

February 14, 2017
 Scotland, PA 17254
 Regular Meeting

The Greene Township Board of Supervisors held a Regular Meeting on Tuesday, February 14, 2017 at the Township Municipal Building, 1145 Garver Lane, Scotland, PA.

Present:

Todd E. Burns
 Travis L. Brookens
 Shawn M. Corwell

Gregory Lambert
 Daniel Bachman
 Diann Weller
 Welton Fischer

Visitor: See List

The Chairman called the Meeting to order at approximately 7:00 P. M. and informed all those in attendance the Meeting was being recorded.

The Minutes of the Regular Meeting held January 24, 2017 shall stand approved as presented and become part of the official record.

The Secretary informed Board Members that four (4) Sealed Bids for the Greene Township Park Playground Improvement Project had been received. The Secretary opened each bid and handed to the Chairman who then read each bid aloud as follows:

TABULATION OF SEALED BIDS RECEIVED FOR TOWNSHIP PARK
 PLAYGROUND IMPROVEMENT PROJECT

Tuesday, February 14, 2017 - 7:00 P.M.

<u>Bidder's Name</u>	<u>Total Base Bid</u>	<u>Deduct Alt No. 1 Pavilion Installation</u>	<u>Deduct Alt No. 2 Playground Installation</u>	<u>Deduct Alt No. 3 Fitness Equipment Installation</u>	<u>Unit Price No. 1 Concrete Curb</u>	<u>Unit Price No. 2 Concrete Pavement</u>
D.H. Martin	\$ 294,075	\$ 25,230	\$ 26,970	\$ 5,065	\$ 21.55 / l.f.	\$ 7.45 / sq. ft.
Eagle Construction	\$ 362,534	\$ 10,010	\$ 45,475	\$ 9,500	\$ 40.00 / l.f.	\$ 9.00 / sq. ft.
Kinsley Construction	\$ 473,118.52	\$ 10,661.65	\$ 15,371.46	\$ 7,685.73	\$ 59.59 / l.f.	\$ 11.00 / sq. ft.
Shiloh Paving	\$ 292,475	\$ 22,355	\$ 28,464.50	\$ 3,162	\$ 41.60 / l.f.	\$ 7.52 / sq. ft.

Following the opening and reading of each Sealed Bid received for this Project, the Board briefly reviewed each Bid and on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to table the Sealed Bids for Greene Township Park Playground Improvement Project until February 28, 2017 to allow review time for the Architect regarding the accuracy of the specifications and bids received.

The Minutes of the Regular Meeting held January 24, 2017 shall stand approved as presented and become part of the official record.

There was no public comment at this Meeting.

The Zoning Officer presented Township **Resolution No. 7-2017** on behalf of Vince Elbel, Township S.E.O., for a sewage planning module, Jere Horst Subdivision, intersection of Byers and Black Gap Roads (S.R. 0997). He stated the subdivision plan is intended to be provided to the Township in the very near future. The property is proposed to be subdivided into three (3) acres off an 80-acre tract; zoned R-2 (Medium Density Residential); served by public sewer and water; projected sewer is 1 edu per day. Following review and consideration, on a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to adopt Township **Resolution No. 7-2017** for the sewage planning module, Jere Horst Subdivision, intersection of Byers and Black Gap Roads (S.R.0997) as submitted by Vince Elbel, Township S.E.O..

