

**Cumberland Township Board of Supervisors  
1370 Fairfield Road, Gettysburg, PA 17325  
November 22, 2022  
Regular Meeting 7:00 P.M.**

Chairman Toddes called the regular meeting to order at 7:00 P.M. Present were all Supervisors: Toddes, Phiel, Ramsburg, Biggins and Brauning. Also present were Solicitor Sam Wiser, Township Manager Ben Thomas, Jr., KPI Representative Tim Knoebel, Police Sergeant Josh Rosenberger, Superintendent of Roads Chris Walter, Treasurer Camie Stouck-Phiel, Secretary Michele Long. Also present were Harry Hartman from The Gettysburg Times, and Terry Sheldon from Beyond all Boundaries.

Chairman Toddes led the Pledge of Allegiance.

**Mr. Phiel made a motion to approve the agenda, seconded by Mr. Brauning and carried.**

**Mr. Brauning made a motion seconded by Mrs. Biggins and carried to approve the Minutes for the October 11, 2022, Workshop and the October 25, 2022 Regular Meeting.**

**Mr. Phiel made a motion seconded by Mrs. Biggins and carried to approve the bills in the amounts stated by the Chairman: \$235,123.37 from the General Fund, \$5,940.35 from the Escrow Fund \$157,547.50 from the ARPA Fund, \$73,800.00 from the Park and Rec Fund, \$78,690.00 from the Capital Reserve Fund and 26,158.66 from the Fire Tax Fund.**

**Visitor:**

Erin Peddigree, Executive Director from the Gettysburg Recreation Authority. Ms. Peddigree explained that the park has had over 13 events this year, including the library book fest, the 4<sup>th</sup> of July fireworks and the Linda Kranius 5K. Ms. Peddigree stated they had over 500 pavilion and event room reservations this past year along with over 100 baseball and softball games. Ms. Peddigree continued to state the projects they were able to complete around the park this year were replacing the lighting in the parking lot, working on renovating the bathrooms, and painting the dugouts. They are currently working on getting quotes for work to be completed next year. They hope to fix the roof on the amphitheater. Ms. Peddigree explained they are hoping to do some summer concert series next year and with that ask for donations for fixing the amphitheater. They are hoping to replace the roof on the Weikert field press box by the students in the Gettysburg School Tech Program. Ms. Peddigree stated that they were able to purchase some equipment this year which includes a new zero turn mower, a tractor with plow and bucket, and a golf cart with an enclosure. Next year the Adams County Farmers market will be coming to the Rec Park. Ms. Peddigree has also applied for a grant to repave the parking lot, get some extra benches and garbage cans and to remodel the youth activities building. Ms. Peddigree finally stated that Maintenance Supervisor Steve Williams retired as of today, which is a huge loss to the Park. Mrs. Peddigree reviewed the numbers for each of the different events over the past year which were, 300 pavilion reservations, over 200 assembly room reservations, 5,000+ in attendance for the 4<sup>th</sup> of July fireworks, 102 buses with 4,000 students which came to have lunches while they were touring the battlefield, 92 little league baseball and softball games and 7 baseball tournaments. Mr. Toddes added that they also have had several Churches using the pavilion on Sundays for their services.

**Public Comment: None**

**Engineer:**

Tim Knoebel with KPI Engineering reviewed the extension request for Cambridge Crossing Phases 2 & 3. They have actively been working on getting approvals.

**Mr. Brauning made a motion seconded by Mrs. Ramsburg to extend the Cambridge Crossing Phases 2 & 3 plan until February 28, 2023.**

Tim Knoebel reviewed the James and Joyce Knefley subdivision plan which was on the agenda for a time extension but as they were reviewing the plan, they realized most of the items were completed. Mr. Knoebel gave an explanation of the plan and stated they were mostly waiting on the Sewage Facilities Planning approval which was just received.

**Mrs. Biggins made a motion to approve the James and Joyce Knefely Subdivision plan subject to the KPI comments dated April 11, 2022, seconded by Mr. Phiel, motion carried.**

Mr. Knoebel reviewed the MS4 stream restoration project bid noting that the bid came in much lower than was expected.

