

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR MEETING MINUTES  
August 9, 2023 - 6:00 PM**

**( X ) Chair Mark Wenrich ( X ) Vice Chair Dave Buckwash ( X ) Supvr. Naomi Decker ( A ) Supvr. Duane Anthony  
( X ) Supvr. Kevin Cummings ( X ) Engineer Phil Brath ( X ) ZO Wayne Smith ( X ) Treasurer/Asst. Sec. Pam  
Williams ( X ) Solicitor Bret Shaffer ( A ) Secretary Traci Kauffman**

Call to Order – August 9, 2023, Franklin Township Board of Supervisors (BOS) Meeting was called to order at 6:02 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 report was provided by Chief Lash. Chief Lash reported about Clear Springs Road in the area of Circle Drive regarding truck traffic. A License Plate Reader/Speed Trailer was placed at the area and can be monitored remotely. It will be left there for about 7 -14 days and Chief Lash will be reporting the results to the Township. Clear Springs Road is a state road. Spring Garden Township is still a work in progress for addition to the Northern York County Police Department.

Approval of Minutes –

A motion was made by Naomi D. to approve the BOS Regular Meeting Minutes of June 14, 2023. Second by Kevin C. There was no discussion. The motion carried.

A motion was made by Kevin C. to approve the BOS Regular Meeting Minutes of July 12, 2023 with minor typos corrected from the draft copy. Second by Dave B. There was no discussion. The motion carried.

Public Comment (written request pertaining to Agenda items only) – There was no public comment.

Organization Reports:

Fire – A written report for July 2023 was provided.

EMA – There was no report.

DAA – Calvin Hipp presented a verbal report. He indicated that there is 1/3 capacity used and 2/3 yet to be used.

EMS – Penn State – A written report was provided.

BC0/ Land & Sea Services – A written report was provided.

Zoning Officer Report – A July 2023, written and verbal report was provided by Wayne Smith. He highlighted several items within the Township on his written report that is part of the meeting packet.

Engineer – A written report was provided.

Northern York Regional Comprehensive Plan – You can join with the other municipalities to revise the plan, or the plan can be kept as it currently is. Bret S. indicated that a resolution should be written to indicate that the Township does not want to revise the current plan. It is recommended that the Township act on this every 10 years.

A motion was made by Kevin C. that the Solicitor draft a resolution to continue with the current Regional Comprehensive Plan. Second by Mark W. There was discussion regarding continuing with the plan as it is. Phil B. reviewed the plan and felt it was still relevant and maybe at a future date the Parks & Recreation section should be reviewed. The motion carried.

26 ByPass Road – The Wetland Restoration Plan has been provided to DEP and approved. The work was to begin August 1, but there has been no indication of that as of yet. The question was raised as to whether or not it was our responsibility to follow up on this. DEP and the Army Corp of Engineers are responsible, but the only action Phil B. will take is to make sure they are complying and implementing what was approved by DEP.

Sturbridge Phasing Schedule – A written phasing schedule was provided. The BOS decided to accept the schedule. A Final Plan will need to be submitted prior to the construction of each phase.

A motion was made by Naomi D. to accept the Sturbridge Phasing Schedule. Second by Kevin C. There was no discussion. Motion carried.

Lexington Fields – The plans and information were not sent in by the date agreed upon so the BOS will need to decide how to proceed. Mr. Garland indicated he was given the date on a “sticky note” of August 3, 2023 as a deadline by Traci K., but Phil B. indicated that according to the meeting recording (verbally) it was decided to provide the plans on July 28, 2023 so he had a chance to review them and provide his comment letter.

Naomi D. indicated that they have not even reviewed the plan dated 12/2022 or comment letters.

That deadline was not met by Mr. Garland. The BOS decided to table the decision and grant a time extension of 30 days for Lexington (verbally due to the fact that the time extension letter was presented one day before the meeting and did not meet the deadline for submission).

A motion was made by Kevin C. to table the decision on the plans. Second by Mark W. There was no discussion. The motion carried.

A motion was made by Kevin C. to accept the 30-day extension of the plan. Second by Dave B.. There was no discussion. The motion carried.

There will be no new copies of plans. Mr. Garland provided a new comment letter to Pam W. Treasurer/Assistant Secretary at the meeting as a response to Phil B's comments on the plan (Revised 7/21/2023) that was not submitted on time. Naomi D. inquired whether they would be reviewing the December 2022 plan. The BOS indicated to Mr. Garland that they are being inundated with plans and Phil B. is reviewing them and providing a comment letter, Lexington's representative is responding with their comment letter, and the BOS is being sent another plan before they have reviewed the previous plan. According to Dave B., now the BOS is 3 or 4 plans behind in reviewing. Mark W. indicated that the plan to be looked at should encompass the comments from the previous plans. He was told that once those comments are met they are not provided on the next comment letter. Naomi D. indicated that they are not represented, and things can be missed. Bret S. inquired of Phil B. if he will be doing a new comment letter in response to the plan that did not meet the deadline for this meeting. Phil B. has no plans to present another comment letter, but he will review this letter, provided at this meeting from Mr. Garland, and be prepared to discuss it at the next meeting. The BOS will be reviewing the December 2022 plan and the April 12, 2023 response comment letter provided by Phil B, along with the comment letter from Mr. Garland dated June 9, 2023 before reviewing the new plan provided on August 3, 2023 for this meeting of August 9, 2023.

