

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR MEETING MINUTES  
December 14, 2022**

**FINAL**

**Call to Order:**

The December 14, 2022, Franklin Township Board of Supervisors (BOS) Meeting was called to order at 7:02 pm by Chairman Mark Wenrich. The meeting was held via Zoom and in person at 150 Century Lane, Dillsburg, PA. Visitors in attendance are listed on the meeting sign-in sheet.

**Present:** Chairman Mark Wenrich, Vice Chair David Buckwash, Supervisor Duane Anthony, Supervisor Naomi Decker, Supervisor Kevin Cummings, Engineer Phillip Brath, Zoning Officer Wayne Smith, Treasurer/Asst. Secretary Pam Williams, Secretary Traci Kauffman, Solicitor Bret Shaffer

**Absent:** No one.

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

**Approval of Minutes –**

**A motion was made by** Vice Chair Dave Buckwash to approve the CUH 2022-6 Meeting Minutes 11/16/2022 as written.

**Second by** Supervisor Duane Anthony.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Vice Chair Dave Buckwash to approve the Ordinance Hearing Minutes of 11/16/22 as written.

**Second by** Supervisor Duane Anthony.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Vice Chair Dave Buckwash to approve the BOS Regular Meeting Minutes of 11/16/22 as written.

**Second by** Supervisor Duane Anthony.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Supervisor Duane Anthony to approve the BOS Budget/Zoning Meeting Minutes of 10/25/22 with recommended modifications by Solicitor Bret Shaffer.

**Second by** Chair Mark Wenrich.

**Discussion:** There was no discussion.

**The motion carried.**

A hearing date was set for CUH2022-7 for 200 Franklin Church Road at 6:00 p.m. and CUH2022-8 for 3 Bethel Church Road at 6:15 p.m. on January 11, 2023.

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

Phillip Garland requested a time extension on the Lexington Field Subdivision. Mr. Garland also spoke addressing the Traffic Impact Study(TIS) for Lexington Fields and indicated he resubmitted final comments to PennDot and is waiting to hear from them. Stormwater Report has been reviewed by Engineer Brath, the comments were addressed and resubmitted to him.

Engineer Phil Brath indicated that the hold-up for the TIS Study is that the Township is requesting a northbound, left turning lane be added to the site and Penn Dot will not approve the study until the Township approves everything. Discussion ensued. The Township agreed with Engineer Brath that we need a left turning lane for the health, safety, and welfare of our residents.

**A motion was made by** Chair Mark Wenrich to grant the time extension request letter dated 12/13/2022 for the Lexington Subdivision until March 15, 2023.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

Kaitlyn Hoffman requested a "Bus Stop Ahead" sign be placed on a dangerous section of County Line Road. Discussion ensued.

**A motion was made by** Supervisor Kevin Cummings to approve a “Bus Stop Ahead” sign be placed by our Roadmaster on County Line Road.

**Second by** Vice Chair Dave Buckwash .

**Discussion:** There was no discussion.

**The motion carried.**

#### **Organization Reports:**

##### **Police –**

A written Monthly Activity Report and a Statistical Recap was submitted for October 2022.

**EMS – Penn State –** A written report for November 2022 was provided.

**BC0/Zoning Officer Report –** A November 2022 written report was provided by Land and Sea Services, LLC.

A November written report was provided by ZO Wayne Smith. Photos were presented regarding several nuisance complaints. Discussion ensued. The written report was reviewed, and updates were provided.

**Fire –** A written report for November 2022 was provided by Chief Morales. There were forty-five calls for the month and eight were in the Township and there were 471 calls for the year, the Township annual total now being ninety-nine. A written 2023 Budget from the NYCF&R was provided. Discussion ensued. Chief Morales provided a verbal report and provided the newly elected 2023 Officers. Hector Morales is Fire Chief, Deputy Chief is Wilbur Stough, Assistant Chief 1 is Keith Kuykendall and Assistant Chief 2 will be Carla Snyder.

**Emergency Management –** The York County Hazard Mitigation Plan is being updated and the Township will need to choose a representative and provide the information to York County. EMA Coordinator Laurin Fleming will continue to be the Representative for Franklin Township and provide any and all information.

**A motion was made by** Vice Chair Dave Buckwash to allow Laurin Fleming to continue as the representative for the York County Hazard Mitigation Plan and to sign on behalf of the Township.

**Second by** Chair Mark Wenrich.

**Discussion:** Supervisor Naomi Decker indicated that some of that information should go through Engineer Phil Brath. Engineer Brath indicated that some of the information also need to be handled by Roadmaster Andy Gibb. The information to be filled out indicates it should be signed by the BOS Chairman.

