

**CUMBERLAND TOWNSHIP BOARD OF SUPERVISORS**  
**1370 FAIRFIELD RD., GETTYSBURG, PA 17325**  
**REGULAR MEETING**  
**NOVEMBER 28, 2023**  
**7:00P.M.**

Chairman Phiel called the regular meeting to order at 7:00 P.M. Present were all Supervisors: Phiel, Toddes, Ramsburg, Biggins and Brauning. Also present were Solicitor Sam Wiser, KPI Representative Brandon Guiher, 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.

**Agenda Approval**

**Mr. Toddes made a motion to approve the agenda, seconded by Mrs. Ramsburg and carried. 5-0**

**Public Comment:**

None.

**Visitor**

Erin Peddigree from the Gettysburg Area Recreation Authority (GARA). Ms. Peddigree gave an overview of the 2023 year and the programs that were held at the Rec Park for the year. Ms. Peddigree also spoke of the repairs/renovations that were completed along with the major projects they are continuing to work on. She also reviewed the 2023 income and expenses. Ms. Peddigree stated that the Farmer's Market was very successful this year and they will be back next year.

**Consent Agenda Approval**

**Mrs. Biggins made a motion to approve the consent agenda, items 6a – 6g, as presented, seconded by Mr. Brauning and carried. 5-0**

- 6a. Action on Minutes – October 24, 2023, Regular Meeting & November 14, 2023 Budget Workshop
- 6b. Approval of Bills for the month of October \$507,355.10 General Fund; \$122,817.15 Escrow Fund; \$71,223.06 Fire Tax Fund; \$3,800.00 Park and Rec Fund.
- 6c. Engineering Items
  - 1. Recommend approval of Brian and Patrick Redding Self Storage Final Land Development Plan based upon the November 22, 2023 KPI comment letter.
  - 2. Approval of Dave Speranza Airplane Hangar Preliminary/Final Land Development Plan based upon the November 22, 2023 KPI comment letter.
  - 3. Recommend approval to reduce the financial security being held for the Cumberland Crossing plan based upon the November 22, 2023 KPI comments.
  - 4. Review and approval of the revised financial security request from the Gettysburg Regional Airport for their Phase 3 plan based upon the November 22, 2023 KPI comments
  - 5. Table the reduction/release request of financial security for the Benuel and Martha King plan based upon the KPI recommendation and inspection of all items not being completed.
- 6d. Items from Finance Committee
  - 1. Recommend approval to purchase the Arrow Gold Bundle from Land Logics Group in the amount of \$9,336.00 which is a GPS system that will be used by the Maintenance Department to map Township infrastructure.
  - 2. Approval of upgrade to QuickBooks Enterprise program at the cost of \$2,134.00. The upgrade will result in yearly savings of \$1,600.00.
  - 3. Authorize 2023 funding as budgeted for YWCA (\$3,800.00); Adams County Office of

- Aging (\$6,000.00); Adams County Rescue Mission (\$6,000.00); York Adams Transit Authority (\$1,000.00).
4. Authorize transfers to Barlow Fire Company (\$2,425.54) and Gettysburg Fire Company (\$60,391.52) from the fire tax fund.
  - 6e. Resolution 2023-16 amending Resolution 2023-14 regarding authorizing the preparation and submission of an application for grant funding to the commonwealth financing authority and designating officials to execute the associated grant documents.
  - 6f. Approval to switch our current Life and Short-Term Disability insurance coverage from Standard to PHMIC which is a 3% savings per year and provides additional coverage not received with the prior company.
  - 6g. Set the 2024 Supervisor's reorganization meeting for January 2, 2024, at 4:00p.m.

### **POLICE REPORT:**

Police Chief Trostel presented an oral and written report of police activities for the month of November 2023 including: 288 calls for service, 73 traffic stops, 16 criminal incidents and 6,034 patrol miles. Some highlights of the report were:

- Officers Myers is approaching the final stage of field training.
- Range qualification is complete with 6 officer's scoring 95% or above as expert.
- Officer Barbagello ran a routine registration check that came back with an NCIC hit for a wanted person.
- Chief Trostle helped with the drug takeback program that was held on Oct. 28<sup>th</sup> at the Carroll Valley Office.
- Acting Sgt. Steve Higgs handled the audit with the PA Attorney General's Office Special Agent.
- The Police Department thanked Crouse Electric for donating labor and materials to fix some malfunctioning lighting in the station.
- Officer Myers completed speed timing device certification training.
- A/Sgt. Higgs and Officer Eiker attended the PA DUI Conference.
- Sgt. Rosenberger and Officer Barbagello are scheduled to attend the Adams County Domestic Violence Sexual Assault training in November.

### **MAINTENANCE DEPARTMENT REPORT:**

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

- Mr. Walter stated that the Department has been preparing for the winter season with mounting snowplows, spreaders and servicing the fleet.
- Levi Roberts has successfully passed his driving portion of the CDL test and is licensed to drive all the trucks and trailers in the fleet.
- The Department has been taking test runs of their snow routes.
- The Department completed a winter weather maintenance webinar.
- As weather permits the Department will continue to trim and remove trees at various sites around the Township.

