

**FRANKLIN TOWNSHIP YORK COUNTY PA
BOARD OF SUPERVISORS (BOS)
REGULAR MEETING MINUTES
May 8, 2024 - 6:00 PM**

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

Call to Order – May 8, 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 – A verbal and written report was provided by Lt. Migatulski. Contracts were signed for the new headquarters construction to start. The cell tower at the Dave Tome Substation went out for bids. Bids will be awarded at the next Police Commissioners meeting. Construction on the new headquarters has started. Operation Lifesavers is a program where if anyone has a medical condition or other issue and goes missing (children/elderly), they wear a bracelet with GPS tracking, so they can be tracked and brought back home. In the last several weeks that equipment has been utilized to bring someone home. Apple products are being taken off resident’s porches as soon as they are delivered.

Approval of Minutes – A motion was made by Dave B. to approve the BOS regular meeting minutes of 4/10/2024 as written. Second by Tom K. There was no discussion. Motion carried.

Public Comment (written request pertaining to Agenda items only) – Keith Greenawalt, Director of Dillsburg Public Library spoke to inform the BOS what events are currently happening and regarding upcoming summer activities. He thanked the BOS for their support of the library. Jim Painter, Library Board President, spoke to thank the BOS for their support.

Organization Reports:

Fire – A written report for March 2024 was provided.

EMA – Laurin F. reported the on September 14, 2024 there will be a Township drill. The ACT 147grant for new technology was approved, the credit card limit was increased, and the items were purchased. The Township will be reimbursed from the grant received. CERT Team training in June in conjunction with Cumberland County at Cumberland County 911. Laurin made a request for a donated air conditioner to be placed in the Emergency Management office.

DAA – There were no minutes provided because they did not have a quorum. A project report was presented by Calvin H. and was reviewed. The report is attached to the meeting packet. Residents are not happy with their rising rates and the DAA is discussing going with a flat rate fee for all sewer customers.

EMS – Penn State – A written report was provided.

ROADMASTER REPORT – A written report was provided. There have been several issues with driveways not being completed within six (6) months according to the Ordinance and the driveway occupancy permit will be revised to decrease the chances of this happening in the future.

PARKS & REC – The P & R commission will try to meet on May 21, 2024. An email will be sent as a reminder.

BCO/ACS – A written report was provided.

Land & Sea Services – A written report was provided. There are several items that still need to be completed before the end of the year.

ZO/CEO Report – A written report was provided with ZO Wayne Smith reviewing the properties listed and any actions taken. A written report with photos attached is in the meeting packet.

Engineer – A written report was provided. The road improvement bids were presented. The lowest bid for the paving was New Enterprise at \$131,394.00. The lowest bid for the Tar & Chip was Russell Standard at \$58,654.72. Those two bids totaled \$190,048.72. The

stone bid is provided in a colored chart that is part of the meeting packet. Discussion was held regarding the repair and reopening of the Bypass Road Bridge. Some of the liquid fuels revenue needs to be used to repair the bridge. Discussion ensued. The BOS determined that the total cost of the road projects has exceeded the budget for this year and, therefore, we will not be proceeding with the paving project.

The ARPA money was discussed and has to be designated or spent by 2024 or designated by 2026 and could be used for this. Discussion ensued. If used on other items, a report must be filed on all items it is used for. PSATS recommended to enter into a contract or purchase order and the money does not need to be spent until 2026 and the reporting will be less cumbersome.

A motion was made by Dave B. to accept the bid by Russell Standard for the tar and chip for Tuckahoe Road and West Greenhouse Road to the Township line and Chainsaw Road from W. Greenhouse Road to the end for the amount of \$58,654.72. Second by Mark W. There was no discussion. Motion carried.

A motion was made by Duane A. to not accept any bid for the paving of Willow Glen Road at \$131,394.00. Second by Dave B. There was no discussion. The motion carried.

The breakdown of the stone bid information was provided on a printed chart is part of the meeting packet. A motion was made by Mark W. to accept the stone bid presented by York Building Products for 2024. Second by Dave B. There was no discussion. The motion carried.

Subdivision and Land Development –

595 Range End Road – Joseph Machine Company – A new land development plan will be reviewed at the PC meeting on May 14, 2024 to expand their facility. Discussion ensued. A transportation/traffic study and a well/water study will be requested.

JVI provided a replacement bond that will need to be accepted and will be on the June agenda.

