

WARRINGTON TOWNSHIP
Minutes of a Regular Meeting of the Board of Supervisors
Held, pursuant to due notice, in the Municipal Building
3345 Rosstown Road, Wellsville, PA 17365
Wednesday, July 20, 2022, 7:00 PM

Presiding: Supervisor Jason Weaver, Chairman
Supervisor John Dockery
Supervisor Zachary Fickes
Supervisor Ed Mattos
Supervisor Michael Saylor

Staff Present: Attorney Brian Linsenbach, Township Solicitor
Terry Myers, P.E., Township Engineer
C. Eric Swiger, Zoning and Codes Enforcement Officer
Rebecca Knaub-Bradshaw, Township Manager and Secretary-Treasurer

The meeting was opened with the Pledge to the Flag.

Supervisor Weaver announced an Executive Session was held after the July 6, 2022, meeting to discuss a personnel issue.

Minutes. Motion was made by Supervisor Fickes and seconded by Supervisor Saylor to approve the minutes of the July 6, 2022, meeting. Motion carried unanimously.

EMERGENCY SERVICES REPORTS

Penn State Health Life Lion, LLC. The preliminary estimate of total dispatches in Warrington Township was 28. Of those, 27 were handled by Penn State Life Lion, LLC and one was handled by a different agency. Dean Trump told the Supervisors that the Dillsburg Borough Office has opened and NEMA (Northern Emergency Management Agency) has moved into that office.

PUBLIC RECOGNITION

Ian Cook, Poplar Road. Mr. Cook said he attended the meeting to discuss the status of the complaint against his neighbor. The Board said he can discuss it with the Zoning Officer later in the meeting.

SUBDIVISION/LAND DEVELOPMENT PLANS/PLANNING MODULES

Spangler's Beverage, 7495 Carlisle Road, Wellsville. The plan proposes a 1,140 square foot addition to the existing 2,229 square foot beer distributor located on the 0.442-acre parcel. The lot is zoned Village Commercial, and the proposed use of the lot remains a beer distributor. The current access is from both Carlisle Road (Rt 74) and Rosstown Road (S.R. 0177). The plan has been reviewed as a Land Development Plan. Engineer comments are as follows:

1. Resubmit modification request with correct section referenced. Add the request to Sheet 1 of the plan set along with the approval date.

2. Outstanding fees shall be paid:
 - Final inspection for completion of installation of required improvements
 - All outstanding engineering review and legal costs

General Subdivision and Land Development comment:

1. As referenced in the transportation analysis report, prepared by Larson Design Group, dated February 2020 and revised June 2020, it is recommended to close off access to the lot from Carlisle Road (S.R. 0074) due to the proximity of the access drive to the existing turn signal. The possibility of closure or restrictions being incorporated into the Township's intersection upgrade project should be discussed.

Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to approve the modification request to Section 403.c.2 – Significant features within 400' of the development. Motion carried unanimously.

Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to conditionally approve the land development plan pending Engineer comments are addressed. Motion carried unanimously.

BUSINESS AND STAFF REPORTS

Wellsville Fire Company. Supervisor Mattos received information from Scott Ryno, Vice President, Fire & EMS Administration for Keystone Community Medical Services. Mr. Ryno said he had a productive meeting with Wellsville Fire Company July 14, 2022. He said Wellsville personnel has been working on gathering information he requested but the deadline for the information to be provided for the 2023 budget will not be able to be met.

Penn Waste Report. Supervisor Weaver said he has been working with Penn Waste regarding missed recycling that has been happening on a regular basis.

Building renovations. Supervisor Weaver said that in coordination with the York County Planning Commission Community Development Block Grant the Township was awarded, he and Supervisor Dockery are soliciting bids for renovations to install ADA restrooms and upgrade the HVAC system. Bids should be in by the end of August.

Road Crew. Supervisor Mattos met with the Engineer and Road Foreman to discuss road maintenance priorities. The Engineer prepared an annual road maintenance cost estimate separating the roads into groups containing hot mix asphalt roads and seal coat roads using a recommended maintenance interval of 25 years for a hot mix road and 8 years for a seal coat roads. Using these figures to estimate a yearly cost for road maintenance, the required annual budget would be \$464,000. Mr. Smedley said the road crew should maintain culverts, edges and drainage problems each year. Supervisor Mattos asked for the Road Crew to prioritize the roads in order of need of repair and give the list to the Engineer so he can update his 5-year plan for maintenance. The Engineer was directed to look at Poplar Road due to a complaint that was received and determine how the road can be improved for traffic flow.

Supervisor Dockery. Supervisor Dockery said he would like to identify the Planning Commission members and Board of Supervisors and commend them for the amount of work they put into updating the Zoning and Subdivision and Land Development Ordinances.

Comcast Cable TV Franchise renewal. The Solicitor said he is receiving inquiries from residents regarding expansion of the cable service area. He is forwarding the requests to Cohen Group who is working on the franchise renewal. Supervisor Weaver said he would like to see the whole Township have access to internet.

