports:

- Personnel: (Patterson and Updyke) Mr. Patterson announced the resignation of Brad Shank, effective March 25, 2020 and also Sheri Moyer, retiring effective April 17, 2020. As recommended by the Personnel Committee, Shannon Hare will be made full time and will be the Secretary and Open Records Officer along with her other duties as Zoning & Code Enforcement and will be receiving an increase in pay to \$22.00 per hour. Melissa Zirkle, who is the assistant treasurer will be getting more hours and will help Shannon as much as possible, with an increase in pay to \$15.00 per hour. Kyle Martin will be made full time with an increase in pay to \$20.00 per hour.

Mr. Updyke moved, seconded by Mr. Scholle, to appoint Shannon Hare as Secretary and Open Records Officer plus her other duties as Zoning Officer and Open Records Officer with an increase in salary to \$22.00 per hour and full time. Motion carried unanimously.

Mr. Updyke moved, seconded by Mr. Scholle, to move Melissa Zirkle to part time office staff along with assistant treasurer with an increase in pay to \$15.00 per hour. Motion carried unanimously.

Mr. Updyke moved, seconded by Mr. Mazer to move Kyle to full time road crew with an increase in pay to \$20.00 per hour. Motion carried unanimously.

Mr. Patterson stated that since they no longer had a Roadmaster they are going to appoint John Gormont as Roadmaster with a paid salary.

Mr. Mazer moved, seconded by Mr. Scholle, to appoint John Gormont as salaried Roadmaster. Motion carried unanimously. John Gormont – abstained.

Mr. Gormont also announced they are looking for a part time person with a CDL license.

Ms. Smith questioned when the motions become effective and the Board stated the personnel changes would occur according to scheduled resignation/retirement dates, with the hours and pay raises going into effect with the pay period which began today.

- Finance: (Gormont and Updyke) No report.
- Roads: (Gormont) Mr. Gormont invited everyone to go out and see the shop now that it is almost completed.

Business:

- Reaffirm poll for Comb's Agreement: Mr. Updyke moved, seconded by Mr. Scholle, to reaffirm the poll authorizing the Chair to sign the Comb's Tree Removal Agreement. Motion carried unanimously.

- **Appeal of Helix Partners Tax Assessment Appeal:** The board acknowledged receipt of the Helix Partners Tax Assessment Appeal and decided not to participate in the appeal. Solicitor Smith indicate she would make the appropriate notice filing.
- **Extension of Tax Payments:** Mr. Gormont said with everything shutting down as a result of the COVID-19 the County is extending the due date for tax payments until August 30, 2020. Ms. Smith said all the Township can do is to support this or not. The Board said they would support the extension.
- **Resolution – Disposition of Records:** Mr. Patterson moved, seconded by Mr. Scholle, to adopt Resolution 12 of 2020 which would destroy the 2010 Census Information, Comprehensive Plan development paperwork 2002-2003 and Commonwealth of PA Second Class Township Code – Supplements 3, 4, 5, and 6. Motion carried unanimously.
- **Set EMC hourly rate:** Mr. Updyke moved, seconded by Mr. Patterson, to pay Kim Birkhead \$15.00 per hour for training purposes and an ~~her~~ annual \$400.00 salary. Motion carried unanimously.
- **Requests to be on the Historic Property List:**
 - 🚧 2235 Baltimore Pike – owner is Elsie Morey
 - 🚧 3097 Baltimore Pike – owners are Bjarne & Linda Bjornsen

Ms. Hare said she received paperwork from two property owners who requested to be placed on the historic building listing which met the requirements. Mr. Patterson moved, seconded by Mr. Mazer, to accept the two properties located on 2235 and 3097 Baltimore Pike to be added to the Township's Designated Historic Buildings list. Motion carried unanimously.

- **Personnel Manual Revisions:** Mr. Patterson went through the Personnel Manual pointing out proposed revisions which are highlighted in red. Mr. Mazer moved, seconded by Mr. Scholle, to adopt the revised version 1.12 of the Personnel Policy and Benefit Manual. Motion carried unanimously.
- **Seal Coat Bid – Opening:** The Township received one (1) bid in response to the advertisement for Seal Coating. The bid was received by the Township on March 19, 2020 prior to the March 19, 2020 4:00 p.m. deadline. The bid(s) remained sealed and was opened at 7:58 p.m. during the Board of Supervisors' meeting.