A motion amendment was made to eliminate the part where Laurin Fleming would sign on behalf of the Township.

**Second by** Chair Mark Wenrich.

**Discussion:** There was no discussion.

**The motion carried.**

**Engineer’s Report –** A November 2022 written report was submitted by Engineer Phil Brath.

The Accessory Dwelling Unit (ADU) Ordinance was presented for review and Solicitor Shaffer will respond upon further research.

The Junk Yard Ordinance amendment was approved by the Planning Commission to be placed on the January BOS agenda for review. Discussion ensued.

#### **Subdivision and Land Development –**

**Crossroads Warehouse Project –** Engineer Phil Brath indicated that Crossroads Warehouse on Glenwood Road was submitted for Conditional Use in Carroll Township and may be forthcoming for Conditional Use in Franklin Township. Engineer Brath requested to be the Township Objector and read a statement for Franklin Township at the Conditional Use Hearing. Discussion ensued. It was decided it could be a conflict of interest due to the fact that he also represents Carroll Township and Franklinton Borough. It was decided that Chair Mark Wenrich would read the statement for Franklin Township.

**A Motion was made by** Supervisor Kevin Cummings to allow Chair Mark Wenrich to read the statement that Engineer Phil Brath prepared regarding the Traffic Concerns for the Crossroads Project as the Township Objector for the Conditional Use Hearing in Carroll Township.

**Second by** Chair Mark Wenrich.

**Discussion:** Chair Mark Wenrich will read the statement provided by Engineer Phil Brath so there is no conflict of interest, and the statement will be provided at the January BOS Meeting.

**The motion carried.**

**Lexington Fields –**This was discussed under Public Comments at the beginning of the meeting.

**Approval & Payment of Bills:**

**A Motion was made by** Chairman Mark Wenrich to approve and pay the bills.

**Second by** Supervisor Duane Anthony.

**Discussion:** No discussion.

**The motion carried.**

**Treasurer's Report –**

**A motion was made by** Chairman Mark Wenrich to accept the Treasurer's Report.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**Treasurer's Memorandum –**

**CD's –** Two will roll-over this year and they will need to be transferred to either Public Fund CD's under the branch, CD's under their Cash Management Program, or roll them into the Money Management Account to wait for January rates. Discussion ensued.

**A motion was made by** Supervisor Duane Anthony to authorize Treasurer Pam Williams to put the expiring CD's temporarily into the Money Management Account until the rates are disclosed for January and then explore moving them into CD's under Cash Management.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Vice Chair Dave Buckwash to move \$500 from the General Fund into the Parks and Recreation Fund to pay the December bills.

**Second by** Supervisor Kevin Cummings.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Supervisor Duane Anthony to accept the 2023 MMO for the Non-uniform Pension Plan.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

The mower that was approved for purchase has been ordered and would the BOS like to pay for the extended warranty. More information will be provided, and a decision will be made at the January BOS meeting.

The water testing for the parks is increasing by \$5.00 each and the quote needs authorized with the increases.

**A motion was made by** Chair Mark Wenrich to approve and accept the quote for the water testing at The parks with the increase of \$5.00 each.

**Second by** Supervisor Duane Anthony.

**Discussion:** There was no discussion.

**The motion carried.**

**Information Items –**

The Road Report is included in the Treasurer's Packet.

The renewal for cost for the Public Officials Insurance Policy is increasing by about \$500, the increase is due to an annual 5% annual inflationary rate as well as additional part-time and seasonal employees.

The Cyber Risk Liability and taking out a policy for that. Our current insurance does not include this. Supervisor Duane Anthony will be reviewing it and make a recommendation to the BOS. The BOS will need to sign a cyber risk exclusion statement that no claim will be made on the insurance we currently have.

**A motion was made by** Chair Mark Wenrich to allow Treasurer Pam Williams to sign the Professional Indemnity Cyber Exclusion Clause.

**Second by** Supervisor Naomi Decker.

**Discussion:** There was no discussion.

**The motion carried.**

**ARPA Funds –** The ARPA Funds must be obligated by December 31, 2024 and expended by December 31, 2026.

**Bank Paperwork –**

Dave Christensen will be removed as an authorized signer and Kevin Cummings will be added.

**Employee Prescription Plan –** There will be a \$250.00 out-of-pocket deductible for the prescription plan. Discussion ensued. It was recommended to provide the employees with \$300.00 for their \$250.00 deductible and \$50.00 to cover the income taxes that would be taken out.

**A motion was made by** Chair Mark Wenrich to approve payment of \$300.00 on the first pay of the year to cover the prescription deductible and the income tax.