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 – Several copies of emails were provided from Rhonda Harpster the Tax Collector. They are regarding exoneration from “per capita” taxes. There are other municipalities that have a tax exoneration from to exonerate certain individuals from their “per capita” tax. Rhonda currently follows the school district’s tax exoneration policy, which is for active-duty military, but the Township does not have a form to fill out. The Township should have a form for record keeping purposes. Rhonda indicated that she receives requests from families with children over eighteen that are physically or mentally disabled and feel their children should be exonerated. This item will be tabled until the June meeting.

QuickBooks will no longer be supporting our version. The QuickBooks Enterprise Gold Edition will cost \$1,464.00 and require retraining.

A motion was made by Mark W. to purchase the QuickBooks Enterprise Gold Edition. Second by Dave B. There was no discussion. The motion carried.

The ARPA money report was submitted for 3/31/2023 to 4/1/2024 and a copy was provided for informational purposes. The money needs to be designated by the end of 2024, or it will need to be returned. PSATS indicated that entering into a contract would be less cumbersome than trying to spend the money by the end of 2024 and present the reporting required. Discussion ensued. This will be revisited at the June meeting.

All of the credit card limits were raised. The bank indicated that federal law requires that all limits must be in \$100 increments. The BOS authorized the Treasurer to sign the paperwork to increase Laurin Fleming’s credit card from \$1,250. to \$1,300. to be in compliance with federal law.

Solicitor’s Report – The solicitor was not present. There was no report.

The Engineer reported that the paperwork for the Water Street Bridge is at DEP, and they should be reviewing it.

New Business – The Dillsburg Public Library Representatives spoke at the beginning of the meeting.

Old Business – The Employee Handbook was provided, and the office staff reviewed it and corrections made. A workshop meeting needs to be held for it to be reviewed by the BOS. The BOS decided to hold a special meeting to review the Employee Handbook on May 28, 2024 at 6:00 p.m. A motion was made to hold a Special Workshop meeting to discuss the Township Employee Handbook on May 28, 2024 at 6:00 p.m. Second by Tom K. There was no discussion. The motion carried.

Office Procedures –

Building Improvements – Dave B. will call Mike from LoBar to see if anything has changed and provide the information so that the ARPA funds can be designated for the building improvement/renovations.

The Township has the option to authorize the Treasurer to pay the regular monthly bills as they come in. Dave B. will look into being able to pay the regular monthly bills and not having to wait for them to be approved at each monthly meeting.

The Township Code book indicates that any Township employee who handles funds through the Township needs to be bonded. Mark W. will discuss this with the solicitor.

The bathrooms at Century Lane Park are completed and the Occupancy Permit has been issued.

Dave B. will meet with Roadmaster Andy G. to determine how many more weight restriction signs we need for our roads.

Has Warrington Township decided to place the signs needed for the Old Cabin Hollow Road Bridge? Carolyn Hoffman indicated that they will be discussing the issue at their next meeting. Discussion ensued.

Jason Stamm recommended that we replace Andy's computer due to its age. More information to follow.

The Occupancy Permit does not currently have a stamp or seal and needs to be redesigned. Discussion ensued.

There are two public speaking sessions on the agenda. It is difficult to place a person on the agenda who wants to speak about an issue that is not currently on the agenda.

A motion was made by Mark W. to eliminate the two public speaking sessions and limit it to one at the beginning of the agenda with the BOS making the determination of a maximum of up to 5 minutes. Second by Duane A. There was no discussion. The motion carried.

On April 22, 2024, the NYCF&R discussion group was held, and they indicated there may be a future need for more paid employees. They are currently discussing purchasing land and building a new facility. Their budget will be ready by the end of July. They are discussing increasing coverage for Washington Township, Franklinton Borough, and Monaghan Township.

Correspondence – There was no correspondence.

The BOS was provided with written information from the YCPC-Community Development Block Grant Program and the Commercial Property Assessed Clean Energy Financing for informational purposes. There was no action taken on these items.

Public Comment – Adam Culler, Curfman & Zullinger representing 156 Old Cabin Hollow Road. They provided papers copies of plans for informational purposes that are included in the meeting packet. A 90-day extension was given at the April BOS meeting but a waiver for the land development plan for the entire site was not given. This plan needs to be submitted to the planning commission, be provided by the deadline, and placed on the BOS agenda to be able to make an informed decision.

Adjournment – A motion was made by Dave B. at 7:34 p.m. to adjourn. Second by Tom K. There was no discussion. Motion carried.

Executive Session – Executive Session started at 7:35 p.m., regarding personnel issues, no decisions will be made.

Respectfully submitted,

Traci Kauffman

Traci Kauffman, Secretary
Franklin Township