

## PUBLIC BOARD MEETING MINUTES

March 30, 2020

Chairman Harlacher called the meeting to order at 7:11 p.m

### **ATTENDANCE**

Supervisors Present Remotely: Steve Harlacher – Chairman  
Dave Markel – Vice Chairman  
Rosa Hickey – Supervisor

Staff Present: Kelly Kelch – Township Manager  
Clifton Laughman – Fire Chief  
Andrew Herrold (Remotely) – Solicitor  
Laura Mummert – Stenographer

### **CALL TO ORDER**

Manager Kelch stated that this Public Meeting would be closed to the public due to the COVID-19 Pandemic and the Governor's instruction for Stay-At-Home practices. However, this meeting was live to the public through the Township's Recreation and Fire Department Facebook pages. It was also stated that residents could make public comment on these pages and it would be addressed. Manager Kelch also provided two phone numbers that the public could call in with any concerns/questions. Manager Kelch also noted that the Public Meeting and agenda were advertised on the Township Website and posted at the Township Office and residents and interested parties were provided with an email to provide questions or comments prior to the public hearing.

### **EXECUTIVE SESSION**

Chairman Harlacher announced there were two(2) executive sessions held prior to tonight's meeting. An emergency meeting was held on March 13, 2020 at 10:30 a.m. in regards to COVID-19 and personnel matters. Another was held prior to tonight's meeting to discuss personnel matters. No action was taken.

### **PUBLIC COMMENT**

No comments were made.

### **APPROVAL OF MINUTES**

- A. The minutes of the February 27, 2020 regular Public Meeting were presented for approval. Motion to approve the minutes of the February 27, 2020 regular Public Meeting as presented.

MOTION: R. Hickey  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

### **OPEN FLOOR DISCUSSION**

None.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

- A. **RESOLUTION 20-10 DECLARATION OF DISASTER EMERGENCY**: Motion to approve Resolution 20-10, declaring a disaster emergency on March 13, 2020 due to a Pandemic (COVID-19)

MOTION: S. Harlacher  
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- B. **RESOLUTION 20-11 DESTRUCTION OF RECORDS**: Motion to approve Resolution 20-11, destruction of Zoning records as presented.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED UNANIMIOUSLY

- C. **RESOLUTION 20-12 EXTENSION OF DISASTER EMERGENCY**: Motion to approve Resolution 20-12, extending disaster emergency for thirty (30) days due to the Pandemic (COVID-19).

MOTION: R. Hickey  
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- D. RESOLUTION 20-13 PAYMENT EXTENSION FOR BUSINESS TAX: Motion to approve Resolution 20-13, extending payment date for business tax return from April 15, 2020, to July 15, 2020.

MOTION: S. Harlacher  
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- E. T-846 LAND DEVELOPMENT SURETY REDUCTION: Motion to approve a request from Scott DeBell, P.E., of Site Design Concepts to release the letter of credit issued for land development plan for 1313 Kenneth Road.

MOTION: R. Hickey  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- F. ORDINANCE 20-01 CABLE FRANCHISE AGREEMENT: Motion to approve Ordinance 20-01, authorizing execution of a cable franchise agreement between the Township and Comcast of Southeast Pennsylvania, LLC.

MOTION: D. Markel  
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- G. ANNUAL POLICE & EMERGENCY SERVICES AWARD MEETING: Motion to table setting a date for the annual Police and Emergency Services Award Meeting due to the COVID-19 Pandemic.

MOTION: S. Harlacher  
SECOND: R. Hickey

MOTION TABLED UNANIMOUSLY

### **ADMINISTRATIVE REPORTS**

- A. RECREATION DIRECTOR – Director Trimmer’s report was reviewed. No additional comments.
- B. FINANCE DIRECTOR – Director Whittaker’s report was reviewed. No additional comments.
- C. FIRE CHIEF – Chief Laughman’s report was reviewed. Chief Laughman spoke to give an update on the COVID-19 Pandemic. Chairman Harlacher commended Chief

Laughman and his staff for their dedication and hard work during this time. No additional comments.

- D. POLICE CHIEF: Chief Snyder's report was reviewed. No additional comments.
- E. TOWNSHIP MANAGER: Manager Kelch recommend that the Board consider a motion to add the COVID-19 response policy to the Township Personnel Policy as provide by the Township Labor Attorney. Motion by S. Harlacher – Second by D. Markel. Motion passed.

Manager Kelch also discussed possible actions to provide tax relief for Township residents, specifically as it related to real estate taxes. Although the Board was not able to take any official action due to the fact that York County was sill consideration various options. By consensus, the Board agreed to recommend that the real estate penalty be eliminated for 2020 and take appropriate action when allowed. The Board directed the Township Manager to convey this to the Head Clerk for York County and continue to seek out tax relief measures for Township residents. The Board requested to be updated on this issue at the April meeting.

Manager Kelch also advised the Board that Penn Waste cancelled the collection of bulk items and yard waste in order to focus all personnel on the collection of trash and recycling. This was done due to the fact that bulk items may require more than one employee to come in contact with the item and allows for more than just hand exposure to the item. Penn Waste also advised that yard waste material may temporarily be placed in with your regular municipal waste. Residents were also requested to keep in mind the maximum weight limit and number of bags or cans allowed to be placed curbside. Waste also advised that they been seeing a lot of cardboard beside their recycling bins. Residents were also reminded to place all materials in the recycle bin to reduce handling and minimize exposure to the virus. Manager Kelch thanked Township resident for their understanding and cooperation during this pandemic

- F. ENGINEER: Engineer Cordaro's report was reviewed. No additional comments.
- G. ZONING OFFICER: Officer Sampere's report was reviewed. No additional comments.
- H. SOLICITOR: Solicitor Herrold's report was reviewed. No additional comments.

- I. PUBLIC WORKS DIRECTOR: Director Callahan's report was reviewed. No additional comments.

**BILLS:** Motion to pay the following bills as presented:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
General Fund	28736-28860	\$ 465,091.24
WMT Sewer Fund	4291-4324	\$ 339,660.28
Liquid Fuels	822-836	\$ 39,695.79
Payroll 05: Pay Pd. Ending 02/29/20	Paytime Vouchers	\$ 159,190.55
Payroll 06: Pay Pd. Ending 03/14/20	Paytime Vouchers	\$ 166,045.45

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:30 p.m

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

MOTION TO APPROVE: \_\_\_\_\_

SECOND: \_\_\_\_\_

DATE: \_\_\_\_\_