

**FRANKLIN TOWNSHIP YORK COUNTY PA
BOARD OF SUPERVISORS (BOS)
REGULAR MEETING MINUTES
April 10, 2024 - 6:00 PM**

(X) Chair Mark Wenrich (X) Vice Chair Dave Buckwash (X) Supvr. Duane Anthony (X) Supvr. Tom Keefer
(X) Supvr. Paula Kostick (X) Solicitor Bret Shaffer (X) Secretary Traci Kauffman (X) Engineer Phil Brath
(X) ZO Wayne Smith (X) Treasurer/Asst. Sec. Pam Williams

Call to Order – April 10, 2024, Franklin Township Board of Supervisors Meeting was called to order at 6:00 pm by Mark W. 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 W.

Police – A verbal and written report was provided by Lt. Migatulski. Contracts were signed for the new headquarters construction to start. On April 27, 2024 there will be a ground breaking ceremony, RSVP is required to attend.

Approval of Minutes – A motion was made by Dave B. to approve the CUH 2024-02 meeting minutes of 3/13/2024 as written. Second by Duane A. There was no discussion. Motion carried.

A motion was made by Dave B. to approve the BOS regular meeting minutes of 3/13/2024 as written. Second by Mark W. There was no discussion. Motion carried.

Public Comment (written request pertaining to Agenda items only) –

Ed Mattos a Supervisor from Warrington Township was present to inquire regarding the signs restricting the weight limit of trucks on Old Cabin Hollow Road. The issue is with the county owned bridge, but by restricting the weight limit on the road, large trucks will not use that road and the hope is that the bridge will not be damaged further. If it is damaged again, the County will close it permanently. Discussion ensued.

Organization Reports:

Fire – A written report for March 2024 was provided.

EMA – No report.

DAA – The minutes from the 2/16/24 meeting and the 2023 Annual Drinking Water Quality Report were provided.

EMS – Penn State – A written report was provided.

ROADMASTER REPORT – A written report was provided. The advertisement for the Road Improvement Bids was presented for approval. A motion was made by Mark W. to approve the advertisements for the Road Improvement Bids. Second by Dave B. There were no budget figures reported. Motion carried.

PARKS & REC – A motion was made by mark W. to appoint Dave B. to the Parks and Recreation Board until a replacement can be appointed. Second by Paula K. There was no discussion. Motion carried.

Next Level Sports will be allowed to request use of the parks in January for Flag Football in the fall of the year, in conjunction with scheduling of the other teams that use the parks. The fee will still stand.

BCO/ACS – A written report was provided.

Land & Sea Services – A written report was provided.

ZO/CEO Report – A written report was provided with ZO Wayne Smith reviewing the properties listed and any actions taken. Please see the written report attached to the meeting packet. Several properties are not in compliance with our Ordinances and steps are being taken to remedy the problem.

Engineer – A written report was provided. The Engineer indicated the Bypass Road permit for the bridge repair should be arriving within the next week. He reviewed the written report provided in the packet. Signs for Old Cabin Hollow Road were discussed earlier, and the Engineer requested that we get the “No Trucks Except for Local Deliveries” signs as long as Warrington Township agrees. The Solar Ordinance is being reviewed by the Planning Commission for amendments. Discussion ensued.

Subdivision and Land Development –
Subdivision and Land Development –

156 Old Cabin Hollow Road – Warrington Meats -The parking lot expansion was being done without permits, a cease-and-desist request was issued, and they were told to apply for permits. When you are making improvements to a commercial lot, a land development plan is necessary. The plan is for the parking lot only at this time and is under stormwater review. They are requesting a waiver or modification for the Land Development Plan and would like to move forward with the parking lot. Discussion ensued. It would require a modification of the ordinance because it would be a delay in the land development to be performed with the improvement of the rest of the property and not a waiver. Discussion ensued.

A motion was made by Dave B. to Grant the request for waiver or modification of Section 309 of the subdivision land development ordinance for the Gerald P. Jones stormwater plan with the following conditions. Parking lot not to be used until the stormwater plan is in place and effective and there will be an enforcement stay of 90 days and if the parking lot is used at all that voids the 90 days, and they also have to submit the land development plan for parking and any other site improvements proposed in 90 days as per Section 309. Modification to temporarily allow this for 90 days. Second by Mark W. There was no discussion. The motion carried.

715/717 Range End Road – JVI – The Engineer prepared a letter to request the surety be increased by 10%, which you are allowed to request every year to cover increased costs. Scott Barnhart of JVI was present representing Sam Elicker. A settlement agreement in 2019 indicated that a land development plan, a stormwater plan and an NPDES permit would be submitted. Those have been submitted. Other issues were discussed, and efforts are being made to comply. The criminal complaint would be dismissed with the magisterial district judge if the land development plan and stormwater plan were provided. On May 19, 2021, the land development and stormwater plan were approved. Some of the stormwater improvements were made and the Engineer has not been asked to inspect those improvements. One building was demolished. The property was sold and there has been no further information on implementation of the plans provided and approved. Scott Barnhart indicated that Tom Smith of the Conservation District visited and requested several revisions be implemented on the property. A report will be forthcoming from the Conservation District. Every NPDES permit in Pennsylvania expires in December. He indicated that they want to close out their NPDES permit but they will increase the Bond, and then get estimates for bond reductions. The site is expected to have required grass coverage by Fall and then close it out their work and turn the site and any revised improvement requirements and planning over to the new owner. Finish work is being done now with the Stormwater Plan/NPDES permit. Discussion ensued.