**Mr. Phiel made a motion to award the MS4 stream restoration bid to Flyway Excavating, Inc. for \$159,500.00 along with authorizing staff to give a notice to proceed when all the administrative and procedural requirements are met, seconded by Mrs. Biggins. Motion carried.**

Mr. Knoebel discussed the MS4 Basin Retro-fit projects that were completed in Twin Lakes West and on Longview Blvd.. A payment request has been received for work to date in the amount of \$166,160.00. Mr. Knoebel recommended asking for a 10% retainer which gives a payment of \$149,544.00. Mr. Knoebel also stated that the plantings have not yet been installed but are hoping to be installed the week of November 21, 2022, based upon the weather. There will be \$37,616.00 held for any work that still needs to be completed.

**Mr. Phiel made a motion to approve paying the contractor \$149,544.00 to CE Williams based upon the November 18, 2022 KPI requisition number 1, second by Mrs. Ramsburg, motion carried.**

Mr. Toddes removed himself from the table.

Mr. Knoebel reviewed the Elenora M. Toddes Estate subdivision plan for 4 new lots located on Biglerville Road and Palace Drive. Mr. Knoebel added that there will be no new roads, streets or infrastructure needed. Mr. Knoebel stated that they do have their willingness to serve letters from both Gettysburg Municipal Authority and the Cumberland Township Sewer Authority. Mr. Knoebel reviewed the KPI comments with no issues.

**Mrs. Biggins made a motion to approve the sewage planning exemption for the Elenora M. Toddes plan seconded by Mrs. Ramsburg. Motion Carried. Mr. Toddes abstained.**

**Mr. Brauning made a motion to approve the Elenora M. Toddes Estate plan based upon the November 22, 2022, KPI comment letter. Seconded by Mrs. Biggins, motion carried. Mr. Toddes abstained.**

#### **Police Report:**

Police Sergeant Rosenberger presented an oral and written report of police activities for the month of November 2022 including: 263 calls for service, 81 traffic stops, 14 criminal incidents and 6,733 patrol miles. Some highlights of the report were:

- The two Dodge Durangos have been delivered and are being upfitted by Roy Kent.
- A car was placed at the Giving Spree by the Adams County Community foundation at the Gettysburg College building to make people aware of the traffic increase.
- Sgt. Rosenberger and Officer Barbagello helped the local girl scout troop earn their detective merit badges.
- Officer Barbagello attended Tactical Woodland Training.
- Sgt. Rosenberger attended taser instructor recertification training and continues to be responsible for maintaining the departments taser certifications.
- Officer Eiker attended the PA DUI conference to obtain credits for his continuing education and maintaining his Drug Recognition Expert Certification.

#### **Maintenance Department Report:**

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

- The Department has begun grading Sentz Road, the Township's only dirt road.
- The millings pile from the Spruce Drive project has been reground and will be used in the next phase of rebuilding the roads in Twin Lakes 1.
- All of the trucks and equipment have been serviced, washed and waxed along with the plows and spreaders being mounted for the upcoming winter season.
- They have been working in cooperation with CE Williams on the 2-retention pond MS-4 retrofits in Twin Lakes West and on Longview Blvd.
- Repairs to a section of the guiderail on Boyds School Road will be completed over the next few weeks.
- Tree and brush trimming will be completed, as weather permits, in various locations of the Township.

**Active Business:**

Mr. Thomas reviewed the award letter for the Redevelopment Assistance Capital Program (RACP) in the amount of 1.3 million dollars. Mr. Thomas stated this would be used for a total renovation of the entire Cumberland Township campus including the administrative building with the police department, the potential of a secondary storage building either attached or detached along with a complete rework of the land development plan on this property. Total project estimate is 2.6 million. Mr. Thomas explained that another grant was just applied for asking for an additional 1.3 million dollars for this project. Also noted that in 2017 the Board had set aside \$500,000.00 for this project which has been discussed now for 20 years with 3 studies being completed including security and resiliency studies. Mrs. Ramsburg asked if there was a timeframe to have the project completed. Mr. Wisner gave a timeline for the entire grant process.

