

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR MEETING MINUTES  
February 8, 2023  
6:00 PM**

**FINAL**

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

**Call to Order:**

The February 8, 2023, Franklin Township Board of Supervisors (BOS) Meeting was called to order at 6:59 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.

**Approval of Minutes –**

**A motion was made by** Dave B. to approve the Conditional Use Hearing Minutes 2022-7 on January 11, 2023 as written.

**Second by** Kevin C.

There was no discussion.

Abstain: Naomi D. (She was not present for the meeting.)

**The motion carried.**

**A motion was made by** Dave B. to approve the Conditional Use Hearing Minutes 2022-8 on January 11, 2023 as written.

**Second by** Kevin C.

There was no discussion.

Abstain: Naomi D. She was not present for the meeting.)

**The motion carried.**

**A motion was made by** Kevin C. to approve the regular BOS Meeting Minutes on January 11, 2023 as written.

**Second by** Dave B.

There was no discussion.

Abstain: Naomi D. (She was not present for the meeting.)

**The motion carried.**

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

There was no public comment.

Alison Madison, 123 St. George Drive, the resident who requested to speak regarding a Township pool was not in attendance. For the record, the BOS stated that they are still opposed to a public swimming pool due to the financial restraints and the liability of the Township.

Jesse Suders – RACP grant will be tabled until later in the meeting.

**CUH Hearing Date**

A Conditional Use Hearing date was set for CUH2023-2 for 595 Range End Road at 5:30 p.m. on March 8, 2023.

**Organization Reports:**

**Police –**

A verbal report was provided by Lieutenant Migatulski, a written Monthly Activity Report, and a Statistical Recap was submitted for December 2022.

**Fire –** A written and verbal report for January 2023 was provided by Chief Morales. There were forty-four calls for the month of January and twelve were in the Township. There was originally one paid driver but now there are two. The fire company budget was reviewed, and a concern was raised regarding the increase in the budget of \$400,690.00 and the Township would be paying 34.68%.

**A motion was made by** Kevin C. to approve to continue paying the monthly payments for the fire truck that will total \$16, 915.00.

**Second by** Mark W.

There was no discussion.

**The motion carried.**

The BOS needs to be able to justify their percentage of funds for the fire company to the residents of the Township. Discussion ensued. The BOS agreed to pay their percentage for this year and will hold a special meeting to discuss the fire company funding for the future. Discussion ensued.

**A motion was made by** Dave B. to provide the \$76,263.91 remaining balance of our obligation to the Northern York County Fire & Rescue to fulfill the budgetary request for 2023.

**Second by** Duane A.  
There was no discussion.

**The motion carried.**

A date of February 22, 2023 at 6:00 p.m. was set for a special meeting to discuss the funding of the fire company for 2024 and beyond. Discussion ensued.

**EMS – Penn State** – No written report was provided.

**BC0/Zoning Officer Report** – A January 2023 written report was provided by Land and Sea Services, LLC.

A January 2023 written and verbal report was provided by Wayne S.

**Emergency Management** – There was no report. There is a training on February 11, 2023 that Dave B. will attend.

**Engineer's Report** – A January 2023 written and verbal report was submitted by Phil B.

There are already signs at Cabin Hollow Road Bridge announcing that it is a one-lane bridge and adding more signs will not help.

Central PA Conservancy will be purchasing part of Camp Tuckahoe and will provide a plan.

**Subdivision and Land Development** –

A time extension letter request was provided by Lexington Fields. Discussion ensued. The Township will inquire of YCPC their opinion of a "significant change" in the plan.

**A motion was made by** Duane A. to accept the grant of the time extension of May 30, 2023 for Lexington Fields.

**Second by** Kevin C.  
There was no discussion.

**Opposed:** Naomi D.

**The motion carried.**

A second time extension letter request was provided for 11 ByPass Road the Byers Subdivision.

**A motion was made by** Mark W. to accept the grant of the time extension of May 31, 2023 for 11 ByPass Road the Byers Subdivision.

**Second by** Dave B.  
There was no discussion.

**Opposed:** Naomi D.

**The motion carried.**

An amended application form for Subdivision and Land Development with a signature line was provided for approval by the BOS.

**A motion was made by** Kevin C. to use the amended Subdivision and Land Development application form with the signature line.

