

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS (BOS)  
REGULAR MEETING MINUTES  
July 13, 2022**

**FINAL**

**Call to Order:**

The July 13, 2022, Franklin Township Board of Supervisors (BOS) Meeting was called to order at 7:01pm 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.

**Roll Call:**

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

**Absent: No one.**

**Pledge of Allegiance and Prayer –** Pledge of Allegiance was led by Boy Scouts Samuel W. Horne and Cooper Horne and Prayer was led by Supervisor Naomi Decker.

**Approval of Minutes –**

**A motion was made by** Supervisor Naomi Decker to approve the June 16, 2022 Special BOS Meeting Minutes.

**Second by** Supervisor Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Supervisor Naomi Decker to approve the May 11, 2022 BOS Regular Meeting Minutes.

**Second by** Supervisor Dave Christensen.

**Discussion:** There was no discussion.

**The motion carried.**

**A motion was made by** Supervisor Dave Buckwash to approve the June 8, 2022 BOS Regular Meeting Minutes.

**Second by** Supervisor Duane Anthony.

**Discussion:** Has the addressing and numbering of the Lorin Stough subdivision been taken care of? Solicitor Bret Shaffer indicated we have had no response.

**The motion carried.**

**A motion was made by** Supervisor Naomi Decker to approve the June 16, 2022 BOS Conditional Use Meeting Minutes.

**Second by** Supervisor Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**Public Comment (written request pertaining to Agenda items only) –** Christina and Ryan Traugh provided written information regarding the civil action suit being brought against them and several neighbors to remove the restrictive covenant in the Del-Wayne Manor neighborhood. Christina Traugh presented the information and was seeking input from the Township to see if the Township can help in any way. Solicitor Bret Shaffer explained that since it is a civil suit and asks for a Declaratory Judgment and seeks to lift the restrictive covenant and does not name the Township as a party, the only reason the Township would get involved is if the restrictive covenant was there to benefit the township. The Township cannot take on the litigation of private individuals unless the covenant affects the Township directly. The Township can be a resource, but the issue is between private parties. Solicitor Shaffer indicated that it would be in their best interest to approach an attorney as a group and retain legal services. Discussion ensued.

**Organization Reports:**

**Police –**

A written Monthly Activity Report was submitted for May and June 2022. A written Statistical Recap for May and Year-to-Date Recap for 2022 was provided. Chief David Lash provided a report. Chief Lash indicated the Mental Health Co-responder has withdrawn from the position and they are still looking for applicants. They will be revamping their charter within the next year.

**Fire –** A written Monthly Municipality, Personnel Incident, and Incident Report by zone, day, and hour was provided for June 2022. Lieutenant Donald Dye reported for the month of June, they ran thirty-nine calls, seven for the Township for a total of 241 for the 2022 year. The fire company donation was discussed. The BOS requested the revised/updated combined required total for 2022 in writing based on the meeting they had with the fire department on March 16, 2022.

The BOS were not in agreement with the original numbers presented and expressed their concerns regarding the reviewed numbers provided.

**EMS – Penn State** – A May 2022 Emergency Medical Services written report was provided.

**DAA** – May 13, 2022 written meeting minutes were provided.

**Emergency Management** – No report provided.

**Route 15 Transportation** – Nothing new to report. Engineer Phil Brath will follow-up on the lights for the jug handles and the intersection of Franklin Church Road and Route 15. Engineer Phil Brath will check on solar lights and costs associated with them.

**Engineer's Report** – A June 2022 written report was submitted by Engineer Phil Brath.

He indicated that the Lexington Fields traffic study is still being conducted. One of several warehouses to be constructed in Dillsburg will be in Franklin Township and truck traffic will come out on Glen Wood Road. The BOS is totally against development that incurs trucks using the Franklin Township roads. Engineer Phil Brath reviewed the upcoming development that is in the Comprehensive Plan throughout Carrol Township, which would include several different land development plans. Discussion ensued. Supervisor Dave Buckwash indicated that he received a telephone call on July 11, 2022 at about 5:00 p.m. from William Aiello, one of the principal people regarding this warehouse project. Mr. Aiello indicated he also tried to reach out to another board member who would not speak with him unless all of the other board members were present. Supervisor Buckwash indicated that he would not discuss anything without all of the other board members present in a public meeting, also, and ended the conversation.

Engineer Phil Brath reviewed the specifications regarding the ByPass Road Bridge for the two boy scouts who were at the meeting (Samuel W. Horne and Cooper Horne) to receive credit for attending the BOS meeting. Discussion ensued.

