

**Cumberland Township Board of Supervisors  
1370 Fairfield Road, Gettysburg, PA 17325  
November 23, 2021 –6:00 P.M. Budget Workshop  
7:00 P.M. Meeting**

**Budget Workshop Minutes**

At 6:00 P.M. the budget workshop was called to order by Vice-Chairman Toddes. Present were Supervisors: Toddes, Phiel, Ramsburg and Brauning. Also present were Solicitor Sam Wiser, Township Manager Ben Thomas, Jr., Treasurer/Finance Director Camie Stouck-Phiel and Secretary Carol Merryman. Also present were Supervisor Elect Christine Biggins and Jim Hale from The Gettysburg Times.

Mr. Phiel, on behalf of the Finance Committee, made an opening statement thanking the staff for the time and effort put into developing the draft budgets and is happy to present the 2022 Preliminary Budgets with no tax increase.

Mr. Thomas reported that the General Fund budget does have a deficit but, can be balanced with good fiscal planning and with the healthy fund balance that we have. Mr. Thomas added that after preliminary approval, the budget does become a public document and will be placed on the Township's website. Mr. Thomas continued by reviewing the revenues that have been adjusted slightly since the last workshop.

Treasurer/Finance Director Camie Stouck-Phiel reviewed the expenditures in the 2022 General Fund Budget. She pointed out that the wages are still a single appropriations line item as the union contract negotiations are ongoing. Mrs. Stouck-Phiel highlighted some of the additional staffing that is included in the budget; some due to pending retirements. She added that the budget is balanced using reserve funds. Mrs. Stouck-Phiel and Mr. Thomas went over the budgets for the American Rescue Plan Act Fund, Capital Reserve Fund, Fire Tax Fund, Park and Recreation Fund and State Fund.

Erin Peddigree, Executive Director, and Steve Niebler, President, of the Gettysburg Area Recreation Authority (GARA) arrived at 6:25 P.M. Ms. Peddigree gave a written and oral presentation about the Rec Park including the many activities that are held there, staffing (one full-time and seven part-time), their income over the past three years and she reported that they have been busier the past two years due to Covid. Ms. Peddigree also reported on all of the things that have been added to the park and what repairs need to be made over the next couple of years including re-paving park lots, renovating bathrooms and updating their maintenance equipment. GARA President, Steve Niebler, thanked the Board for their support of GARA and the Rec Park. He also acknowledged Steve Toddes for his dedication to GARA and the Rec Park. Ms. Peddigree also thanked the part-time staff for their dedication and hard work.

The budget workshop was adjourned at 6:45 P.M.

**Meeting Minutes**

At 7:00 P.M. the regular meeting was called to order by Vice- Chairman Toddes. Present were Supervisors: Toddes, Phiel, Ramsburg and Brauning. Also present were Solicitor Sam Wiser, Township Manager Ben Thomas, Jr., Police Chief Don Boehs, Treasurer/Finance Director Camie Stouck-Phiel and Secretary Carol Merryman. There were approximately 15 Township residents present, Supervisor Elect Christine Biggins, Jim Hale from The Gettysburg Times and several residents participated via Zoom.

Vice Chairman Toddes led the Pledge of Allegiance.

Vice-Chairman Toddes turned the meeting over to Solicitor Wisner to conduct the public hearing for the proposed Zoning Ordinance amendment regarding recreational vehicles being used as a temporary residential dwelling. Solicitor Wisner read through the amendment and asked if there was anyone present or joining the meeting via Zoom, that wished to give testimony on the proposed amendment. No one made any comment or gave any testimony on the proposed amendment. The hearing was closed at 7:05 P.M.

The Board continued with the meeting agenda.

**Mrs. Ramsburg made a motion to approve the agenda. The motion was seconded by Mr. Phiel and carried.**

**Mr. Brauning made a motion seconded by Mrs. Ramsburg and carried to approve the Minutes of the October 26, 2021 Regular Meeting and November 4, 2021 Budget Workshop.**

**Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to approve the bills in the amounts as stated by the Chairman: \$156,403.99 from the General Fund, \$7,435.50 from the Escrow Fund and \$3,800.00 from the Park and Rec Fund.**

**Public comment:**

The following people commented on police staffing:

William Coe, 105 Twin Lakes Drive

Roger Semplak, 440 Old Mill Road also asked when the speed limit is going to be enforced on Old Mill Road, asked for a sign to indicate that a person is going over the speed limit or a blind driveway sign.

William Davis, Fairfield Road (made a \$1,000.00 cash contribution to the Police Department)

**Visitors:** Laura Neiderer and Andrew Merkle from the Adams County Office of Planning and Development spoke to the Board about the County's Long Range Transportation Plan. Ms. Neiderer stated that they were present tonight as part of the public engagement process. Ms. Neiderer explained that the Adams County Transportation Planning Organization (ACTPO) is required to update the Long Range Transportation Plan every five years and that is a federal mandate. She explained that the long range plan covers a twenty-year planning horizon for state owned and maintained facilities in the county and Township bridges over 20 feet in length. She also explained that the Transportation Improvement Program (TIP) actually allocates funds for the projects. She added that the public engagement process helps them identify the needs and they also did a survey and got about 350 responses. Mr. Thomas stated that the Board has requested a realignment of the intersection of Rt. 30 and Herr's Ridge Road in the past. Solicitor Wisner suggested that any project that was included on the Township's Capital Improvements Plan for the Traffic Impact Fee should be included. Ms. Neiderer told the Board that they have until the end of December to get comments to her office.

