

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

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

Call to Order – July 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 – Chief Lash provided a written report and verbal report. Chief Lash indicated that work on the new police building is progressing. There is one new cadet entering the police academy and will graduate in December. There are ongoing discussions about rebranding the agency to better fit the geographic footprint and to better market them for future expansion. Discussion is continuing for the Charter revision. The police will provide assistance for the purchase and placement of cameras within the parks. A new electronic employee recognition/evaluation program has been implemented. It allows peer to peer recognition.

Approval of Minutes – A motion was made by Tom K. to approve the BOS regular meeting minutes of June 12, 2024 as written. Second by Duane A. There was no discussion. Motion carried. Dave B. abstained because he was not present at the June meeting.

Public Comment – Rhonda Harpster the Township Tax Collector explained that she would be willing to do interim per capita billing. She enters changes, corrections and could send those invoices out as she receives them instead of holding them for the regular per capita billing that goes out in December. It would be an increase in revenue for the Township.

A motion was made by Dave B. to authorize Rhonda Harpster, Tax Collector to begin interim billing January 1, 2025. Second Tom K. Discussion: Why are we waiting until next year to begin?

Motion Amendment: A motion was made by Dave B. to authorize interim billing to begin August 1, 2024. Second by Tom K. Discussion: Why August 1, 2024? The billing could begin immediately and give the resident two months to pay.

Motion Amendment: A motion was made by Dave B. to authorize interim billing to begin effective immediately. Second by Tom K. There was no discussion. The motion carried.

Rhonda Harpster indicated she receives calls for exonerations of handicapped individuals, active-duty service personnel, or students who are away at school of the per capita tax. Dave B. will be reviewing other exoneration forms and providing information that will best suit our Township needs. Rhonda exonerated residents as the school district exonerated residents. Discussion ensued.

Organization Reports:

FIRE – A written report was provided.

EMA – No report was provided.

DAA – A written report was provided.

EMS – Penn State – A written report was provided.

ROADMASTER REPORT – A written report was provided.

PARKS & REC – There was no quorum for a meeting.

BCO/ACS – A written report was provided.

LAND & SEA SERVICES – A written report was provided.

ZO/CEO Report – A written report was provided.

Engineer – A written report was provided.

Sturbridge Subdivision Traffic Study for the final plan is being reviewed. On July 11, 2024 there will be a TEAMS meeting with PennDot.

Boxx Modular will be sending in a plan. A sketch plan discussion was held with the Township Engineer and Zoning Officer and will need a Conditional Use Hearing.

Subdivision and Land Development –

156 Old Cabin Hollow Road – Plans were received and will be reviewed at the August Planning Committee meeting.

11-15 Rocky Ridge Road – No new plans were submitted; they are still addressing the comment letter.

595 Range End Road – The Engineer and Zoning Officer met with Chris Hoover of Hoover Engineering at his request and reviewed zoning issues on the plan. This needs to be reviewed by the Solicitor because it needs some special exceptions and variances. It is an existing non-conforming structure in the Mixed-Use Zone, it is also a non-conforming use that is expanding. They are permitted to expand to some point, but they are in a bind with the new warehouse ordinance. They were classified as light manufacturing, but now with the new ordinance. They moved into manufacturing. Within the new ordinance we captured manufacturing of over 25,000 square feet. This will need discussed with the Solicitor to make sure the correct steps are being provided. Action needs to be taken because the applicant has granted an extension for review of the plan. A motion was made by Duane A. to accept the time extension for review of the Final Subdivision and Land Development Plan for Joseph Machine Company to December 31, 2024. 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 Memo –

Spin Max Playground Equipment will be ordered at the \$4,771.00 that was approved last year. Discussion ensued. The Treasurer needs authorization to sign the proposal to place the order for the Spin Max Playground Equipment.

A motion was made by Dave B. to authorize the Treasurer to sign to place the order for the Spin Max Playground Equipment at \$4,771.00. Second by Mark W. There was no discussion. The motion carried.

ARPA Funds need to be obligated by December 31, 2024 and expended by December 31, 2026.

Happy Hollow Playground Equipment – A letter with a check will be sent to place the order for that equipment.

The second payment to Northern York Fire & Rescue portion of the Real Estate Tax for \$131,061.42 is being remitted for the second quarter.