**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 accept the Treasurer's Report.

**Second by** Dave B.  
There was no discussion.

**The motion carried.**

**Treasurer's Memorandum** –

Every year Actuary charges need paid and should it be taken out of the assets of the pension plan or with a regular invoice.

**A motion was made by** Kevin C. to pay the actuary charges out of the assets of the pension plan.

**Second by** Mark W.

A question was raised if this were the ongoing pension or the "froze" pension. This will be for last year's reports.

**The motion carried.**

United Concordia Dental Insurance is up for renewal on April 1 at the same rate for two years.

**A motion was made by** Kevin C. to renew the United Concordia Dental Insurance at the same rate.

**Second by** Dave B.

A question was raised if anyone has this insurance. Discussion ensued.

**The motion carried.**

A proposal for Advanced Septic Services was provided to be considered as a provider. Our current provider Walters is less expensive, and the BOS decided to stay with Walters.

Two CD's expired in December 2022. They are currently in the Money Management account. Discussion ensued. They will be placed in 4- and 5- year CD's.

The ACNB account was closed. An account at F & M will be opened at a higher interest rate.

**A motion was made by** Kevin C. to create a new account at F & M for Capitol Reserve.

**Second by** Duane A.

There was no discussion.

**The motion carried.**

The previous Defined Benefit pension plan is frozen, not terminated, and is not earning interest. When the Actuary gets their 2022 data sheets a decision will need to be made based on the valuation. The employees will then need to decide where their benefits will go. There will be forms that need to be signed.

**A motion was made by** Dave B. to allow Pam to sign any Defined Benefit forms that need to be signed along with the Defined Contribution Plan forms that may need to be signed.

**Second by** Kevin C.

There was no discussion.

**The motion carried.**

The 2022 Audit was performed last week on January 31 and February 2. The report is not completed yet.

The MS965 reports were submitted. After the meeting, the F & M documents will need signed to update our existing account and create the new account.

#### **Roadmaster's Report –**

The Roadmaster would like to be able to sell the Ex-Mark Mower on Municibid.

**A motion was made by** Mark W. to allow the Roadmaster to sell the Ex-Mark Mower on Municibid with a reserve bid he deems acceptable.

**Second by** Dave B.

There was no discussion.

**The motion carried.**

Quotes for the meeting room heat pump system were provided.

**A motion was made by** Duane A. to allow Central Penn to install a new Heat Pump for \$8,674.00 for the meeting room.

**Second by** Dave B.

There was no discussion.

**The motion carried.**

#### **Solicitor's Report –**

A draft ordinance to repeal old building codes was provided and repeal the requirement of a non-ucc permit and the fee. It needs to be advertised for the next meeting.

**A motion was made by** Kevin C. to advertise.

**Second by** Dave B.

There was no discussion.

**The motion carried.**

There are two Conditional Use Hearing decisions that need reviewed and then signed.

Discussion ensued regarding the Drug & Alcohol Policy in the Employee Handbook.

There were two memos regarding the Accessory Housing and Solar Energy ordinance amendments that will be sent back down to our Planning Commission for further review and comments.

The Small Flow Treatment Facility Bonds may need to be looked at and a percentage of the money may need to be refunded.

Delinquent sewer pumping notices will be sent to all who received a third notice.

**Executive Session** – Executive Session started at 8:57 p.m. regarding an RTK Request, Lexington ,and Personnel Issues. No decisions will be made. The session ended at 9:12 p.m.

**A motion was made by** Mark W. to add Dave Sprigg to the agenda to make a date for an interview or just appoint him to the Planning Commission.

**Second by** Dave B.  
There was no discussion.

**The motion carried.**

**A motion was made by** Kevin C. appoint Dave Sprigg to the Planning Commission.

**Second by** Dave B.  
There was no discussion.

**The motion carried.**

**New Business:**

Request for Traci and Marie to attend PSATS Basic Training for Municipal Secretaries and Administrators in York County.

**A motion was made by** Mark W. for Traci and Marie to attend the training on the 23<sup>rd</sup>.

**Second by** Kevin C.  
There was no discussion.

**The motion carried.**

A request was made for the office staff to go to the PSATS Conference and lunch on April 25, 2023.

**A motion was made by** Mark W. for the office staff to attend the PSATS Conference and lunch.

**Second by** Duane A.  
There was no discussion.

**The motion carried.**

Action needs taken to allow Traci to be the voting delegate at the PSATS Conference.