Vice-Chairman Toddes stated that representatives from the Gettysburg Area Recreation Authority were here earlier and gave their presentation during the Budget Workshop.

**Engineer:** Mr. Thomas reported that the Township has a request from Burkentine for total release of the financial security being held for the Gettysburg Ridge project located on Deatrick Drive. Mr. Thomas read over KPI's memo dated November 23, 2021 which recommends that percentages of the security be retained in the amount of \$28,729.00. **Mr. Phiel made a motion to release \$72,891.00, retaining \$28,729.00, seconded by Mrs. Ramsburg and carried as recommended by KPI's memo.**

Mr. Thomas also reported that the Township has a Request for Extension from Sharrah Design Group, Inc. on behalf of Cambridge Crossing Phase II and III until February 28, 2022. Mr. Thomas stated that there is a new owner that is being proactive so the request seems to be warranted. **Mr. Brauning made a motion to approve the request seconded by Mr. Phiel and carried.**

Mr. Thomas reported that the Adams County Conservation District has submitted a significant CAP Grant on behalf of the Township for the 2022 and 2023 MS4 projects and we should know the results of the grant application by the end of the year. He added that the Conservation District also conducted public education on MS4 with some of the Township's Homeowner's Associations and non-uniformed employees. He added that they have followed up with the Homeowner's Associations with information on Best Management Practices. Mr. Thomas also reported that Clauser Engineering is working with KPI on the preliminary engineering for the proposed 2022 MS4 projects and hope to get the projects bid in late winter.

**Police Report:** Police Chief Don Boehs presented a written and oral report of police activities for the month of October 2021 including: 287 complaints, 18 traffic stops, 11 traffic accidents, six targeted enforcements, 14 combined arrests, 5,355 patrol miles and 36 walk-in complaints. He added that they assisted other agencies four times and they were assisted six times. There was one assist to Pa. State Police. Police Chief Boehs reported that the School Resource Officer had 36 calls for service and made six arrests. Police Chief Boehs reported that there has been an increase in mental health calls and he is going to have the Crisis Intervention Officer come to a meeting to talk about that.

#### **Active Business:**

On behalf of the Finance Committee, Mr. Phiel made a statement thanking the staff for the time and effort put into developing the draft budgets and is happy to present the 2022 Preliminary Budgets with no tax increase. **Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to approve the 2022 Preliminary Budgets and to authorize the Secretary to advertise for final adoption at the December 16, 2021 regular meeting.**

Solicitor Wisner reported that there has been an application to transfer a Liquor License into the Township for Clementina's Pizzeria and Ristorante located at 1685A Fairfield Road and a public hearing is required. **Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to schedule the public hearing for a liquor license transfer for Thursday, December 16, 2021 at 6:30 P.M. immediately prior to the regular meeting.**

Mr. Thomas reported that there is a vacancy on the Township's Zoning Hearing Board and the Township does have two Citizen's Interest Forms that have been submitted by Zachary Gulden and David Waybright. **Mr. Phiel made a motion to appoint David Waybright to the Zoning Hearing Board seconded by Mr. Brauning and carried.**

Mr. Thomas reported that the pension actuary has revised the 2022 Minimum Municipal Obligations (MMO) because of the Pa. Auditor General's office reducing the State Aid Unit Value by - 2.6%. Mr. Thomas added that this amount has been updated in the preliminary budget. **Mr. Brauning made a motion seconded by Mrs. Ramsburg and carried to acknowledge the revised MMO's as follows: Non-Uniformed Retirement Plan \$75,234.00 and Police Retirement Plan \$173,776.00.**

**Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to approve a By-Law change to consolidate the Secretary and Treasurer positions into one position for the Adams County Association of Township Officials.**

Mr. Thomas explained that approximately eight years ago, the Legislature allowed cancer claims under Worker's Compensation for fire companies and it became very hard to get coverage for volunteer fire companies. He added that the Township has received information from the Pennsylvania Compensation Rating Bureau regarding Worker's Comp for support staff in Volunteer Fire Departments. The letter states that effective April 1, 2022 a new and separate classification – Code 989, Volunteer Fire Company – Support Staff will be added to cover support staff that are currently not covered. Mr. Thomas added that the Township does provide the Worker's Comp insurance for Barlow Volunteer Fire Company and pay the premium from the Fire Tax. He added that Mt. Joy Township does reimburse the Township for a portion of the premium and the Township does appreciate that.