The Township Engineer presented a proposal from HRG for consulting services to complete the Township's MS4 Individual Permit for the Board's consideration. He stated the Township has been put on notice they must comply with regards to control of stormwater within the Township, specifically with pollution levels; provide estuaries downstream and to the Chesapeake Bay; included in the mandate from the State (DEP). In the MS4 (*Municipal Separated Storm Sewer System*) there are six (6) components that are part of the MS program; rather rigorous type permit in which you have to submit for approval and then annually you are to continue making progress on the permit that was applied for; have to inform them how the Township will comply and then conform to the requirements. The MS4 program has been in existence over ten (10) years and is placed on Townships as they grow and will be required to comply by September. A consultant versed and experienced in this field would have the technical knowledge to assist the Township in complying with all regulations of the MS4 program. HRG has been involved in the MS4 permitting process since the program's inception and have had multiple clients; some parts are "boiler plate"; provide programs for citizen input; (HRG) has standards that Greene Township could utilize; have the knowledge on the technical end. HRG provided a proposal to the Township for their consulting services which reflects exactly what was discussed in a recent meeting with them and will assist the Township meeting the deadline date. The Engineer stated he felt that HRG would act in the best interest(s) of the Township. Supervisor Corwell commented that in looking at the timeline (for compliance), the Township is "under the gun". Supervisor Brookens inquired if the stated cost was a "not to exceed" figure or just an estimate to which the Engineer replied it was an estimated amount. It was noted that the "bottom line" was the Township had to do it and have a very narrow timeframe to get it completed. The Township Solicitor commented there could be a possibility of charging fees to developers to recover costs and the Engineer stated there are ways to obtain fees but first needed to get the program going. The Solicitor commented the Township might want to consider contacting the Borough (of Chambersburg) who have been involved in this program for quite some time (years). Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to accept the proposal from HRG for consulting services to complete the Township's MS4 Individual Permit for a (cost) figure not to exceed \$45,610.

The Zoning Officer reviewed the Monthly Zoning Office Report for January 2017 with each Board Member having received a copy to review. Following review it was consensus of the Board the Monthly Zoning Office Report for January 2017 shall become part of the official record as submitted.

The Zoning Officer presented a request for review time extension of ninety (90) days submitted by Dennis E. Black Engineering, Inc. on behalf of LIDA Parcel 3-89-9 Land Development Plan, Project #16-021; plan in process at Township; current deadline is February 26, 2017; Township Planning Commission reviewed and recommended approval at their regular meeting held February 13, 2017. Following review and consideration, on a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to grant the request for review time extension for LIDA Parcel 3-89-9 Land Development Plan, Project #16-021, in the amount of ninety (90) days to commence February 26, 2017.

The Zoning Officer presented a request for waiver of Greene Township Code 85-51.A., *Requirement to Install Sidewalks*, LIDA Parcel 3-89-9 Land Development Plan; property located off Opportunity Avenue with driveway access off Opportunity; Township Code requires sidewalks for any commercial development. The ZO read correspondence from Dennis E. Black Engineering, Inc. that stated the reason for the request of sidewalk waiver for this Plan. The ZO stated other waivers have been granted in this area but with a condition that if sidewalks would be required in the future by the Township, the property owner(s) would be required to construct sidewalks. Supervisor Brookens inquired if any of the businesses in this location utilize work-release persons from the prison to which a reply was voiced "we may not know at this time". Supervisor Brookens stated that other waiver requests have been approved but have no way of knowing how much pedestrian traffic may be generated in the area. Supervisor Corwell noted that while he has been out plowing he has observed persons walking down the side of the roadway and understands that other (waiver) requests have been granted. The Solicitor reminded the Board that if they have concerns, they are permitted to reserve the right to require sidewalks if deemed necessary in the future. The ZO noted that a note can be placed on the plan as previous approvals have required as a condition for approval. Supervisor Brookens voiced concern that by granting the waivers that items (i.e. utilities, etc) are being placed where future required sidewalks would be installed; all items need to be shown on the plan as to placement. He further noted the correspondence previously read does indicate that the site grading plan does provide a flat strip along street frontage to allow easy installation of sidewalks if required in the future; however, not all correspondence/plans indicate as such. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to grant the request for waiver of Greene Township Code 85-51.A., *Requirement to Install Sidewalks*, LIDA Parcel 3-89-9 Land Development Plan with condition that a note be placed on the plan that if the Township deems sidewalks necessary in the future, the applicant will construct sidewalks at their expense.