**A motion was made by** Dave B. for Traci to be the voting delegate at the PSATS Conference.

**Second by** Mark W..

When the information to be voted upon comes in to the office, it will be provided to the BOS.

**The motion carried.**

The York Area Metropolitan Planning Organization (YAMPO) is looking for nominations. No further action was taken.

A resident requested to bring back the Twp newsletter and the email snow alert system. The email snow alert system will be reinstated but the newsletter will not, due to staffing limitations.

A request was made for the PSATS Mini-Boot Camp for Twp. Officials on 3/18/2023 for Traci and Marie to attend.

**A motion was made by** Mark W. for Traci and Marie to attend.

**Second by** Dave B.  
There was no discussion.

**The motion carried.**

**Old Business:**

There was no current information on the Building Improvements.

The phones need updated, and a request was made to purchase four new phones at approximately \$170 each from Verizon and the partner company CSG Managed Services for One Talk for trouble shooting for \$419.00 per year. Discussion ensued.

**A motion was made by** Dave B. to purchase four phones at \$170.00 per phone and the managed service provider for \$419.99 per year to resolve the problems with the current phone system.

**Second by** Kevin C.

The question was raised as to how many phone lines we currently have. The price for the managed service company is from 1 to 30 lines. We do not have thirty lines.

**The motion carried.**

The meeting agenda reports will be listed in a way as to not be so specific as to cause a problem that a subject cannot be brought up under that report. The Solicitor said that is the way he has always read the minute information, also. The packets will still be provided with any and all information relevant.

Marie provided written information on the cost of a large scanner. Leasing is expensive compared to buying. Discussion ensued.

**A motion was made by** Duane A. to purchase an Amazon Context SD One+ 36-inch scanner for \$3,650.00.

**Second by** Dave B.

A question was raised on the quality of the scan. It will not print the copy, it will be sent to computer, flash drive, etc. so that will determine the quality. There is probably a manufacturer warranty. It also has the feature PDF-A for archiving, which we will be required to use in the future.

**The motion carried.**

The two file cabinets were ordered, put on hold, and the credit card was at its limit. The credit card limit should possibly be raised on Traci's credit card.

**A motion was made by** Kevin C. to raise the credit card limit to \$1,000.00.

**Second by** Mark W.

There was no discussion.

**The motion carried.**

The cost of postage has gone up and when sending the adjoining property owner letters by certified mail, no return receipt, the residents are not picking them up and they are being returned to us.

**A motion was made by** Dave B. to switch back to regular mail with the mail going out one week prior to the hearing.

It was discussed that there are a few instances where certified mail is legally required. It should be used for Steep Slope and Flood Plain hearings.

**An amended motion by** Dave B. for notification to adjoining properties for Zoning Hearing Board, Conditional Use Hearing, and any other deemed necessary event, we return to the use of regular US mail with the letter being sent one week prior to the hearing with the exception of where it is required certified mail.

**Second by** Mark W.

There was no discussion.

**The motion carried.**

Due to a Worker's Compensation injury, we are requesting that all employees fill out an emergency contact sheet. The BOS indicated that should become regular procedure for every employee.

On February 2, 2023 Pam W. and Dave B. met with Jess Suders to get more information on how he could help us with filling out the RAC-P Grant. The grant requires that everything purchased needs to be made in the US. Discussion ensued. Another grant is a statewide Stamp Grant with a 10 to 15% match requirement. Discussion ensued.

No action can be taken for the termination of the old Pension Plan until we hear from the Actuaries.

The Qualified Retirement Plan Resolution will be provided for adoption at the Special Meeting on February 22, 2023.

**Correspondence** – There was none.

**ADD ON ITEMS** – There was none.

**Public Comment** – Mr. David Sprigg of 6 ByPass Road inquired of the impact of the warehouses that are proposed in Carroll Township and Franklin Township and whether the Township has any authority to impose any restrictions on the road. Discussion ensued. Mr. Sprigg formally requested that the Township look into putting *Brake Retarder* signs on Route 194. Mr. Sprigg also reiterated the safety issue on the South end of ByPass Road with right turns going South.

**Executive Session** – There was no Executive Session.

**Adjournment:**

**A motion was made by** Mark W. at 9:45 p.m. to adjourn.

**Second by** Duane A.

There was no discussion.

**The motion carried.**

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman, Secretary

Franklin Township