

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR EETING MINUTES  
April 9, 2025 - 6:00 PM**

( X ) Chair Mark Wenrich ( X ) Vice Chair Dave Buckwash ( X ) Supvr. Duane Anthony ( X ) Supvr. Thomas Keefer ( X ) Supvr. Kevin Cummings ( X ) Solicitor Bret Shaffer ( X ) Secretary Traci Kauffman ( X ) Engineer Phil Brath ( A ) ZO Wayne Smith ( X ) Treasurer/HR Administrator Pam Williams ( X ) Asst. Secretary Marie Wilcox

Call to Order – April 9, 2025, Franklin Township BOS Meeting was called to order at 6:00 pm by Mark. The meeting was held in person at 150 Century Lane, Dillsburg, PA. Visitors in attendance are listed on the meeting sign-in sheet.

Pledge of Allegiance and Prayer – Pledge and prayer were led by Mark.

Police – Lt. John Migatulski provided a verbal and written report. Work is continuing on the new police headquarters. On South Mountain Road near the elementary school, through an aggressive driving grant, the NYRPD made contact with twenty-one drivers. NYRPD reviewed the signage for Baltimore Road/Route 194 bridge construction next to Bypass Road bridge because residents are having trouble seeing the signage and abiding by it. NYCPRD spoke with PennDot for the signage to be placed a little more strategically and the Roadmaster also spoke with PennDot regarding the same issue.

Public Comment – Diane Carricato of 224 Old Cabin Hollow Rd spoke regarding the sewer inspection notification letter she received. Prior to the meeting starting, she had a discussion with SEO Keith Hunnings and now understands why the letter was sent.

Dave Sprigg of 6 Bypass Road spoke regarding the Baltimore Road/Route 194 bridge construction and the substantial number of vehicles that are not abiding by the detour signs. Discussion ensued. The Engineer will work with PennDot and the Roadmaster to resolve this issue.

The construction trucks are being overloaded, and they are using Bypass Road to take the construction debris away. Bypass Road has a weight limit for the road of eleven tons, but the bridge is not weight restricted. PennDot will be advised to not use our road.

ZO/CEO Report – Wayne Smith provided a written report, please see the report attached to the meeting packet. A Supervisor was informed of a driveway issue, and the CEO reviewed the information and went to visit the property and determined that because it is more than 1,000 square feet they will need stormwater permit for erosion and sediment control.

Engineer –Phil Brath provided a written report, please see the report attached to the meeting packet.

Subdivision and Land Development –  
Phil Brath provided a written report.

Water Street & Union Church Road Stop Sign – Stop signs are not used for traffic control. A traffic study would need to be done. A temporary flashing speed sign could possibly be placed there by the police to remind residents of the posted speed limit.

Greenview LLC has applied for another Conditional Use Hearing (CUH). The CUH will be held on May 19, 2025 a 5:45 p.m.

Organization Reports:

Roadmaster –

- A written report was provided by the Roadmaster and is part of the meeting packet.
- Advertise Road Improvement and Stone Bid –A motion was made by Mark to allow the Roadmaster to advertise the Stone and Road Improvement bids. Second by Dave. There was discussion regarding the roads to be tar and chipped and paved. This was tabled until later in the meeting. Motion passed.
- Used Truck Purchase from Carroll Township – The BOS agreed that the Roadmaster could offer up to \$9,000.00 for the 2008 F250 truck from the . A motion was made by Kevin to allow the Roadmaster to offer up to \$9,000.00 from the Capitol Purchases to Carroll Township for the 2008 F250 truck. Second by Tom. There was no discussion. Motion passed.

Building Improvement – Dave and Tom met with Mike from Lobar. Lobar can provide trailers for use by the office staff during any construction that may take place. Information was provided that there possibly could be a rodent issue in this building. It was suggested to possibly demolish this building and build a new building with a second story for storage. Lobar will provide three drawings. The meetings could be held at the Franklinton Fire Hall per Chief Morales. Discussion ensued. The grants we are receiving are pay back grants and we should check into loans to get started and then pay back the loan with the grant.

A motion was made by Dave for Pam to secure information on a low interest loan/credit line for the building construction. Second by Kevin. Costs will be checked into for the trailers from Lobar. Motion passed.

The tabled road bids were discussed again upon determination of action for the new building construction. The Roadmaster suggested Willow Glen Road for paving and all of the tar and chip jobs requested on the information provided in the meeting packet. A motion was made by Duane to allow the Roadmaster to tar and chip and pave Willow Glen-between Franklinton to Locust Grove Road . Second by Tom. Motion passed.

BCO – A written report was provided and is part of the meeting packet.