Approval & Payment of Bills – A motion was made by Mark W. to approve and pay the bills. Second by Dave B. There was no discussion. The motion carried.

Treasurer's Report – A motion was made by Mark W. to approve the Treasurer's Report. Second by Tom K. There was no discussion. The motion carried.

Treasurer's Memo –

GASB Report – A decision needs to be made regarding how to manage the pension plans actuary's charges of \$500. Either the cost can be deducted from the assets of the plan or have a separate check sent.

A motion was made by Mark W. to have the actuary's charges of \$500. deducted from the plans assets. Second by Dave B. There was no discussion. The motion carried.

Highmark Vision – The vision insurance will renew on June 1, 2024 at the rate of \$4.50 for an individual (previously \$4.37) and \$13.06 (previously \$12.68) for all other tiers.

A motion was made by Duane A. to renew Highmark Vision Insurance at the indicated increased amounts. Second by Dave B. there was no discussion. The motion carried.

SEK Financial Audit for 2023 – there are some issues in the report concerning outstanding deposits/checks in QuickBooks. After working with SEK QuickBooks advisors during 2023 some of the issues were resolved but not all of them. This will require further research to correct. Authorization is needed from the BOS to work with QuickBooks advisors, if needed, to correct any of the remaining entries.

A motion was made by Dave B. to authorize the Treasurer to work with QuickBooks advisors to correct any further entries. Second by Paula K. There was no discussion. The motion carried.

The third ARPA report will be filed March 30 for the period of March 2023 to March 2024. This report will include the funds that will be obligated for the building improvement/renovations. The most updated quote from LoBar will be used and there has been no new information on the RAC-P grant.

The first payment to the Northern York County Fire and Rescue from the portion of the real estate taxes collected through 3/31/24 is \$21,042.93 and has been sent.

Marie Wilcox is being added to the payroll account as an authorized signer so she can sign payroll checks in the event the Treasurer is not available.

Solicitor's Report –

The Northern York County Regional Police Department are updating and clarifying their charter and when it is revised, it will need reviewed by our Solicitor.

The Employee Handbook and the SFTF will be forthcoming shortly.

Bennington MHP Land Use Appeal paper copy was presented by Bret S to the BOS. This was the backup plan for a Mobile Home Park, where the Lexington Fields townhouses are conditionally approved to be built. The courts do not wish to have the Mobile Home Park on their docket indefinitely. Bret S. reviewed the twenty conditions making the BOS aware of the response he will be preparing for the courts.

A motion was made by Duane A. to authorize Mark W. to sign the Bennington MHP Land Use Appeal with the clarification that all references to the SALDO are the current SALDO, that will then be in effect when they present the plan. Second by Tom K. There was no discussion. The motion carried.

New Business – A motion was made by Dave B. to authorize Pam W., Marie W. and Traci K. to attend the entire PSATS Conference of Sunday through Wednesday, April 14, 15, 16 and 17 for any sessions that are relevant to their position and the office can be closed. Second by Duane A. There was no discussion. The motion carried.

Resolutions for the conference will be completed at the end of the meeting.

Old Business –

There is no new information on the building improvements.

Office Procedures – There have been some inconsistencies with the cleaning company and Dave B. will be speaking with them and possibly looking into another company.

A motion was made by Mark W. to allow Dave B. to look at the contract for an early termination clause with no penalty be executed with Reisinger Janitorial Service.

A resident needed to have his condemned electric box repaired and the electricity turned back on. Approved Code Services was not available to inspect it as quickly as they wanted it inspected and referred them to a third party. The third-party inspection service inspected everything but would not sign off on it because they were remodeling the inside of the house without permits. The contractor, resident and the Township are working together to resolve these issues.

An ad needs placed to fill the Planning Commission (PC), the Zoning Hearing Board (ZHB), and the Parks and Recreation Board(P&R). A new job description was provided to be placed in the newspaper.

A motion was made by Dave B. to place the new job description for the above-mentioned positions in the Dillsburg Banner for three weeks with the possibility of renewing the ad at a later time. Second by Duane A. There was no discussion. The motion carried.

Correspondence – There was no correspondence.

Public Comment – There was no public comment.

Executive Session – Executive Session started at 8:20 p.m., regarding personnel issues, there were no decisions made and they returned at 8:37 p.m.

The PSATS Conference resolutions were reviewed, and decisions were made regarding the voting on those resolutions.

Adjournment – A motion was made by Dave B. at 9:21 p.m. to adjourn. Second by Duane A. There was no discussion. Motion carried.

Respectfully submitted,

Traci Kauffman

Traci Kauffman, Secretary
Franklin Township