Subdivision and Land Development Ordinance. The Solicitor said he has received the revisions for the changes to the Ordinance from the Township Planning Commission for the Board of Supervisors to review. The revisions include recommendations by the York County Planning Commission. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to direct the Solicitor to advertise a public hearing to be held during the regular Board of Supervisors meeting on September 21, 2022, to discuss the revisions to the Subdivision and Land Development Ordinance and the Comprehensive Plan. Motion carried unanimously.

Zeigler Road culvert. The Township Engineer said he visited the site of a reported culvert failure. He said the culvert is in a condition that could cause a road collapse. It will require a PA DEP permit to replace the culvert and it is in a wetlands area. He said the headwalls still look nice and may not need replaced. He will present a cost estimate and plans for the next meeting. He suggested that the road crew use grouting to fill the void for a temporary fix.

Bella Vista Dog Training center. The Engineer was asked by a neighboring property owner to review the requirements of the Land Development Plan regarding stormwater management to ensure that the detention pond is functioning and being maintained properly according to the plan due to a proposed expansion of the operation. Motion was made by Supervisor Saylor and seconded by Supervisor Dockery to authorize the Township Engineer to inspect the stormwater management requirements on the land development plan for compliance. Motion carried unanimously.

Detters Mill Road bridge. The bridge over a tributary to the Conewago Creek has been approved by PA Dept of Transportation for replacement with the 2023 Transportation Improvement Program for York County. A letter of understanding was sent to the Board for signature by August 8, 2022. Two options are: work with Penn DOT's Engineering Construction and Maintenance System (ECMS) with one or more municipal officials performing the engineering work or allowing Penn DOT to assume responsibility to complete the design and construction of the project as stated in the proposal. The Township Engineer said his firm, C. S. Davidson, is well versed in these bridge replacement projects and asked the Board to consider C. S. Davidson Engineering as the option for the project. Mr. Smedley suggested that the Board use Penn DOT for the project. Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to choose the option to use local forces for the Detters Mill Road bridge project. Motion carried unanimously.

Code Enforcement Officer. Mr. Swiger submitted a report of his activities for the month of July to date. Six permits were issued. Six violation notices were sent, four of which were non permitted short term rental violations. His response to Mr. Ian Cook's question from the beginning of this meeting was that he needs to inspect the alleged violation regarding nuisance

lighting after dark. He is still working on resolving the other complaints listed on the written form.

Traffic signal. Notice was received from PA Dept of Transportation that Warrington Township was awarded a grant in the amount of \$279,400.00 as part of their “Green Light Go” project for a project to improve the intersection and traffic signal at the intersection of Rt 74, Rt 177 and Old York Road. Motion was made by Supervisor Saylor and seconded by Supervisor Dockery to contract our project consultant, Larson Design Group, to prepare the plan to proceed with the project. Motion carried unanimously.

One meeting per month. Supervisor Weaver said it was discussed during a previous meeting to reduce the number of Board meetings to one per month. Motion was made by Supervisor Saylor and seconded by Supervisor Fickes to change the number of meetings to one per month which will be held on the 3rd Wednesday of the month at 7:00 PM in the Municipal Building. Motion carried unanimously. Supervisor Weaver said they will try this schedule for the remainder of 2022. The 3rd Wednesday meetings have been advertised but notice will need to be sent 24 hours prior to the 1st Wednesday of each month for the remainder of the year. He also requested an “action list” reminder to the Supervisors and minutes no later than one week after the meeting.

Third party payroll service. Supervisor Weaver suggested that the Township use a third-party vendor for payroll service. It was determined that with only six full-time and two part-time employees there is no need for a third-party service since the Township already pays for Quick Books payroll services. If the issue is regarding direct deposit of paychecks, the Member’s 1st Credit Union can be notified regarding their own direct deposit service.

Assistant Manager position. Supervisor Mattos said he researched an outside employment agency regarding interviewing to hire an Assistant Manager position. He said they will interview candidates and charge 20% of the salary as a fee. It was decided to write a job description for the position before contracting with an outside agency.

Roadside mowing. There was discussion regarding having a vehicle follow the mowing tractor for safety. Supervisor Dockery said he watched Penn DOT and Fairview Township mowers and neither had vehicles following. He said he thinks it is unnecessary to have a vehicle following the mower.

Executive Session. Supervisor Weaver adjourned the meeting for the Board to go into Executive Session regarding a personnel issue at 9:05 PM and re-opened the regular meeting at 9:11 PM.

Personnel Issue. Supervisor Weaver said the Board of Supervisors called the Executive Session to discuss a letter of resignation submitted by the Administrative Assistant. Motion was made by Supervisor Weaver and seconded by Supervisor Mattos to accept a letter of resignation from Stacie Gregory as of Thursday, July 21, 2022. Motion carried unanimously.

ACCOUNTS PAYABLE

Motion was made by Supervisor Fickes and seconded by Supervisor Saylor to approve General Fund accounts payable in the amount of \$35,321.84 and State Liquid Fuels Fund accounts payable in the amount of \$96,628.21. Motion carried unanimously.

ADJOURNMENT

Motion was made by Supervisor Dockery and seconded by Supervisor Saylor to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:15 PM.

Township Secretary