The Zoning Officer presented a request for waiver of Greene Township Code 85-51.A., *Requirement to Install Sidewalks*, St. Luke's Lutheran Church Land Development Plan; propose building addition to existing structure. The Chairman asked the applicant's representative, Mr. Craig Smith of RGS Associates, who was in attendance at this Meeting if he had anything further

to add to the ZO's presentation. Mr. Smith addressed the Board and noted on the plan (which was displayed) regarding proposed sidewalk to connect parking areas but not on the portion that fronts on Luther Drive which is the portion being requested for waiver. The ZO noted that Luther Drive is a private street; privately owned by Luther Ridge. Supervisor Corwell inquired if the Township could require sidewalks along a private street, if it is an internal street. The ZO noted the Code does not distinguish between public and private; private streets have to be constructed to meet Township standards in the event they would ever become public. The Solicitor noted the Code does not address any type of street and not citing any law but voiced concern that the street is still affecting pedestrian traffic so safety would be a factor. Supervisor Brookens voiced concern that even though the sidewalk may not be needed at this time, however, if Luther Drive would become a public or Township-owned street in the future. The Solicitor asked if Luther Ridge and St. Luke's church property was all one party-owned and was informed that Luther Ridge and the church are two (2) separate entities. The Engineer stated that Luther Ridge is already providing sidewalks in many other areas of the development for seniors. Following review, discussion, and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to grant the request for waiver of Greene Township Code 85-51.A., *Requirement to Install Sidewalks*, St. Luke's Lutheran Church Land Development Plan with the condition that a note be placed on the plan stating that if the Township would deem sidewalks be installed in the future, they would be installed at the burden of the property owner(s).

The Zoning Officer presented a 5-Lot Final Re-Subdivision Plan for LIDA Parcels 3-89-4, 6, 9, 11 and 12; properties located off Opportunity Avenue noting that Parcel 3-89-9 was topic of previous time extension and sidewalk items presented at this Meeting. The ZO stated that in the course of review of the subdivision plan, there was a parcel that was being reserved for a driveway from the Army to LIDA. LIDA wishes to re-designate these lots which would eliminate a street section, cul-de-sac(s), and also multiple lots. The ZO noted the Township will be receiving a plan for lot 3-89-11RS; Lot 6 has access to Carbaugh Avenue. The ZO reviewed the *Approval Checklist* with the Board, a copy of which each Member received, as follows: Franklin County Planning Commission – reviewed with no comment (2.3.17); Sewage Enforcement Officer – planning module previously approved; Franklin County General Authority – approved (2.10.17); Township Engineer's and Planner's comments have all been addressed (2.10,14.17); plan was staff reviewed, on behalf of the Township Planning Commission, with no comment and would recommend approval (2.13.17). He stated that lot lines had been moved to make the property more feasible to market the lots and/or to appease prospective clients. Supervisor Brookens inquired if the Township was assured that all lots have access and the ZO stated 'yes'. The Engineer noted the plan's merit especially on the removal of the cul-de-sac(s). Following review, discussion, and consideration, on a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to approve LIDA Parcels 3-89-4, 6, 9, 11 and 12, 5-Lot Final Re-Subdivision Plan.

The Zoning Officer presented a 1-Lot Final Subdivision Plan for Thomas Brookens; property off Knob Hill Road; fairly large property of approximately 100 acres; subdividing one lot for future residential; access to Knob Hill Road; zoned R-1 (Low Density Residential). The ZO reviewed the *Approval Checklist* with the Board, a copy of which each Member received, as follows: Franklin County Planning Commission – reviewed with no comment (9.21.16); Greene Township Municipal Authority – approved (2.9.16); Sewage Enforcement Officer – planning

