

**FRANKLIN TOWNSHIP YORK COUNTY PA
BOARD OF SUPERVISORS (BOS)
FEE SCHEDULE MEETING MINUTES
October 6, 2022**

FINAL

Call to Order:

The October 6, 2022, Franklin Township Board of Supervisors (BOS) Fee Schedule Meeting was called to order at 7:02pm 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 Duane Anthony, Supervisor Naomi Decker, Engineer Phillip Brath, Zoning Officer Wayne Smith, Treasurer/Asst. Secretary Pam Williams, Secretary Traci Kauffman, Office Assistant Marie Wilcox

Absent: No one.

Present Via Zoom: no one.

Pledge of Allegiance and Prayer – Pledge of Allegiance was led by Chairman Mark Wenrich and Prayer was led by Supervisor Naomi Decker.

Public Comment: There was no public comment.

Current Business:

Non-UCC Permit Fee – Questions were brought before the BOS regarding the Non-UCC Permit and fees associated with it. There is Resolution 2010-2 that outlines the fees charged, but there is not an explanation regarding what the Non-UCC Permit is and why it is required. Zoning Officer Wayne Smith contacted several neighboring municipalities and none of them have a Non-UCC Permit requirement. He explained that the Zoning Permit covers the same thing as the Non-UCC Permit and there are no actual government requirements or inspections required. The question was raised, then, why are we charging \$50 for something that is not needed? The decision was made to take it out of the 2023 Fee Schedule. Secretary Traci Kauffman will contact Solicitor Bret Shaffer to find out if we need to repeal Resolution 2010-2 regarding the fee for the Non-UCC Permit.

Building Permit – Administration Fee for Exemption or Not Needed – The issue was raised regarding how to charge the administration fee for a UCC Building Permit that is exempt or not needed. Discussion ensued. After getting more information from Land and Sea, this will be discussed at a future regular BOS meeting.

Increase Driveway Occupancy Fee – Residential & Commercial – The Roadmaster Andy Gibb requested an increase for the Driveway Occupancy Fee of \$25 for residential properties. Discussion ensued. The residential fee will be increased to \$60. Engineer Phil Brath indicated that the Commercial Driveway Occupancy Fee will remain as is in the Fee Schedule under Land Development.

USB Drive Fee for copies of Zoom Meeting, digital recordings, etc. – A fee needs set for copies of digital media. Discussion ensued. An administrative fee of \$20, plus associated costs, like postage (if applicable), plus the market value for the digital medium used will be charged.

Stormwater Management Permit – Admin. Fee for Exemption or Not Needed – The Stormwater Management Administrative Fee will remain at \$50 and the Escrow for Consultants Review/Inspection Fee of \$75 will be removed.

Township Admin. Pumping Fee – Currently we do not charge a pumping fee when the approved companies go out to pump a resident's septic system. We provide forms to the pumping company, but we do not charge for the forms. Discussion ensued. We are going to charge a \$10 pumping fee for each pumping to the companies that provide pumping services to our Township residents.

Small Flow Treatment Facilities Fees – With the creation of the Township Application Process for the Small Flow Treatment Facility (SFTF) the fees associated with that process will be added to the 2023 Fee Schedule. The fees will be to submit \$1,000 escrow for SEO, Planning, Legal and Township administration, and review fees, also a \$50 administrative fee will be included.

Also, needed will be to submit a construction surety bond, to be held until the system is operational and the first year of operation is successful in accordance with the Agreement and DEP requirements and conditions for return of escrow are met. There will be a \$2,000 fee for replacement of a failing system, and a \$5,000 fee for new construction. The term shall be initially a minimum of 36 months to run through to one year after construction, releasable only by the Township.

The resident will need to submit a draft replenishable Performance/Maintenance surety bond in accordance with the Agreement for review in an amount as set by the Board of Supervisors. (Typical performance/maintenance bond amounts are \$3,000 for up to 500 gallon per day systems, \$5,000 for up to 800 gallons per day and an amount agreed by the Supervisors for in excess of 800 gallons per day.) A Bond, letter of credit or cash security is acceptable. This bond or surety runs in perpetuity, so long as the system is in operation with the property capable of being occupied.

SD/LD Recreation Fee Increase – The fee for the residential/commercial Recreation Fee will be increased for new homes or commercial buildings that are being built. Discussion ensued. The new fee for a new residential build will be \$1,200.00 and commercial per acre fee will be \$1,500.00. Discussion ensued.

Any Other Business –

Fire Services Fee – A one-time fee for new construction for commercial and residential (per square foot) would be collected and put in a fund specifically for the fire service. Discussion ensued. It was decided to confer with Solicitor Bret Shaffer to make sure it is a fee that can be charged.

Supervisor Dave Buckwash requested permission to fill out a RAC-P Grant form and present it to the BOS in the future.

Parks & Recreation – The Parks & Recreation Fund needs a money transfer from the General Fund to cover expenses for the remainder of the year.

A motion was made by Chairman Mark Wenrich for Treasurer Pam Williams to transfer \$1,000.00 from the General Fund to the Parks & Recreation Fund to cover the remaining expenses for 2022.

Second by Vice Chair Dave Buckwash.

Discussion: There was no discussion.

The motion carried.

Archives & Record Management – Office Assistant Marie Wilcox attended an online class on how to go digital and what the requirements are to complete that process. In the future, the state will require digital records be kept. Discussion ensued.

York County 911 – The York County 911 office requested information regarding whether Water Street was named Water Street or Water Road. We provided our Ordinance with the road names in our Township.

Building Addition/Renovation – We will be reviewing the plans again and discussing options to get the cost down. Lobar will be attending the November 16, 2022 BOS meeting. Would it be more cost effective to build from scratch or to renovate? That will be looked at. Discussion ensued.

A motion was made by Chairman Mark Wenrich to adjourn the meeting at 9:04pm.

Second by Vice Chair Dave Buckwash.

Discussion: There was no discussion.

The motion carried.

Respectfully submitted,

Traci Kauffman

Traci Kauffman, Secretary
Franklin Township