

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR MEETING MINUTES  
January 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 ( X ) Second Asst Secretary Marie Wilcox

Call to Order – January 10, 2024, Franklin Township Board of Supervisors Meeting was called to order at 6:01 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 Chief Lash. He indicated new equipment was purchased, such as body cams, mobile radios, etc. and paid for by a grant. Six officers graduated 12/21/ 2023 from the academy and are in field training. Tru Narc and ID lasers will be purchased to maintain officers safety. Signs indicating that the parks are closed from dusk to dawn are needed for the police to enforce the rule. New police building bids are in. ECI was the low bidder as the general contractor and Lobar was the low bidder for the mechanical work.

Approval of Minutes – A motion was made by Dave B. to approve the Budget meeting minutes of 11/1/2023. Second by Duane Anthony. There was no discussion. Motion carried. Abstain by Paul K. and Tom K. as they were not on the BOS at that time.

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

Organization Reports:

Fire – A verbal and written report for November 2023 was provided. For the month of December there were forty-four calls and for 2023 there were a total of 452 calls. In the Township for December there were nine calls and for the year there were 108 calls. Paid staff are doing well. Discussion ensued.

EMA – There was no report.

DAA – Calvin Hipp provided a verbal report, and the DAA November meeting minutes were provided.

EMS – Penn State – A written report was provided.

BCO/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.

Engineer – A written report was provided and reviewed verbally.

The Water Street Bridge Wetland Delineation report is needed to continue with the permitting process. Discussion ensued.

Executive Session – The BOS went into executive session at 6:34 p.m. regarding the Wetland Delineation report. No decisions were made. The BOS returned at 7:01 p.m.

A motion was made by Dave B. to update the Wetland Delineation/ Water Street Bridge report. Second by Duane A. There was no discussion. The motion carried.

Subdivision and Land Development – L-Cubed Final Land Development Plan – 771 Range End Road. Scott Akens, Engineer for L-Cubed presented the amended plan. Mr. Akens and Phil B. met to review the comment letter of January 4, 2024 and Mr. Akens will satisfy those comments. There are several waivers. Normally there is a preliminary plan and then the final plan is presented, since this is one lot the preliminary plan could be waived. Please see the waivers in the letter of January 4, 2024. Discussion ensued regarding how waiver three the 2% basin will create steep slope. A Conditional Use Hearing (CUH) will need to be held for the steep slope that will be created by constructing the basin. Mr. Akens requested to be able to start the project upon the

NPDES permit approval before the Conditional Use Hearing is held. The BOS was not in favor of allowing the project to start before all procedures are followed or are in place.

A motion was made by Duane A. to grant the three waivers for the preliminary plan, Section V-Waivers, Number 1,2 and 3 that can be found in Phil B.'s comment letter of January 4, 2024. Second by Dave B. There was no discussion. The motion carried.

A motion was made by Dave B. to approve the L-Cubed plan based on all comments of Phil B.'s letter of January 4, 2024, including step-slope being satisfied. Second by Mark W. There was no discussion. The motion carried.

The plan needs to be provided by Thursday, January 18, 2024 for the CUH to be held at the February 14, 2024 BOS meeting at 6:15 p.m.

The minor subdivision plan for Lands of the PA Game Commission and Gerald P. and Marjorie L. Jones were presented. This is a two-lot subdivision land swap.

A motion was made by Duane A. to accept the preliminary plan as the final plan, with the one waiver, a lot consolidation, and all comments being satisfied as written in Phil B.'s comment letter of January 4, 2024. Second by Dave B. There was no discussion. The motion carried.

Approval & Payment of Bills – A motion was made Mark W. by to approve and pay the bills. Second by Duane A. 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 Memo – The Roadmaster's report was provided in the Treasurer's packet.

There is an outstanding balance of \$50 from a pavilion rental for 2023. The BOS decided not to pursue it because it would be cost prohibitive.

A motion was made by Duane A. to write off the \$50 owed. Secon by Paula. There was no discussion. The motion carried.

The road reports are in your packet.

The CD that matured in December was placed in a higher yield account at F & M with 4% interest.

Smith, Elliott & Kearns will do the audit on February 1<sup>st</sup>.

All of the BOS members need to sign a new signer authorization form from Members 1<sup>st</sup> due to the new year.

The tax letter will go out with the first real estate tax bill to notify residents of the tax increase. Discussion ensued.