Fire – No report was provided.

EMA – No report was provided.

DAA – The minutes from February 14, 2025 were provided.

EMS – No report was provided.

Parks & Rec – Travis Snyder was appointed as the Parks & Rec Chairman at their last meeting. They will be visiting all the parks for recommendations on anything that needs repaired.

Approval of Minutes –

A motion was made by Kevin to approve CUH 2025-1 minutes of March 12, 2025. Second by Dave. Motion passed.

A motion was made by Kevin to approve the March 12, 2025 BOS Regular Meeting minutes. Second by Dave. Motion passed.

Approval & Payment of Bills – A motion was made by Mark to approve and pay the bills. Second by Duane. Motion passed.

Treasurer's Report – A motion was made by Kevin to approve the Treasurer's Report. Second by Dave. Motion passed.

Treasurer's Memo –

- Defined Benefit Pension needs restated and adopted. This is the pension plan that is frozen. Pam needs permission to sign and pay the fee. A motion was made by Kevin to allow Pam to sign and pay the fee for the Defined Benefit Pension. Second by Dave. Motion passed.
- The Dental Insurance needs renewed. A motion was made by Kevin for renewal of the Dental Insurance. Second by Dave. Motion passed.
- A copy of the financial audit for 2024 is in the meeting packet.
- A copy of the Liquid Fuels audit for 2022 and 2023 is in the meeting packet.
- The LSA Grant award was \$106,159.00. The final contract will be provided upon receipt.
- The treasurer provided vacation dates and availability.

Solicitor –

- SPCA Contract – There is a copy of the contract with the pro-rated amount and is ready for Mark's signature.
- Fire Fighter Tax Credit Ordinance – Tabled.
- Ordinance to Amend Forms – Tabled.
- Employee Handbook Amendments/Revisions – Final copy to be reviewed.
- SFTF Update/Review – First notice went out, asked for a reply within 60 days. Upon that resident's reply, the rest will go out. A copy needs provided for the office file.
- Burn Ban – The BOS cannot delegate the decision to put a burn ban in effect to the fire chief. The BOS needs to vote as a Board at a public meeting to place one in effect. There was discussion that our Township needs to mirror any York County burn ban. The Chairman will inform the Fire Chief that we will only enact a burn ban upon the request/approval of the Fire Chief. We will continue to place the

burn bans on our website. Exemptions for burn bans were discussed i.e., farms. This is something that will be discussed at a later meeting.

- York County Planning Commission (YCPC) sent a letter regarding the Uniform Construction Code Board of Appeal process. The BOS needs to sign a resolution to use the baseline criteria of the state and also to be able to conduct a virtual appeal hearing.

A motion was made by Kevin to approve Resolution 2025-3 modifying the intergovernmental cooperation agreement by and among the County of York, Pennsylvania and numerous municipalities located therein, by adjusting the criteria applicable to members of the County Board under York County Ordinance 2004-4 and agree with virtual appeal hearings. Second by Duane. Motion passed.

#### New Business –

- 2025 Proposed PSATS Resolutions – The resolutions will be reviewed later in the meeting, and they will be voted on at the PSATS Conference.
- Sewer Inspection Notification Letter – Keith our SEO recommended sending these letters out to residents that have holding tanks, cesspools, or small flow treatment facilities (SFTF) .Records indicate that there is only one SFTF that is not up to date and all of the holding tanks are up to date. Keith will only need to complete a few inspections.  
The residents on Little John were requested to have their septic tanks pumped to try to resolve an issue. Anyone who has pumped is ok. The delinquent accounts that have not been pumped have been given 90 days to respond and have not. Further action will need to be taken with the district justice. Keith and Marie will be overseeing that process.

#### Old Business –

- Building Improvement – This was spoken about earlier in the meeting.
- Office Procedures – Employee handbook was discussed earlier.  
Some cosmetic corrections to the Cleaning Contract, which was approved last month, are ready to be sent out to several different cleaning companies for quotes.  
The York County Community Survey was received from YCPC and Dave will complete the survey on behalf of the BOS.  
Discussion was held regarding the extension of the Republic Services contract due to the fact of reading in the newspaper how high the quoted prices for the next three years in a neighboring township would be.

Executive Session – The session began at 8:07 p.m. regarding Water Street and no decisions were made. The session ended at 8:13 p.m.

Correspondence – There was no correspondence.

The BOS reviewed and recommended how to vote on the resolutions that would be voted on by the voting delegate at the PSATS conference in May.

Adjournment – A motion was made by Dave at 8:31 p.m. to adjourn. Second by Duane . Motion passed.

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman, Secretary  
Franklin Township