Lost Hollow Road, York County #237 Bridge will be opening soon.

Cabin Hollow Road, York County #235 Bridge will close in December and be repaired through the Spring of 2024.

Subdivision for TAM Systems for L-Cubed, 771 Range End Road, Akens Engineering , requested a time extension to December 13, 2023 to the BOS. They are going through the NPDES process.

A motion was made by Naomi D. to grant the time extension to L-Cubed, 771 Range End Road. Second by Dave B. There was no discussion. The motion carried.

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 Dave B. There was no discussion. The motion carried.

Treasurer's Memorandum – With the population increasing the Second-Class Township Code indicates that the Board of Supervisors salary is eligible for an increase to \$2,500.00 annually by an ordinance. Discussion ensued. An ordinance must be put in place for 2024 for the increase. Bret S. will draft the ordinance for the next meeting and approval to advertise will be needed.

The Defined Pension was reviewed, and the BOS would like to wait to terminate the plan and do the buyout. They will review this when each quarterly statement comes out.

The tax increase notice was not placed in the real estate tax bills that just went out but will be placed in the 2024 tax bills that will be sent out in February. A decision needs to be made on how these funds will be managed throughout the year. When the tax collector submits the tax money to the Township, the .59 difference of the total amount will need to be figured out. A separate account would be set up and then the money would be paid to the fire company out of the account. The payments will be sent quarterly.

The first Budget Workshop meeting will be held on August 16, 2023.

Need to designate the ARPA Funds.

Pam W. will attend a cyber security and risk webinar next Thursday through PSATS.

The heating and cooling units that we currently have were not put in by F. M. Berkheimer and our annual service contract that was approved last month does not cover that service. The Township was charged \$112.00 for their service visit. They refunded the \$295.00 cost of the service contract. Roadmaster Andy Gibb will look for a company to provide a service contract.

Terminix increased their price by \$3.00 for each visit.

Roadmaster's Report – Roadmaster road reports are included in your packet.

Solicitor's Report –

York County Planning Commissions (YCPC) comment letter was provided for the combined ordinance. York County recommended that the BOS does not adopt the ordinance. The BOS reviewed page 7 for the comments on why they should not adopt it. Bret S. reviewed and discussed the recommendations. The YCPC indicated that the Marijuana Dispensary and Marijuana Growing and/or Processing Facility requirements were too restrictive. They indicated that this ordinance should maintain consistency with state laws. Bret S. indicated that he was not aware that the municipality could not implement more restrictions than at the state level. Bret S. would like to check the legislative record that supports the idea that this is how it should be written, and the municipality can't take it any further. Bret S. indicated that if the BOS decides to use the ordinance as written that they have taken a more restrictive stance and the YCPC won't stand behind the ordinance. Discussion ensued. Bret S. will research the records and if nothing is found, the BOS can vote to advertise to adopt at the September meeting.

There is no new information regarding the drug and alcohol policy and the revisions to the Township Employee Handbook.

There was no response from South Central DEP regarding the Small Flow Treatment Facility forms Bret S. forwarded to them. Bret S. will reach out to them again. If he still does not get a response, he will bring the information to the September meeting for the BOS to vote on using.

DEP provided comments to Phil B. regarding Water Street and needing new submissions. Phil B. needs permission for a new Wetlands Report and the PNDI. There will be a cost to do these reports and the cost will be between \$7,000 and \$9,000. DEP did not give a deadline for a response. Discussion ensued.

New Business –

Chief Lash is putting up an LPR to monitor truck traffic on Clear Springs Road and Circle Drive. This was discussed earlier when Chief Lash was present.

John Perry resigned from the Planning Commission due to moving out of the area. A letter will be sent in appreciation of his service.

A motion was made by Dave B. with much regret to accept the resignation of John Perry from the Planning Commission. Second by Mark W. There was no discussion. The motion carried.

A motion was made by Mark W. to advertise for the vacancy on the Planning Commission. Second by Dave B. There was no discussion. The motion carried.

Old Business –

The meeting with Senator Regan was rescheduled for August 16 at 1:30 p.m.

Permission is needed to increase licensing for the Adobe Pro Program for another user.

A motion was made by Kevin C. to increase the licensing for another user. Second by Mark W. There was no discussion. The motion carried.

According to the Employee Handbook employee training that is for one day should be approved by the employee immediate Supervisor. If the training is for more than one day, the BOS needs a written request. The BOS is collectively the “immediate Supervisor” and should make that decision.

An authorized user is using their key instead of the key fob; therefore, there is no way to track usage.

A motion was made by Dave B. to contact Duty Locksmith to have four doors (Hall Door/Garage, Garage Front, Garage Side and the Recycle Building) rekeyed. Second by Mark W. There was no discussion. The motion carried.

Correspondence –

There was no correspondence.

Add on Items – There were none.

Public Comment – There was no public comment.

Adjournment –

A motion was made by Kevin C. at 7:20 p.m. to adjourn. Second by Dave B. There was no discussion. The motion carried.

Executive Session – An Executive Session was held at 7:30 p.m. to discuss Lexington and Miller/Water Street. No decisions were made. Ended at 8:30 p.m.

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman, Secretary  
Franklin Township