

YORK TOWNSHIP
BOARD OF COMMISSIONERS
190 Oak Road, Dallastown PA 17313
Tuesday, April 14th, 2020
6:00 pm.

Executive Session TIME 5:00 pm

The Board was in executive session to discuss personnel and litigation matters.

Executive Session Ended TIME 5:38 pm

Comm. Steele called the online video conferencing due to the COVID-19 meeting to order at 6:00 pm with the following in attendance:

Comm. Steele	Gary Milbrand	Steve Hovis
Comm. Granholm	Lisa Frye	
Comm. Jones	Scott DePoe	
Comm. Kessler	Carly Mercadante	
Comm. Knepper	Ryan Grigg	

Other Township Employees or Board Members:
Kathleen Dellinger, Recreation Board; Jack Dellinger, EMA; Laura Kirk, EMA;
and Kay Crumling, York Township Tax Collector.

Comm. Steele announced that the Board met in executive session prior to the meeting to discuss personnel and litigation matters.

Video Conferencing Meeting Guidelines – Gary Milbrand

Select portions of the meeting guidelines that were attached to the agenda were read to those in attendance for this online Zoom video conferencing meeting to allow the Township to conduct business transparently and allow the residents of the Township an opportunity to see the meeting and provide public comment.

Minutes – March 10th, 2020

On motion of Comm. Kessler, seconded by Comm. Jones, the minutes of March 10th, 2020, were approved.

Vote 5 yes

Payment of Bills

On motion of Comm. Jones, seconded by Comm. Granholm, the following bills for March 2020 were approved for payment:

General Fund	\$ 395,717.34
Sewer Revenue Fund	\$ 366,508.17
Inter-Municipal Sewer Fund	\$ 9,844.57
General Capital Reserve Fund	\$ 48,979.66
Sewer Capital Reserve Fund	\$ 9,872.66
Street Light Fund	\$ 241.06
Escrow Fund	\$ 1,504.27

Total	\$ 832,667.73
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Vote 5 yes.

On motion of Comm. Jones, seconded by Comm. Granholm, the non-reimbursable portion of bills for March 2020 in the amount of \$65,365.45 were approved for payment.

Vote 5 yes.

Commissioner Agenda

Comm. Knepper – Reported an on-line meeting is new ground for the Township. He has been doing online meetings with his bible study for several weeks. With the proximity he lives to the municipal campus, he has become well aware of the value the brush dropoff and mulch piles have become to the Township residents.

Comm. Kessler – Reported he observed a lot of residents walking the Mill Creek Preserve park.

Comm. Jones – Reported he appreciates the leadership and the frequent updates he has received.

He participated in the awards ceremony for the York County Science and Engineering Fair on March 11th, 2020, at Penn State York. The Township presented scholarships to Haley McCartney and Makayla Rhodes(\$100 each as co-winners in the senior division) and Lily Shriner(\$100 as the winner in the junior division) for the best water quality and stormwater management projects.

Comm. Granholm – Reported that he attended the March 12th, 2020 YARP meeting. The department received a \$46k rebate from EMC, its health insurance carrier. The board approved the purchase of some IT equipment, some tasers and body cameras from the rebate. On April 9th, he led the YARP board meeting by conference call. The YARP board approved a cyber insurance policy at \$3,100 per year. They approved a Memorandum Of Understanding with several other departments to provide services to each other in the event a department has a significant number of personnel unable to work due to COVID-19. The YARP board approved an upgrade to the watch guard system to allow existing in-car cameras to read license plates in an amount of \$5,900. There were several promotions approved within the department, including promoting; Sergeant Ken Schollenberger to Lieutenant, Corporal Christopher Boyce to Sergeant and Officer Stephanie Phillips to Corporal. The Department finished \$202k under budget.

Comm. Steele – Reported that he has been locked up for a month over the COVID-19 crisis. He met with the Township Manager after the last meeting to discuss where the Township was going to go with staff during this crisis. He addressed one citizen's concern.

Township Manager's Agenda – Gary Milbrand

Beginning 2020 fund balance approval for audit (Ryan Grigg)

On motion of Comm. Jones, seconded by Comm. Kessler, the ending audited balances for 2019 and the beginning balances for 2020 for the General Fund. Copy of information in the minute book.

Vote 5 yes.

Pension Fund Investment Recordkeeping Revision

On motion of Comm. Granholm, seconded by Comm. Jones, the Board approved Resolution 2020 - 5 R.J. Hall's March 11, 2020, Non-Uniform Pension Fund Investment Record keeping Revision.

Vote 5 yes.

Ratification of Disaster Declarations

On motion of Comm. Kessler, seconded by Comm. Jones, the Board ratified the Declaration of Disaster Emergencies of March 16th, 2020 and March 20th, 2020.

Vote 5 yes.