module approved by PA DEP (1.17.17); Guilford Water Authority – approved (10.18.16); Franklin County Conservation District – adequate (1.19.17); Township Planner – previous comments have been addressed (11.3.16); Township Engineer reviewed and found satisfactorily conforms to Township Ordinance requirements, therefore, would recommend approval (2.14.17); plan was staff-reviewed on behalf of Township Planning Commission, had no comment, would recommend approval (2.13.17); one-lot subdivision requires transportation impact fee - \$1,386 (1 trip in TSA-7); recreation impact fee – one-time exemption taken by applicant. Supervisor Brookens asked to let the record show that he was abstaining from voting due to the applicant being a family member. The Township Engineer again noted his satisfactory review of the plan stating it was just a single lot subdivision (plan). Following review and consideration, on a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 2-0-1, with Supervisor Brookens abstaining, the 1-Lot Final Subdivision Plan for Thomas Brookens was approved as presented with condition the transportation impact fee of \$1,386 due at the issuance of the Land Use Permit.

The Zoning Officer presented a 1-Lot Final Subdivision/Lot Addition Plan for Dale Mummert; property identified as farmland off Pine Stump Road and to the rear of the Greenvillage Restaurant; enrolled in Agriculture Security area; located in R-2 (Medium Zoning District) and HC (Highway Commercial) zoning districts; plan proposes to correct an existing encroachment from the existing mobile home park; was noted on the Kensington Village plan; mobile home encroaches on Mummert property; subdivision requested by Mr. Mummert to correct the encroachment of the mobile home; consists of small triangle parcel to correct the encroachment. Supervisor Corwell inquired if the lot addition was large enough to meet setback requirements and the ZO confirmed they did and the lot was non-conforming as it is; mobile home park has been in existence for many years. The farmland was being leased to another farmer and tenant was not aware where the property line was located; survey for the development was done and the encroachment was discovered at that time. Supervisor Brookens inquired if the person receiving the property was aware of the action and stated something needed to be noted on the plan to show this action or was it already there and not known. The ZO stated there was a note on the plan and Supervisor Brookens asked the Township Solicitor regarding the note. The Solicitor stated his solution has been that both parties are required to sign the subdivision plan to indicate their understanding and knowledge of the property exchange. The ZO reviewed the *Approval Checklist* with the Board, a copy of which each Member received, as follows: Franklin County Planning Commission – reviewed with no comment (12.27.16); Sewage Enforcement Officer – non-building waiver forwarded to PA DEP (1.17.17); Township Planner – previous comments satisfactorily addressed (1.26.17); Township Engineer – reviewed and found to satisfactorily conform to Township Ordinance requirements, therefore, would recommend approval (2.14.17); plan was staff-reviewed on behalf of Township Planning Commission with no comment and would recommend approval. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to approve the 1-Lot Final Subdivision/Lot Addition Plan for Dale Mummert be approved with condition that a note be placed on the plan identifying the property owner receiving the property is in agreement with receiving and a ‘lightning strike’ be placed on the plan.

The Zoning Officer presented a 1-Lot Final Subdivision Plan for Peggy Brookens Estate; property located at the end of Wright Road in the R-2 (Medium Density Residential) zoning district; propose subdivision of one lot improved to stand alone for two (2) dwellings with no

construction proposed at this time. The ZO noted that both he and the SEO (Sewage Enforcement Officer) had viewed onsite there was both an on-lot septic as well as a well; would be exempt from connecting to sewer. The ZO reviewed the *Approval Checklist* with the Board, a copy of which each Member received, as follows: Franklin County Planning Commission – reviewed with no comment (1.23.17); Sewage Enforcement Officer – non-building waiver forwarded to PA DEP (1.17.17); Township Planner – previous comments have been addressed (2.10.17); Township Engineer - reviewed and recommended approval of the plan (2.14.17); plan was staff-reviewed on behalf of the Township Planning Commission with no comment and recommended approval (2.13.17). The ZO noted a right-of-way agreement was reviewed by the Township Solicitor. He further noted there will be no access to this lot because they do not have legal access as a note on the plan indicates. Supervisor Brookens asked that the record show at this time he would be abstaining from voting on this matter; not sure whether related to the applicant. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 2-0-1, with Supervisor Brookens abstaining, the 1-Lot Final Subdivision Plan for Peggy Brookens Estate was approved as presented.