Solicitor's Report – The Solicitor indicated the Drug/Alcohol Policy in the Employee Handbook will be provided next month.

The SFTF template will be worked on by Marie W. and Bret S.

The Planning Commission (PC) pay increase Ordinance Amendment will need to be advertised and voted on at the next BOS meeting to allow the Planning Commission to be paid and have an increase.

A motion was made to allow Bret S. to advertise for a hearing to be held on February 14, 2024 at 6:10 p.m. to amend the ordinance and provide a pay increase to the PC. Second by Duane A. There was no discussion. The motion carried.

New Business –

A motion was made by Mark W. to allow Roadmaster Andy G. to purchase new signs for all parks stating that the parks are closed from dusk to dawn to allow the police to enforce that rule. Second by Duane A. There was no discussion. The motion carried.

A motion was made by Mark W. to remove the BOS home addresses from the website. Seconded by Dave B. There was no discussion. The motion carried.

A motion was made by Mark W. to accept the resignation of Janet Davis from the Parks & Rec Commission. Second by Dave B. There was no discussion. The motion carried.

A motion was made by Mark W. to accept the resignation of Terry Hoffman from the Parks & Rec Commission. Second by Dave B. There was no discussion. The motion carried.

An ad will be created and reviewed by the Solicitor for all of the vacant positions. The motion carried.

A motion was made by Dave B. to advertise for all current open committee positions after the job description advertisement is reviewed by the Solicitor. Second by Duane A. There was no discussion. The motion carried.

A request by a resident was made to provide a letter to the residents in Twin Hills regarding not dumping their leaves and grass clippings in the drainage ditch/culvert pipe. This could cause stormwater problems. Roadmaster Andy G. will work with Phil B. on this letter.

Dillsburg Youth Baseball requested permission for field usage. Since we no longer have a Chairperson for Parks and Rec this will be revisited at the February 14, 2024 meeting.

There was no one to appoint to the Zoning Hearing Board.

Old Business – The Township is on track for the RACP application and all other grants. Lobar will need to provide updated information for Jon at Dawood.

Office Procedures – Dave B. checked with Jason Stamm regarding the cost for security cameras. Dave B. is waiting on the cost from LowV. It will be reviewed a recommendation will be made.

Marie W. has agreed to learn Quick Books as a backup for Pam W. for payroll, as needed. Marie W. would like an update on Quick Books.

The recommendation was made to purchase a subscription to *The Sentinel* to be able to have proof of advertising for hearings, etc. No decision was made to purchase a subscription.

The office is working on paper reduction by doing more electronically. The required copies will be kept in the office files.

The thank you letter from the Dillsburg Library was reviewed. There was a Dillsburg Library and a New Hope Donation request. The BOS chose not to act on the donation requests. There was a resident thank you note for the Coffeetown weight restriction road signs.

PSATs would like each member to have their own individual email addresses to sign onto their website, to ensure they receive the member rate for training and other services.

Our website needs updating and PSATS offers a service to do that for a fee. Dave B. and Pam W. will meet to figure out how to update the website.

Correspondence – There was none.

Public Comment – Matthew Thomas of Glenwood Road requested clarification on the weight limit signs that were placed on some of the roads in the Township. He asked about vehicles that are over the weight limit. These signs are being placed because of Ordinance 2-1995, Section 6. Discussion ensued. Leonard McLaughlin on 155 Central View Road requested that a paper be given to these businesses in case they are stopped by law enforcement. Local, established businesses are exempt while conducting business. A motion was made by Mark W. to allow Roadmaster Andy G. to add to all weight limit signs, a new sign that says, "Local Deliveries Exempt." Second by Duane A. There was no discussion. The motion carried.

Robert McDermott, 821 Baltimore Road filed a complaint about his neighbor at 823 Baltimore Road burning all of his trash and debris. The neighbor currently does not have trash collection. The neighbor has trash and old, abandoned cars on his property. Chief Hector Morales spoke regarding the issue and said Northern York County Regional Police will come out and then the police will call NYCF&R. When the fire company comes out and if he is illegal burning, he will be given a citation. Discussion ensued.

Executive Session – There was no Executive Session.

Adjournment – A motion was made by Mark W. at 8:41 p.m. to adjourn. Second by Paula K. There was no discussion. The motion carried.

Respectfully submitted,

*Traci Kauffman*  
Traci Kauffman, Secretary  
Franklin Township