Company	Amount	Meet Requirements
Hammaker East, Ltd. 1514 Black Gap Road Fayetteville, PA 17222	\$58,376.26	Yes

Mr. Patterson moved, seconded by Mr. Updyke, to accept the bid from Hammaker East, Ltd. in the amount of \$58,376.26 with the condition that the Township will communicate with them if there is a need to extend the completion date. Motion carried unanimously.

- Low Dutch Road Culvert Bid – Opening: Mr. Vranich said the bids were for material and supplies for box culverts to be replaced. As advertised the bids were opened at 2:00 p.m. with no action taken at that time. There were two options: Bid A was for the manufacture, supply and placement of a 30' span by 8' rise by 32' long three sided box culvert. This included the crane for placement of the culvert. Bid B was virtually the same bid with the exception that the township would provide the crane.

Mr. Vranich said Keystone Concrete Products was low bidder with Bid A being \$121,440.00 and Bid B being \$110,440.00 and their paperwork met the requirements. There was one other bidder for the project which was JVI Group. The delivery date was set for July but there was a clarifier in that section of the bid documents stating adaptations to the delivery date must be coordinated with the contractor and the Township prior to July 1, 2020.

Mr. Mazer moved, seconded by Mr. Patterson, to approve the issuance of the Notice of Intent to Award for Bid A to Keystone Concrete Products in the amount \$121,440.00 conditioned on a satisfactory review by PADEP on the permit drawings or permit issuance by PADEP. Motion carried unanimously.

Mr. Vranich said the second motion he recommended was a motion of notice to proceed upon satisfactory completion of all contract documents. What this allows the township to do is once we get the approval from PADEP we turn to them to get the paperwork and bonds in places so that they can proceed to do the work.

Mr. Mazer moved, seconded by Mr. Scholle, to approve the issuance of the Notice to Proceed to Keystone Concrete Products upon satisfactory completion of all contract documents. Motion carried unanimously.

- Barlow Two Taverns Road Culvert Bid – Opening: Mr. Vranich said this the project ~~was~~ is similar to the previously bid project. For this project there were three bids received: Monarch Products Company, JVI Group and Keystone Concrete Products, Inc. This structure is a smaller structure with a 7½' span, 6' rise and 44' long. Monarch Products was the low bidder at \$49,755.00. Again, this is for the manufacturing, supply and placing the structure. Mr. Vranich said he has worked with Monarch on similar projects and would have no problem with them being the low bidder. He said similar to the other project there will be two motions.

Mr. Mazer moved, seconded by Mr. Patterson, to approve the issuance of the Notice of Intent to Award the Barlow Two Taverns Road culvert replacement bid to Monarch Products Co., Inc. in the amount of \$49,755.00 conditioned on a satisfactory review of PADEP on the permit drawings and permutation by PADEP. Motion carried unanimously.

Mr. Mazer moved, seconded by Mr. Updyke, to approve the issuance of the Notice to Proceed to Monarch Products, upon satisfactory completion of all contract documents. Motion carried unanimously.

- **Floodplain Ordinance Discussion:** Ms. Smith said the FEMA has issued new floodplain maps and that the Board will need to adopt a compliant ordinance by July 21, 2020. She went through the draft document pointing out several items which required the Board's input. The Board decided to continue the requirement that improvements be placed 1.5 feet above flood elevation and the exemption of structures 600 sq. ft. in size, and to exclude the storage of hazardous materials in exempted structures. Ms. Smith indicated that the Township is required to have a Floodplain Administrator. Ms. Smith said typically this would be the Township Engineer, however, PEMA has taken the position that will not allow a third party to be the administrator. Ms. Smith said that the Board could appoint the Zoning Officer to administer the ordinance. Following discussion, the Board was not ready to make a decision on the Floodplain Administrator at this time. Ms. Smith and Mr. Vranich will continue to research this and will discuss it at the next meeting.

Other Business (not on agenda):

- Mr. Gormont said Kim Little contacted the office today regarding extending the April 30th tax payment date and asked the Board to keep her updated on their decision. She also said that her hours will remain the same during this time.

Adjournment: With no further business to be discussed by the Board, Mr. Updyke moved, seconded by Mr. Scholle, to adjourn the meeting. Motion carried unanimously. Meeting adjourned 8:35 p.m.

Respectfully Submitted (*upon review of the meeting tape*),

Sheri L. Moyer
Secretary