**Subdivision and Land Development** – The Sturbridge Phasing Schedule has no changes as compared to last year. Supervisor Naomi Decker requested to table until Solicitor Bret Shaffer could review it. Discussion ensued. Solicitor Shaffer indicated that it needs to be exactly the same as last year. This item will be tabled until the August meeting.

**Approval & Payment of Bills:**

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

**Second by** Vice Chair Dave Buckwash.

**Discussion:** There was no discussion.

**The motion carried.**

**Treasurer's Correspondence:**

Supervisor Dave Christensen inquired whether the donation was sent to the York County Quick Response Team. Treasurer Pam Williams indicated it had been sent.

**Treasurer's Report –**

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

**Second by** Supervisor Naomi Decker.

**Discussion:** There was no discussion

**The motion carried.**

**Treasurer's Memorandum:**

An Executive Session was held prior to this meeting by the Board of Supervisors at 5:30p.m. regarding employee pension information. No decisions were made.

Treasurer Pam Williams indicated that the BOS should set dates for their Budget Meetings for the 2023 budget. The first meeting will be held August 11, 2022 at 6:00 p.m. and the second meeting will be held September 8, 2022 at 6:00 p.m.

**BCO / Zoning Officer Report –**

A June 2022 Written Report & Invoicing from Land and Sea was submitted.

A June 2022 Written Report from Zoning Officer Wayne Smith was submitted. ZO Wayne Smith provided information on his written report. Zoning Officer Wayne Smith requested to take the Animal Husbandry Ordinance to the Planning Commission for their review to add an amendment for fencing setbacks. ZO Wayne Smith inquired about the conditional use decisions regarding granny flats. Solicitor Bret Shaffer indicated that the decision that is made at a Conditional Use Hearing remains with the property and does not change with a new owner. Discussion ensued.

**Solicitor –**

In regard to the EMS Agreement there is no current information.

In regard to the Stough/Mason SFTF issue there is no current information.

In regard to the NPDES Permits for Mason there is no current information.

Stough deed and addressing issue have been taken care of.

The Solar Farm Ordinance needs some clarifications by Solicitor Bret Shaffer and Engineer Phil Brath. It will be revisited at the August BOS meeting.

Solicitor Bret Shaffer requested an Executive Session.

The Conditional Use Hearing 2022-3 decision will be provided for review and signatures.

What is the correct procedure for our paid representatives to help township residents? Solicitor Bret Shaffer indicated there are certain courtesy 5-minute responses unless it is something that needs to be done on behalf of the township, otherwise they will need to pay per hour. The office staff should talk to Naomi Decker, Office Liaison or Solicitor Bret Shaffer to decide on how much work the office staff should complete or if it needs passed on to our paid representatives or the Board of Supervisors.

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

**Municipality Reports:**

**Parks & Recreation –** Brittany Ritchey requested to use the parks for summer sports camps, during the day on a weekly basis and the BOS would like her to attend next month's meeting to find out more information. Discussion ensued.

**Roadmaster –** A written report from Roadmaster Andy Gibb was provided in the Treasurer's packet.

**Planning Commission –** Kevin Cummings, Planning Commission member, commented that the subdivision plans need hanging in the Plan Room and indicated that the staff needs to have help, be compensated, and thanked the staff for their work on behalf of the Planning Commission. Engineer Phil Brath indicated that the amended ordinance for lighted/electronic signs and the amended kennel and vet clinic ordinance will be given to the BOS for approval at their next meeting. Discussion ensued.

**Zoning Hearing Board –** No written report was provided.

**New Business:**

**A motion was made** by Chairman Mark Wenrich to amend the agenda for two additional items that were just brought to his attention tonight.

**Second by** Supervisor Dave Christensen.

**Discussion:** There was no discussion.

**The motion carried.**

A date needs set for the Pension discussion workshop and the property at 715/717 Range End Road for possible change of ownership.

**SFTF/ Inspection and Reporting Process –** Engineer Phil Brath is working on streamlining the process of reporting and would like to table this until the next meeting.

**Reisinger Janitorial Service Contract Renewal –** The contract for cleaning the office and the park bathrooms from July 1, 2022 to June 30, 2023 has increased by \$12.00 per month.

**A motion was made** by Chairman Mark Wenrich to renew the Reisinger Cleaning contract from July 1, 2022 to June 30, 2023 for the office and the parks.