**Mrs. Biggins made a motion authorizing acceptance of the 1.3-million-dollar RACP grant for the Cumberland Township campus and Police Department building project. Second by Mr. Phiel, motion carried.**

Mr. Thomas asked the Board for affirmation of the Adams County ARRF grant application for municipal facilities upgrades which was submitted yesterday, November 21<sup>st</sup>. Mr. Thomas explained that the amount did change due to the MS4 bids coming in so low they were able to ask for 1.3 million dollars for the building upgrades.

**Mrs. Biggins made a motion to affirm the Adams County ARRF grant application for municipal facilities upgrades at 1.3 million dollars, seconded by Mrs. Ramsburg, motion carried.**

Mr. Thomas explained at the last meeting the Board scheduled a conditional use hearing for storage facilities on Chambersburg Road for November 29, 2022 at 4 p.m. and due to plan changes that hearing needs to be rescheduled. Mrs. Long asked for the hearing to be rescheduled to January 10, 2023 at 4p.m..

**Mrs. Ramsburg made a motion for the hearing to be rescheduled on January 10, 2023 at 4:00p.m., seconded by Mr. Brauning, motion carried.**

**The reorganization meeting was scheduled for January 3, 2023 at 4:30p.m. by motion of Mr. Phiel, seconded by Mrs. Biggins. Motion carried.**

Mr. Thomas reviewed the 2023 preliminary general budget, noting that there is no tax increase planned for 2023. The current mileage rate will stay at 1.9%. Mrs. Camie Stouck-Phiel reviewed the preliminary State (liquid fuels), Fire Tax, Capital Reserve, American Rescue Plan Act (ARPA) and the Park and Recreation budgets.

**Mrs. Biggins made a motion to approve the 2023 preliminary budgets and advertise accordingly for**

**final approval seconded by Mr. Phiel, motion carried.**

Mr. Thomas reviewed a notification from Adams County Commissioners of American Rescue Plan Act (ARPA) funds. The Township will receive a portion of the County's ARPA funds in the amount of \$33,733.03. This is based on a formula from liquid fuels revenue losses from 2019-2021. Mr. Thomas stated this will be on the finance committee's agenda for discussion.

**FINANCE COMMITTEE** – Mr. Phiel stated it was a recommendation from the Finance Committee to authorize 2022 funding as budgeted for the following: YWCA in the amount of \$3,800.00, GARA for \$70,000.00 from the Park and Rec Fund, Adams Co. Office of Aging - \$6,000.00, Adams Rescue Mission for \$6,000.00, York/Adams Transit for \$1,000.00, transfer from General Fund to Capital Reserve Fund \$100,000.00 and Barlow Fire Company for \$17,276.66. Mr. Phiel added that all of these amounts were budgeted in the 2022 budget.

**Mrs. Ramsburg made a motion to authorize the amounts mentioned to be paid and the transfer from accounts to occur, seconded by Mr. Phiel and carried.**

Mrs. Biggins stated that the Board has received Barlow Fire Companies 2023 budget request which will be reviewed at the December Finance Committee Meeting.

Mrs. Biggins asked for authorization from the Finance Committee to purchase two MVR (mobile video remote) wiring systems for the two new Dodge Durango police vehicles in the amount of \$1,158.00.

**Mrs. Ramsburg made a motion seconded by Mr. Brauning and carried to purchase the mobile video remote wiring systems for the two new Dodge Durango's.**

**PERSONNEL COMMITTEE** – Mr. Wisner reported that the Board approved the new cadet language in October on the Memorandum of Understanding for a police cadet. The Board has a list of applicants for open positions within the Township and that list is good for one year. Mr. Wisner stated that there is an individual on that list which could be plugged into the cadet position and if the Board desires to do so they need to authorize that at this meeting.

**Mrs. Biggins made a motion to authorize the hiring of a police cadet in accordance with the approved Memorandum of Understanding for the current police application list. Seconded by Mr. Brauning, motion carried.**

Mr. Thomas spoke of the upcoming office transitions due to the retirement of Carol Merryman and Manager Thomas. With these transitions the following tasks have been recommended to be temporarily handled by other staff members until the Manager position can be filled.

