

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, August 17, 2022, 7:00 PM

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

Staff Present: Attorney Brian Linsenbach, Township Solicitor
Cory McCoy, 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 the Board of Supervisors met in executive session for a personnel issue on August 1, 2022, after the special meeting.

Minutes. Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to approve the minutes of the July 20, 2022, meeting. Motion carried unanimously. Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to approve the minutes of the August 1, 2022, meeting. Motion carried unanimously.

EMERGENCY SERVICES REPORTS

Wellsville Fire Company. The Fire Company reported responding to 11 calls in Warrington Township during the month of July 2022.

Penn State Health Life Lion, LLC. There was a total of 174 dispatches in the Northern York Division. The preliminary estimate of total dispatches in Warrington Township was 25. Of those, 20 were handled by Penn State Health Life Lion and five were handled by a different agency.

PUBLIC RECOGNITION

Gerald Follett, Poplar Road. Mr. Follett said there are derogatory signs posted along his neighbor's driveway and the lights are still there also.

SUBDIVISION/LAND DEVELOPMENT PLANS/PLANNING MODULES

Sarah E. Miller, 525 Lisburn Road. The plan proposes to subdivide the existing property at 525 Lisburn Road into 2 properties: Lot 2 (10 acres) and Lot 2A (57.72 acres). The lots are currently zoned Conservation and Rural Agriculture. The Proposed use for the lots has been identified as residential. Both lots have existing driveway access to Lisburn Road T-908 by means of a private street. This plan is considered a Minor Subdivision plan. Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to approve an extension of time to act on the plan until October 31, 2022. Motion carried unanimously.

Jeremy and Katrina Stone, 665 Lisburn Road. Application for consideration of a modification requesting permission to install a second driveway (10 feet wide) on the property that will be within 25 feet of the primary driveway and within three feet of the property line. The building on the property were constructed such that the home site sits perpendicular to the garage. The location to park an RV sits behind the garage in the opposite corner from the driveway entrance. In order to access this parking location, the owner would have to enter the main driveway, immediately turn the camper 90 degrees and then turn it 90 degrees again the opposite direction to wind it around the garage. Since that's not practical or routinely possible, the RV currently enters the property through the grass and makes large tracks in the yard. The owner would like to put a small access path that will make a less destructive entrance to the parking pad.

The Township Engineer suggests that Mr. Stone review the Subdivision and Land Development Ordinance Section 512.a – Driveways to comply with Ordinance requirements and a driveway permit application will need to be filed. The Township Planning Commission approved the request at their July 20, 2022, meeting. Motion was made by Supervisor Mattos to approve the modification request for a second driveway. Supervisor Fickes seconded. Motion carried with 3 approvals and Supervisor Dockery opposing.

C. B. Construction Services, Inc., 275 Big Rock Drive. Application for consideration of a modification requesting a proposed alternative to the requirement to submit a Land Development Plan as required by Section 303 of the Township Subdivision and Land Development Ordinance. The applicant is making this request to construct a 3,600 square foot accessory building to store materials and equipment for his business located at this address. A minor amount of additional gravel area will be added as well. This request is being made due to the minor nature of the project, the proposal will not create any new traffic impacts and the existing stormwater management BMP has adequate volume to account for the new impervious surfaces. The total impervious surface is 31,354 square feet requiring a BMP volume of 5,016 cubic feet. The existing BMP Volume provided is 6,596 cubic feet. The existing BMP has adequate volume to accommodate the accessory building and gravel expansion. The Township Planning Commission approved the request at their July 20, 2022, meeting. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to approve the modification request. Supervisor Dockery pointed out a lot line error on the sketch plan that Mr. Hoover will correct. Motion carried unanimously.

BUSINESS AND STAFF REPORTS

Resolution 2022-05 – Authorizing the Execution of an Application for Cooperative Purchasing with the Keystone Purchasing Network. Motion was made by Supervisor Dockery and seconded by Supervisor Weaver to approve authorization to participate in the Keystone Purchasing Network Local Public Procurement Unit. Motion carried unanimously.

ADA Improvements. A request was made to Keystone Purchasing Network to solicit a contractor to install ADA improvements to the municipal building. A Job Order was received for improvements to the building in regard to the Community Development Block Grant that was approved by York County Planning Commission. Lobar Associates Construction is the contractor who quoted the project. The amounts quoted in the cost proposal are: 1. ADA Bathroom - \$32,463.29; 2. ADA Bathroom and Ramp Design - \$12,724.00; 3. ADA Ramp - \$20,319.74. The proposal total is \$65,507.03. Motion was made by Supervisor Dockery and seconded by Supervisor Weaver to award the contract to Lobar Associates Construction in the amount of \$65,507.03. Motion carried unanimously.