The Zoning Officer presented a 3-Lot Final Subdivision/Lot Addition Plan for Pantelis Katsaros; property located off Molly Pitcher Highway in R-2 (Medium Density Residential) zoning district; propose two (2) building lots and one (1) small lot addition from parent tract of approximately 9.56 acre parcel. The ZO reviewed the *Approval Checklist* with the Board, a copy of which each Member received, as follows: Franklin County Planning Commission – reviewed with no comment (11.1.16); Greene Township Municipal Authority – approved (2.9.17); Sewage Enforcement Officer – planning module approved by PA DEP (1.26.17); Guilford Water Authority – approved (12.6.16); Franklin County Conservation District – adequate (12.19.16); Township Planner – previous comments have been addressed (12.16.16); Township Engineer – reviewed and found to be in accordance with Township Ordinance requirements, therefore, would recommend approval of the plan (1.10.17); plan staff-reviewed on behalf of Township Planning Commission, no comment and would recommend approval (2.13.17); subdivision/lot addition requires transportation impact fee - \$2,656 (1 trip in TSA-3); recreation impact fee – one-time exemption taken by applicant. Supervisor Brookens inquired as to usage of the private right-of-way and the Solicitor stated he would seriously recommend that for any future subdivisions from one owner to another owner, that both the giving and receiving owners (both) would sign the plan. Following review and consideration, on a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to approve the 3-Lot Final Subdivision/Lot Addition Plan for Pantelis Katsaros as presented with condition the transportation impact fee of \$2,656 be posted at the time of Land Use Permit issuance. The Township Solicitor offered one final comment regarding the giving of property to another property that can raise a serious legal issue as to why someone does not want land and stated there can be many reasons why the land is refused.

Supervisor Brookens, Director of Parks and Recreation, presented a proposal to purchase one (1) new pavilion off CoStars contract as submitted by George Ely Associates, Inc., Carlisle, PA. He stated this is part of the playground improvement project that is being bid out (earlier at this Meeting). He stated the package being proposed will basically match the other pavilions currently at the Park. The total package cost as proposed under CoStars contract is \$23,859. The Solicitor inquired as to any thought to place a pavilion at the ‘high point’ of the Park; no comment at this time but the Board could take into possible consideration for the future. Following review

and consideration, on a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to approve the purchase of one (1) new pavilion off the CoStars contract from George Ely Associations, Inc. in the amount of \$23,859.

The Chairman stated that each year monies are budgeted to donate annually to local youth leagues that provide services to the Township; namely, Fayetteville Athletic Association, Greenvillage Youth League, Guilford Area Athletic Association, and Scotland Youth League. They all own their properties and provide recreational activities to the youth. On a motion by Travis L. Brookens, seconded by Shawn M. Corwell, and by a vote of 3-0, the Board unanimously voted to grant release of the 2017 recreation donations in the amount of \$6,000 each to Fayetteville Athletic Association, Greenvillage Youth League, Guilford Area Athletic Association, and Scotland Youth League.