**Second by** Supervisor Duane Anthony .

**Discussion:** There was no discussion.

**The motion carried.**

Roadmaster Andy Gibb provided an estimate to make the Century Lane Park bathroom ADA compliant.

**A motion was made by** Chair Mark Wenrich to allow the road crew to renovate the Century Lane Park bathroom to become ADA compliant not to exceed \$7,000.00.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

Information was provided to confirm the changes to the Employee Pension Plan. The vesting will be 4 years with 25% a year if an employee leaves before the 4 years. The employee's money always returns to them, but the Township contribution will be returned by 25% for each year of the matching funds. There are four full-time employees and two part-time employees and anyone working at least 20 hours a week would be eligible to participate in the Pension Plan. The reason for the 20 hours is you have to work 1,000 hours in a plan year to be vested for that year. The general plan for matching would be up to 4% for the Township and up to 8% for the employee. There would be no age restriction or length of service requirements. State grant money is provided for full-time employees and any that is left will be allocated equally to each full-time employee who participates in the plan. The grant money is based on the number of full-time employees. Discussion ensued. Treasurer Pam Williams will research the grant money and if it would be available to all participants who participate in the retirement plan whether they are part-time or full-time. If it is allowed, the distribution will be based on a ratio of 40 hours. Discussion ensued.

The fire company budget was provided with actual numbers. Discussion ensued.

**Solicitor's Report –**

The Road Crew needed to sign paperwork that allows their CDL information to be queried once annually. Discussion ensued.

The Solar Energy Ordinance will be tabled until the Solicitor can research further.

The combined ordinance will be reviewed by the BOS and tabled until the February agenda.

The Non-UCC can be removed from the fee schedule and then officially any left-over parts of the pre-ucc building code need repealed by ordinance.

The CUH 2022-6 Decision for 153 Chainsaw Road was amended by Engineer Phil Brath. The BOS will review the changes and sign it at the 12/28/2022 Budget Meeting. Discussion ensued.

Discussion was held regarding the property at 3-5 Meadowview Road (also 211 Capitol Hill Road). A prior email explained that the forms for the Small Flow Treatment Facilities used information that was pre-subdivision. The subdivision split the two lots and they were assigned their own parcel numbers. The maintenance agreements that Lorin Stough signed previously were not specific to the new parcel owners. The new owners are agreeable to execute the maintenance agreements with their information. Discussion ensued. The numbering is the same for both systems and there should be two different numbers, one for each system. The maintenance agreements come with a bond obligation, and we are not currently investing, and the bond language says we should be putting in an extra 2% a year for inflation in case the system goes bad. Discussion ensued. There was \$411.70 used from a Bond that was incorrectly marked as Escrow and Mr. Stough and the new owner do not feel they are responsible to repay that and make the bond whole. Discussion ensued. Solicitor Shaffer will provide a letter to be sent regarding the 2% bond increase each year.

**A motion was made by** Chair Mark Wenrich to transfer the \$411.70 from the General Fund to make the \$5,000 bond whole and starting in 2023 enforce and collect the 2% bond increase each year.

**Second by** Supervisor Kevin Cummings.

**Discussion:** There was no discussion.  
**The motion carried.**

**Executive Session** – There was no Executive Session at this time.

**New Business:**

The Local Economic Revitalization Assistance (LERTA) information was provided for discussion. The BOS decided not to participate with LERTA for the property indicated.

**Old Business:**

Information is still being compiled to present a RAC-P Grant to help with the cost of the building improvements/renovations. There will be more information forthcoming in the future. Discussion ensued. The building renovations will commence with building the meeting room so as not to cause interruption to the office staff when their offices are renovated.

A larger scanner was requested to be able to scan larger plans. The staff will look at leasing the scanner and costs will be researched.

PSATS will have a new list of trainings for the office staff at the beginning of the year and the office staff would like to participate in some of those trainings.

Zoom will be continued for internal use and record keeping but will not be available to the public.

**Correspondence –**

There was no correspondence.

**ADD ON ITEMS** – Mr. Fred DeLuca indicated with an email that he is interested in being appointed to the Planning Commission (PC). Jennifer Kuntz has resigned as of 12/31/2022. The PC is now short two people on the Commission. Discussion ensued. His letter of interest will be provided for the 12/28/2022 Budget Meeting.

**Public Comment** – There was no public comment.

**Adjournment:**

**A motion was made** by Chair Mark Wenrich at 9:59pm to adjourn.

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**Executive Session** – The session is regarding Lexington and no decisions will be made, and it started at 10:00 p.m. and ended at 10:14 p.m.

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman, Secretary  
Franklin Township