Mr. Thomas also reported that the Township has received a Data Use Authorization Agreement from The Adams County Office of Planning and Development initiated by the 2014 Fire Study regarding the fire box service areas and the county is asking that the Township's approve their use of the data from the study. Solicitor Wisner stated that he has reviewed the agreement and has requested a small modification. This item was tabled until the December meeting so the modification can be made.

Mr. Thomas informed the Board about a letter that he had written to Secretary Dennis Davin, Pa. Dept. of Community and Economic Development supporting an application of Paradise Energy Solutions, LC dba "Upward Broadband" to Pennsylvania's Unserved High-Speed Broadband Funding Program for expansion projects in various locations in the Township and Adams County. He added that there is no financial obligation to the Township.

Mr. Thomas reported that the Township has received the annual documents from Gunn-Mowery for the MERPP/POP Administrative Service Agreement, Section 125 Premium Plan and HRA Plan. **Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to authorize the Manager to execute the Gunn-Mowery annual documents.**

Mr. Thomas read a letter from Barbara Underwood, on behalf of the Planning Commission, requesting the Board's approval for the Planning Commission to move forward seeking information regarding electric vehicle charging stations. Mr. Thomas added that Tim Staub, facilitator for the Zoning Review Board, is also reviewing sample ordinances. **Mr. Phiel made a motion to approve the Planning Commission gathering information to bring back to the Board. The motion was seconded by Mrs. Ramsburg and carried.**

**FINANCE COMMITTEE:** Mr. Phiel reported that the committee is recommending distributing the 2021 contributions as follows: a Ramsburg-Brauning motion approved \$3,800.00 to the YWCA from the Park and Rec Fund; a Ramsburg-Phiel motion approved \$6,000.00 to Adams Co. Office for Aging, \$6,000.00 to the Adams Rescue Mission and \$1,000.00 to the York Adams Transit Authority from the General Fund (all budgeted); a Brauning-Ramsburg motion approved the transfer of \$13,637.50 from the ARPA Fund to the General Fund to pay KPI invoices for MS4; a Ramsburg-Brauning motion to approve a \$50,000.00 transfer from the General Fund to the Capital Reserve Fund (budgeted) and a Ramsburg-Phiel motion to approve closing the Money Market account at Orrstown Bank and moving the money to ACNB Bank since the mortgage loan at Orrstown Bank has been refinanced with ACNB Bank. All votes were 4-0.

**SOLICITOR:** Solicitor Wisner clarified that it was the intent of the Board to appoint David Waybright to the Zoning Hearing Board effective 1/1/2022 and that it would be for the balance of the term. Solicitor Wisner also reported that a public hearing was held earlier regarding proposed ordinance 2021- 188. **Mrs. Ramsburg made a motion seconded by Mr. Phiel to adopt Ordinance 2021-188 as follows:**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF CUMBERLAND TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA AMENDING CHAPTER 27, PART 1, SECTION 27-105 OF THE TOWNSHIP OF CUMBERLAND CODE OF ORDINANCES, TO SET FORTH REGULATIONS FOR THE USE OF RECREATIONAL VEHICLES AS TEMPORARY RESIDENTIAL DWELLINGS**

**Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried to authorize Solicitor Wiser to work with Adams County’s Solicitor to memorialize an agreement for a stream bank restoration MS4 project for the stream that runs in front of the Human Services Building on the county property.**

Solicitor Wiser stated that he has numerous items for Executive Session including collective bargaining, real estate and personnel.

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

**Highway** – Mr. Brauning reported that the Lakeview stormwater project will be completed today and all other planned projects have been completed, plows and spreaders are mounted and they are ready for winter. Chris is researching a replacement for a 27 year old dump truck.

**CTA** – Mr. Toddes reported that they are doing long range planning for their biosolids – they are currently spread on David Waybright’s farm and it saves the Township a lot of money but, they are going to have to look at storage for it.

**COG** – Mr. Phiel reported that Eric Myer from HABI gave a presentation on trail projects; they are putting together a Broadband Task Force, voter turn-out was good and annual dog licensing is now online.

**CT411** – Mr. Brauning stated that he has a concern about the residents getting answers to their questions that they are asking during the Public Comment period and he feels that something should be done starting in January.

**Personnel, Public Safety, Park and Recreation, Planning and Zoning, Economic Development and CT411 – No reports**

The Zoning Officer and Treasurer’s reports were reviewed.

Unless otherwise noted, all votes were unanimous. The meeting was adjourned at 8:12 P.M. for an Executive Session to discuss real estate, contract negotiations and personnel issues.

The meeting was reconvened for the following action:

**Mr. Phiel made a motion seconded by Mrs. Ramsburg and carried 4-0 to authorize the amendment of the agenda to consider authorizing entering into an agreement with Adams County for the transfer of the Oak Lawn property to Adams County for \$1.00 upon vesting of the title in the Township.**

**Mr. Brauning made a motion seconded by Mr. Phiel and carried 4-0 authorizing entering into an agreement with Adams County for \$1.00 upon vesting of the title in the Township.**

There being no further business the meeting was adjourned.

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Carol A. Merryman, Secretary

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