Additional Phone System replacement equipment

On motion of Comm. Knepper, seconded by Comm. Granholm, the Board approved the increase of the General Fund Capital Reserve by \$3,750 and the Sewer Fund Capital Reserve by \$1,250 for the phone system replacement line items by the use of fund balances and authorized the expenditure of these funds in an amount not to exceed \$5,000.

Vote 5 yes.

Meeting Video Recording Retention

On motion of Comm. Jones, seconded by Comm. Knepper, the Board approved to post the various Board meeting videos on the Township website until the minutes for the meeting have been approved and posted.

Vote 5 yes.

EMA Memorandum of Agreement – Christ Lutheran Church of Spry

On motion of Comm. Jones, seconded by Comm. Knepper, the Board approved the Memorandum of Agreement between York Township EMA and the Christ Lutheran Church of Spry to be used as temporary shelter stations.

Vote 5 yes.

Fire Company Retention and Recruitment Guideline Revision

On motion of Comm. Kessler, seconded by Comm. Jones, the Board approved the Guidelines for Recruitment and Retention Expenditures dated April 8th, 2020.

Vote 5 yes.

The revision included a provision that would allow up to 10% of Retention and Recruitment funding to be put towards supporting the Length of Service Award Program (LOSAP.)

WellSpan Employee Assistance Program addendum

On motion of Comm. Granholm, seconded by Comm. Jones, the Board approved the Exhibit A - WellSpan Employee Assistance Program Addendum with a start date of June 1, 2020.

Vote 5 yes.

Met-Ed Right-of-way Agreement

On motion of Comm. Kessler, seconded by Comm. Granholm, the Board approved the right-of-way agreement with Met-Ed across the property owned by York Township along Camp Betty Washington Road, Map:62 Parcel:177, as identified in Exhibit A of the agreement.

Vote 5 yes.

COVID-19 Update of Township Activities

Ryan Grigg the Finance Director provided an update of the financial situation due to the COVID-19(Coronavirus) pandemic. He assured the Board that the Township is financially stable and able to withstand the economic impact of the coronavirus outbreak.

Carly Mercadante the Recreation Director provided an update of the cancelations, postponements of Township programs and changes to park policies as a result of the coronavirus outbreak. The department has been creating various Facebook activities.

Scott DePoe the Public Works Director provided an update of the change in activities performed by staff from March 17th to the present. He highlighted activities related to the Township's light winter, an early start to culvert maintenance projects, the implementation of public access activities to the facilities and the performance of maintenance and emergency activities. The Sewage Pumping Stations are realizing increased flow due to people being home.

Lisa Frye the Assistant Township Manager and Director of Economic Development provided an update of permits issued and the changes to the permitting process as a result of the Governor's orders. An inspection protocol was developed and issued to developers who are authorized to work under the Governor's orders (life-sustaining, public sector or emergency) or have received a waiver to continue work. Engineering continues to review plans and the Township has received 11 new plans over the past month. Property maintenance concerns are continuing to be addressed. An update on the Planning Commission and Zoning Hearing Board activities was presented.

Laura Kirk EMA Coordinator provide an update to the Board on the Coronavirus and EMA activities. Laura reported on EMA activities related to situation awareness, planning, DOH and CDC updated guidelines, disaster declarations and social media. PPE through the EMA has been distributed to York Township Fire Company, York Area Regional Police, Yoe Fire Company and York Area Regional Medical Services.

Steve Hovis of Stock and Leader, Township Solicitor provided an update on changes in legislation at the State and Federal levels related to the COVID-19 outbreak.

Gary Milbrand Township Manager provided an update of operation changes to the Township as a result of the Governor's orders. This included: Dealing with several versions of guidance from the Governor, Pa Dept. of Health, WHO and CDC and modifying procedures accordingly; first limiting access of the public to the Township buildings and parks and then closing them to the public; delayed the March thru May Sewer bill due dates to June 16th; transitioning staff to a teams work schedule system; transitioning to on line meeting thru the use of Zoom and changing how it's used to meet security recommendations and setting up and testing for our first virtual Board meeting. Township staff are now developing transitioning procedures for reopening Township facilities.

Recreation – Carly Mercadante

No Action items.

Public Works – Scott DePoe

No action items.

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Engineer –Director of Economic Development –Lisa Frye

No action items.

Solicitor – Steve Hovis

York Area Regional Police Charter Agreement Amendment Proposal

On motion of Comm. Knepper, seconded by Comm. Jones, The Board authorized the solicitor to advertise an ordinance to amending the YARP Charter Agreement to remove the requirement of the use of the civil service to allow more flexibility in the testing and hiring process.

Vote 5 yes.

Resolution 2020 - 4 Deferment of Mercantile and Business Privileges Tax.

On motion of Comm. Knepper, seconded by Comm. Kessler, the Board approved Resolution 2020 - 4 Deferment of Mercantile and Business Privileges Tax with a due date of July 15th, 2020.

Vote 5 yes.

Public Comments

None

Adjourn

The meeting was adjourned at 7:20 pm.

Secretary

(Seal)