**Second by** Supervisor Duane Anthony.

**Discussion:** There was no discussion.

**The motion carried.**

**Landlord Rental Compliance –** This will be discussed in the Executive Session.

**Review of Application for Second Driveway –** The applicant would like to put in a second driveway at 119 St. George Drive. The BOS would like the applicant to attend next month's meeting to provide more clarification.

**Adjoining Property Owner Certified Notifications –** There is no policy that requires all adjoining property owners should be notified about Zoning Hearings and Conditional Use Hearings. Currently we only notify adjoining property owners for Conditional Use Hearings if it is related to Steep Slope or Flood Plain. We sometimes notify adjoining property owners for Zoning Hearings, but there is no ordinance indicating it is required. Discussion ensued.

**A motion was made** by Supervisor Dave Christensen to notify adjoining properties owners that a Zoning Hearing or a Conditional Use Hearing is coming up and the notification should be sent only to current resident and the address(s) of those properties by certified mail without a return receipt.

**Second by** Supervisor Dave Buckwash.

**Discussion:** Discussion ensued regarding having a return receipt or not having a return receipt and just sending certified mail.

**The motion carried.**

**Set A Date for Pension Discussion –** On August 11, 2022, the Budget Meeting will be starting at 6:00 p.m. and upon completion, will go right into the Pension Discussion.

**715/717 Range End Road –** This is not necessarily about this address, but it is about professional services being provided by the Township and the costs associated with those meetings. The Fee Schedule indicates on Page 22 the definition of “consultant” for professional services and the charges incurred by the requesting party.

**Old Business:**

**Building Improvement/Additions –** A physical drawing of the current existing building that was surveyed was provided by Engineer Phil Brath. Discussion ensued. It was suggested by Chairman Mark Wenrich and Engineer Phil Brath that everyone use the drawing provided to come up with sketches and suggestions for a meeting with different building companies.

**Cameras at Ponderosa and Century Lane Parks –** Flood City provided an estimate for cameras for both parks and we are still waiting for an estimate from LowV. Both companies are Co-stars. Discussion ensued. This issue will be revisited at the August BOS meeting.

**Animal Control/Cat Complaint –** The Township is not responsible for the cats that are in mobile home parks. Discussion ensued. The owner is responsible per the lease agreement and Solicitor Bret Shaffer will write a letter to the mobile home park owner when he reviews a copy of a lease agreement.

**Office Procedures –**

- **Doors Rekeyed –**Duty's Locksmith can rekey several doors for an estimated price of \$180 to \$200. It needs done because we do not know who has keys.

**A motion was made** by Supervisor Dave Buckwash to have Duty's Locksmith rekey the front door, main office door, inside glass door and employee entrance door for an amount not to exceed \$250.00.

**Second by** Supervisor Dave Christensen.

**Discussion:** There was discussion regarding who would have keys to the rekeyed doors.

**The motion carried.**

- **Security Concerns –** There needs to be fob access to the secretary and treasurer's office doors and an additional camera in the hallway that will only be utilized after hours. LowV will be providing an estimate for this. No decision was made.
- **Permit Fee Charge –** If Stormwater Permit applications are reviewed but not needed we are still charging the \$50 fee and no permit is issued. This issue will be addressed in the fee schedule and reworded to determine what the charge should be. Discussion ensued. The fee for the driveway permit fee will be discussed when the fee schedule is reviewed for next year, also.
- **Extra Work Hours for Re-organization of the Office –** Additional hours were requested by the office staff to work on reorganizing the Township office. The questions were raised on how many hours would be required to do this job. Discussion ensued. No decision was made. This will be discussed at the August meeting.
- **Agenda Deadlines –** The request was made to make a few changes to the agenda to alleviate the need to keep revising the agenda to be compliant with the Sunshine Law. Discussion ensued.

**Correspondence –** Thank you notes were received for donations from Dillsburg Public Library and New Hope Ministries.

**Public Comment –** Nancy Rohrbaugh of 30 Ken Lin Drive requested that the BOS reconsider having a Community Garden due to the food pricing increase.

An Executive Session will be held to discuss personnel issues and Water Street and no decisions will be made.

**Adjournment:**

**A motion was made** by Vice Chair Dave Buckwash at 10:43pm to adjourn.

**Second by** Chairman Mark Wenrich.

**Discussion:** There was no discussion.

**The motion carried.**

**Executive Session –The session started at 10:43pm to discuss personnel issues and Water Street and no decisions are being made. The session ended at 11:03pm.**

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman, Secretary  
Franklin Township