MS4 Coordinator will be handled by KPI Technology. **Mr. Phiel made a motion that KPI Technology be temporarily assigned as the MS4 Coordinator for the Township. Seconded by Mrs. Ramsburg and carried.**

Grants Administrator, the Finance Director will handle the small grants for reimbursement, only handling the reimbursement of fund requests. For the RACP grant Mr. Thomas stated he has requested a quote from GMS Funding Solutions who would be able to administer the logistics of the RACP grant. This will be reviewed at the December Finance Committee Meeting.

**Mrs. Ramsburg made a motion for the Finance Director to temporarily be assigned to handle reimbursement requests on the current small grants. Seconded by Mrs. Biggins and carried.**

Right to Know Officer – Proposing Township Secretary Michele Long assisted by Salzman and Hughes to temporarily fill this position.

**Mrs. Biggins, seconded by Mr. Phiel temporarily assigned the Township Secretary as the Right to Know Officer assisted by Salzman & Hughes. Motion Carried.**

Comprehensive Zoning Review Coordinator – Also to be handled by Township Secretary assisted by Salzman Hughes in accordance with Tim Staub from HRG Engineering.

**Motion made by Mrs. Ramsburg to temporarily assign the Township Secretary assisted by Salzman Hughes and HRG Engineering as the Comprehensive Zoning Review Coordinator. Motion Carried.**

Snow Emergency Notification Coordinator – The Township Secretary working with the Road Superintendent.

**Mrs. Biggins made a motion for the Township Secretary in assistance by the Road Superintendent to temporarily be the Snow Emergency Notification Coordinator. Seconded by Mr. Brauning and carried.**

Chief Administrative Officer – The Board of Supervisor’s Chair.

**Mrs. Biggins made a motion to temporarily assign the Chief Administrative Officer duties to the Board of Supervisor’s Chair, seconded by Mrs. Ramsburg and carried.**

ACH/Payroll, financial review/ approvals – Ben Thomas as the management consultant.

**Mrs. Biggins, seconded by Mrs. Ramsburg temporarily assigned Mr. Thomas being the management consultant. Motion carried.**

2022 Audits – Finance Director with limited assistance from Carol and Ben.

**Mrs. Biggins made a motion to assign the Finance Director to the 2022 Audits with limited assistance from Carol and Ben. Seconded by Mr. Phiel and carried.**

Mrs. Ramsburg spoke of Mrs. Merryman and Mr. Thomas retiring but they have both offered to help with the transition as being consultants to the Township through June 1, 2023 with their expertise. Mrs. Merryman will be hired at a rate of \$35.00 per hour and Mr. Thomas at a rate of \$60.00 per hour plus any travel expenses based on the Internal Revenue Service mileage rates for both.

**Mr. Phiel made a motion to hire Mrs. Merryman and Mr. Thomas as consultants, as needed, until a new manager is hired, at the rates stated, seconded by Mrs. Biggins and carried.**

**SOLICITOR:** Solicitor Wiser reviewed an Ordinance amending Chapter 15 of the Township’s Code of Ordinances to modify the maximum speed limit on Herr’s Ridge Road and Old Mill Road and to update the list of stop intersections. Section one of the Ordinance covers the Maximum Speed limits on Herr’s Ridge Road and Old Mill Road and Section two of the Ordinance covers multiple stop intersections within the Township. This list of stop intersections is in addition to the current list we already have.

**Mrs. Brauning, seconded by Mrs. Biggins made a motion to approve the Ordinance amending Chapter 15 regarding maximum speed limits on Herr’s Ridge Road and Old Mill Road and amending the list of stop intersections as stated in said ordinance. Motion Carried.**

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

**COG** – Mr. Phiel reported that Mr. Harlan Lawson along with Adams County will be distributing surveys regarding Broadband internet services throughout the County and Townships. Mr. Phiel stated there will be a link to complete these either online or copies will be distributed throughout the County to be completed for a better idea of the current Broadband services and/or possible lack thereof in the County.

**Park and Recreation, Planning & Zoning, Public Safety, Highway, CTA, Economic Development – No reports**

The Zoning Officer and Treasurer’s reports were reviewed.

Unless otherwise noted, all votes were unanimous. The meeting was adjourned at 8:35 P.M. for an Executive Session to discuss legal and personnel.

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Michele Long, Township Secretary

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