### **ACTIVE BUSINESS:**

#### **Approval of Resolution 2023-17 to refund the park and recreation fund 50% of the original Topper property purchase in the amount of \$53,570.00.**

Mr. Blocher explained that for some time now when the Topper Property, located directly behind the Maintenance Building, was purchased money was used from the Park and Rec fund but was never replenished. This Resolution 2023-17 will be replacing 50% of the original Topper property purchase. **Mrs. Ramsburg made a motion to approve Resolution 2023-17 to refund the park and recreation fund 50% of the original Topper property purchase in the amount of \$53,570.00. Seconded by Mr. Brauning and carried. 4-1 Toddes Opposed**

Chairman Phiel thanked the staff for all of their help with the 2024 budget including Camie, Dave, Chris and Matt for their time spent in getting a balanced budget with no tax increase for 2024.

**Review and approval of the 2024 preliminary budgets.**

Mr. Blocher reviewed the 2024 preliminary budgets with a PowerPoint presentation. Mr. Blocher explained some new funds that were established this year including the operating reserve fund which will have money placed in it for any emergencies that may occur during the first quarter of the year when no tax dollars are being received.

Mr. Blocher continued to explain the long-term budget that has been established for the next 25 years. This will help with the future purchase of equipment, vehicles, technology, and large property items. Mr. Blocher stated that even though items are listed on the budget to be replaced in a future year with this long-term budget it does not mean those items have to be replaced if they are still in good running order, it will be the decision of the Board and Manager to plan at that time. Mr. Blocher gave an income and expenditure overview for 2024. Mr. Blocher also reviewed the smaller budgets with the Board.

**Mrs. Biggins made a motion to approve the 2024 preliminary budgets as presented. Seconded by Mr. Toddes and carried. 5-0**

**Consideration of entering into a professional services agreement with Kinsley Construction for design and construction management services for the municipal complex project.**

Mr. Blocher reviewed the professional services agreement along with an overview of the municipal building project with the board in regard to the remodeling of the municipal complex with partial funds from the RACP grant received last year. Mr. Blocher gave a background of the municipal building along with studies that were completed in regard to remodeling and the need for a larger building, especially for the Police Department. Mr. Blocher explained all steps that have been taken so far in the process of having this building remodeled along with the different options for remodeling verses building an entirely new building. The recommendation from the Building Committee is to remodel the current building and entering into a professional services agreement with Kinsley construction for this work to be completed. There is an outline of the expenses for this project that is available and was reviewed with the Board.

**Mrs. Biggins made a motion to approve the professional services agreement with Kinsley Construction for design and construction management services for the municipal complex project. Seconded by Mr. Brauning and carried. 5-0**

**Solicitor:**

None

**Committee Reports and comments from Board Members:**

**COG, Park and Recreation, Planning & Zoning, Public Safety, Highway, CTA.**

**Economic Development Committee:**

No items

**Parks and Recreation:**

Mr. Toddes referred to Erin's report at the beginning of the meeting.

**CTA:**

Mr. Toddes stated the minutes of the meeting are in the packets.

**COG:**

Mr. Phiel and Mr. Blocher gave the following updates:

- The County is working to finalize a \$250.00 tax credit for volunteers in emergency services.
- Glass Recycling has started every other Saturday, and that information is posted on our website and Savvy Citizen.
- A Broad Band update was given by the committee with seven areas or segments to be considered as they continue to move forward to provide service in Adams County. Also, a message was sent out via Savvy Citizen to remind residents of the FCC benefit program if you are eligible for discounted Internet service.

**CT411:**

Mr. Biggins stated that Barlow Fire Company is selling their yearly calendar tickets at the fire department for 2024, they are also selling a 12 Days of Christmas ticket. Contact anyone in the Fire Company for more information.

**STAFF REPORTS****Manager:**

Mr. Blocher reported the following:

- Supervisor Phiel, Toddes, and I attended the 104<sup>th</sup> annual Convention of the Adams County Association of Township Officials that was held the Evening of November 15th. Cumberland Township Supervisor Phiel was elected to Serve as Vice President of the association.
- EPA – Clean Water Act Notice - KPI submitted a response to the notice after Township review the week of November 6, 2023. As a result, we will be meeting in December to discuss our MS4 program and plans in place.
- The Township received notice from DEP that it would like some additional information on the MS4 Pollutant Reduction Plan recently submitted. Some of the additional information was just submitted to EPA, the Township will work with KPI to have the DEP audit submitted in the next 30 days.
- The Police Department switched email and Domain to the dot gov extension. We are still waiting on the County of Adams for the final step in migration of the new website [www.cumberlandtwppa.gov](http://www.cumberlandtwppa.gov).
- We have closed the time of receiving applications for the Skilled Laborer position and have received approximately 20 interested applicants. In addition to filling that vacancy the interview process for filling the Asst. Superintendent position will also begin.
- November 28<sup>th</sup> the Township had a meeting with Supervisor elect Warren Sheppard to help prepare him prior to office. This included a meeting with staff and Supervisor Phiel.
- Mr. Blocher thanked the entire Cumberland Township staff for the extra efforts in planning and preparation during the budget process this year.

**Treasurer:**

Mrs. Camie Stouck-Phiel stated that she worked with a QuickBooks consultant to open a new account within QuickBooks for the RACP grant. She also stated she is in contact with QuickBooks for the process of upgrading to the QuickBooks Enterprise program. Mrs. Stouck-Phiel and Manager Blocher will start to prepare a long-term personnel budget projection in the 1<sup>st</sup> quarter of 2024. She has also been working with ACNB on opening new accounts approved at the October Board meeting.

Unless otherwise noted, all votes were unanimous. The meeting was adjourned at 7:50 P.M. to executive session to discuss personnel.

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Michele Long, Township Secretary

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