Information was provided to authorize Dawood to act on behalf of the Township to apply for the York Count LSA Grant. The cost is \$2,500.00.

A motion was made by Dave B. to authorize Dawood to act as our agent for the LSA grant with the fee of \$2,500.00 conditional upon having to match the funds received. Second by Duane A. There was discussion regarding if the fee was a one-time fee. Can other grants be used to match funds? The motion carried.

Solicitor's Report –

The BOS will need to sign the Resolution 2024-4 for the Board of Auditors (BOA) pay. We are mandated that we pay them.

Greenhouse Road – Bret S. researched a complaint from this individual who does not live in our Township but insisted that we take action. In 2012 a pipe was removed that was causing holes in two Township residents yards, the Township agreed to take the pipe out and create a swale down through the yard. Those residents signed an agreement that they would take care of this going forward and could not hold the Township responsible or liable in the future. Mr. Wood, three lots down, is claiming the swamp-like condition on his

property in Carroll Township is being caused by this. DEP was called out and looked at it and said there were no violations, and the case is closed.

Drug/Alcohol Policy – Employee Handbook is still being worked on.

SFTF Update/Review – Working to be completed for next month's meeting.

Lexington – Mr. Garland called Bret S. to say that they would like the BOS to give them 30 months for Bennington Mobile Home Park. Discussion ensued. The BOS counteroffered 18 months. Bret S. will indicate to Mr. Garland that 18 months is reasonable, and they could request an extension.

Water Street – There was a comment letter submitted to DEP from the Millers regarding Water Street and Bret S. will respond to the letter.

New Business –

America250PA – Resolution 2024-5 needs signed by the BOS to support the state and county in their celebration of York County's 275th birthday on August 19, 2024, the United States of America 250th birthday on July 4, 2026, and the Articles of Confederation 250th anniversary on November 15, 2027.

A motion was made by Dave B. to pass Resolution 2024-5 of Franklin Township, York County supporting the Pennsylvania Commission for the United States Semiquincentennial. Second by Duane A. There was no discussion. The motion carried.

Resolution 2024-6 for Disposition of Records – Disposition of records.

A motion was made by Dave B. to pass Resolution 2024-6 of the Board of Supervisors of Franklin Township, York County, Pennsylvania, declaring its intent to follow the schedules and procedures for disposition of records as set forth in the municipal records manual approved on December 16, 2008 (as amended July 23, 2009, and March 28, 2019). Second by Mark W.. There was no discussion. The motion carried.

A motion was made by Mark W. to approve Angie Snyder to the Parks & Recreation Board. Second by Duane A. There was no discussion. The motion carried.

Old Business –

An amended motion was made by Mark W. for Travis Snyder to be the Alternate on the Zoning Hearing Board. Second by Duane A. There was no discussion. The motion carried.

Cameras are needed in the parks to capture entry and exit from the park in the event of vandalism. Discussion ensued. Dave B. will contact LowV, our current security provider for more information on how this can be done.

Lobar was out to do a site inspection for the building improvements. A quote should be forthcoming soon.

Dave B. reviewed, for informational purposes, several pieces of legislation before Congress that could affect Townships.

AC was put in the EMA office. The secretary received a new computer and Roadmaster received her computer. Several forms are being updated for the website. The cleaning crew is doing better but the park bathrooms need to be cleaned better. Two other custodial companies never responded to our offer for them to provide a quote, but we do have one quote. Outside contractors need to provide their invoices in a timelier manner.

The Township website could use an update. Dave B. will be researching websites to see what will suit our needs here at the Township.

Our Adobe program allows for installation for two users but only one computer at a time. An upgrade for the four licenses for the first year is \$23.99 per license, per month and the four users total is \$95.96 per month.

A motion was made by Duane A. to upgrade the Adobe program for four users at \$95.96 per month. Second by Dave B. there was no discussion. The motion carried.

Nuisance/Complaint form should be renamed to "Complaint" form.

Correspondence – A copy was provided of a thank you letter from New Hope Ministries for the donation.

Adjournment – A motion was made by Mark W. at 7:28 p.m. to adjourn. Second by Tom K. There was no discussion. Motion carried.

Respectfully submitted,
Traci Kauffman
Traci Kauffman, Secretary
Franklin Township