Supervisor Corwell presented two (2) proposals to provide IT services to the Township; namely, Hinton Associates who currently service the Township, and GDC IT Solutions who have an office locally on Phoenix Drive in Chambersburg. Both proposals were reviewed by Supervisor Corwell, Todd Dusman (Township CAD/GIS Manager), and Lindsay Loney (Township Treasurer). Supervisor Corwell stated that Hinton has provided service to the Township for past 15 to 17 years and there have been some issues on situations; Township receives off-line support from Hinton. Supervisor Corwell reviewed parts of Hinton's proposed contract noting their monthly rate of \$1,100 and would waive one-time fee of \$2,500; travel fee of \$90 per hour; 5 free sites (i.e. Park, office, etc); additional cost each time they travel to Township. The contract increased from \$840 to \$1,100. He then reviewed parts of GDC's proposal noting their monthly fee of \$1,205; 2.5% discount if paid up front. He noted that Hinton is located in Mechanicsburg, whereas GDC is located locally. He continued by noting that GDC's proposal has 60 hours built into contract if you meet the 60 hours or there is a large project, there would be extra cost. He reviewed other costs and services noted on GDC's proposal that were combined, covered under the contract, and/or would be considered towards the 60 hours. He also stated that GDC has provided five to six references and when he contacted those references, they had no problems to report to date with GDC. He further noted that GDC is used by other local Townships and several private companies were also contacted. The Chairman noted that after reviewing all aspects of both proposals he could not determine what the cost savings might actually be between the two. Supervisor Corwell stated his opinion would be GDC with the 60 hours built in; does not think Township would exceed 60 hours. He further noted that he could not honestly say if it would be a cost savings because he does not know how many hours were actually expended by Hinton. He agreed it was a big decision; GDC would have to have passwords from Hinton for server among other information. The Solicitor commented that if the Township owned the server he was concerned why the Township does not have the passwords. Supervisor Brookens stated that Hinton is able to remote in on computers to check without possibly having to travel down to the site. The Solicitor stated he understood that but noted it deprives the Township use of their server. The Chairman commented that he did not know if the Township had the expertise to run a server. The Solicitor noted that if something were to happen to Hinton then the Township could not access their own computer. Supervisor Brookens noted the Township had Hinton for quite some time but not necessarily a reason to continue; thinks service should be considered in that it appears to have been lacking more than a year. He further noted there is some benefit to having a local company as opposed to someone out of the area; it is whether the Board wants to entertain going to a different

provider. The Chairman noted that IT services is what is wanted and service is certainly something to consider and if there is a cost savings in switching he would agree but he also cautioned other Board Members to changing especially with IT and issues. The Solicitor stated the Board could put some type of condition for a large project outside the parameter in response time that if it could not be met by the provider it would give the Board some leverage. Supervisor Corwell stated the contract is for one year but believes Hinton has not been reviewed since 2011. The Solicitor noted a company located in Waynesboro that he utilizes if the Board might want to contact them and see what they may have to offer. Supervisor Brookens noted that if the Township was not having some reservations and issues, it would not be out 'shopping'. Supervisor Corwell stated that when GDC is notified of a problem they will respond within four hours; if it is an emergency, within one hour. Following lengthy review and consideration, on a motion by Travis L. Brookens, seconded by Shawn M. Corwell, by a vote of 2-1, with Todd E. Burns opposed, it was granted that IT services for the remainder of 2017 would be awarded to GDC IT Solutions as presented.

Supervisor Brookens stated the Township had received a request from the co-op program at the local high school of a student, Nathan Walker, who is in his second semester as a senior, interested in working at the Township Park. He has some agriculture background and may be pursuing agriculture in college; would be working with other co-op students under the supervision of the Park Manager. His date of hire would be retroactive to January 30, 2017 and rate of pay would be minimum wage, same as others. On a motion by Shawn M. Corwell, seconded by Todd E. Burns, and by a vote of 3-0, the Board unanimously voted to appoint Nathan Walker as a part-time employee for the end of the 2017 school year, retroactive to January 30, 2017, and the rate of pay will be regular minimum wage as other students at \$7.25 per hour.

The Township Solicitor had no further comment(s) to offer at this Meeting.

On a motion by Shawn M. Corwell, seconded by Travis L. Brookens, and by a vote of 3-0, the Board unanimously voted to authorize the payment of invoices as follows: Check Numbers 25076 through 25115, one online payment, two credit card payments, inclusive, to be paid from the General Fund; and, Check Numbers 2107 and 2108, inclusive, to be paid from the Electric Light Fund.

There being no further business before the Board for this Meeting, the Chairman adjourned at approximately 8:40 P.M..

Respectfully submitted,

Secretary