Pull Down Ladder and insulation. A request was made to Keystone Purchasing Network to solicit a contractor to install a pull-down ladder to access the municipal building attic and to place insulation in the attic. Lobar Associates Construction job order and cost proposal to install attic insulation at a cost of \$9,831.08 and a proposal to install an attic ladder at a cost of \$4,939.66 for a total project cost of \$14,770.74. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to approve Lobar Associates proposal to install a ladder and insulation attic project at a cost of \$14,770.74.

HVAC system replacement. Bids were solicited for the replacement of heating and air conditioning units in the municipal building. The following quotes were received.

1. Handyside, Inc. Etters - Meeting room: Remove and dispose of existing heating and cooling equipment and install new gas furnace with heat pump \$11,173.83

Offices: Remove and dispose of existing heating and cooling equipment and install new equipment and new metal duct work \$21,713.20
2. Remco, Inc., Mechanicsburg – Meeting room: replace HVAC system with gas furnace and heat pump \$11,395.00

Offices: replace HVAC system with a gas furnace and heat pump, provide and install a new duct system \$24,739.00
3. CZAPP & Griffith, Hanover – quote to replace 2 HVAC systems (connect system to existing duct work, electric & condensate) \$21,000.00

The Board discussed #3 quote and said that the quote should have included new metal duct work.

Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to approve the quote by Handyside, Inc. to remove and install existing heating and cooling equipment as quoted, in the municipal building meeting room at a cost of \$11,173.83. Motion carried unanimously.

Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to approve the quote by Handyside, Inc. to remove and install heating and cooling equipment as quoted, in the municipal building offices at a cost of \$21,713.20. Motion carried unanimously.

Comcast Cable TV franchise renewal. The Solicitor reported that work is progressing on the franchise renewal. The firm hired is continuing to gather information requests for additional coverage areas. Supervisor Weaver said there is a large area of interest for cable around the Bentzel and Church Road area.

Subdivision and Land Development Ordinance Public Hearing. The Hearing is scheduled for September 21, 2022, during the Board of Supervisors meeting.

Township IT. The Solicitor said each full-time or part-time employee should have their own log-in credentials and separate email addresses. An employee should log-off when not using the computer and the computer should be set to automatically log-off. These procedures should be in place to protect confidentiality of employees as well as legal and financial information.

Zeigler Road culvert replacement. The Engineer prepared a cost estimate for the pipe replacement. The existing culvert is a dual 36” diameter corrugated metal pipe with a capacity of 102 cfs. Today’s standards would not allow a dual pipe replacement. The other options are:

1. 60” x 46” elliptical corrugated metal arch pipe – estimate = \$150,000
2. 68” x 43” elliptical reinforced concrete pipe – estimate = \$250,000
3. 7’ x 4’ precast concrete box culvert – estimate = \$500,000

Application for a PA DEP permit to install the pipe requires a PA Natural Diversity Inventory application. The response from Dept. of Conservation and Natural Resources will require a survey and delineation for Bog Turtle. C. S. Davidson is contracted with Skelly and Loy for the report that will cost \$3,000.00. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to approve proceeding with the DEP application to install the culvert on Zeigler Road by submitting the PNDI report at a cost of \$3,000.00 and choosing Option 1 for the pipe replacement. Motion carried unanimously.

Municipal Park. The Park sewage is currently served by the use of a holding tank that needs to be pumped. It was suggested that the Park should be hooked into the Wellsville Municipal Authority public sewer line. To do so, a PA DEP Sewerage Planning Module needs to be prepared and submitted for approval. The Planning Module card required the Engineer to provide a PNDI report. PA DEP is requiring a wetland delineation and Phase 1 Bog Turtle Survey to be completed. C. S. Davidson is contracted with Skelly and Loy to prepare the PNDI reports. The cost for this report is \$1,000.00. Motion was made by Supervisor Mattos and seconded by Supervisor Dockery to proceed with the PNDI report and the DEP Planning Module exemption card. Motion carried unanimously.

Traffic signal. Percs Traffic Signals, Inc. notified the Township office that they will no longer be servicing the traffic signal for Warrington Township. The business is closing permanently. Suggested names of other traffic signal companies were Telco from Reading, Signal Service Inc from West Chester and C. M. High, Inc. from Myerstown. Other traffic Signal companies that sent letters of interest were Kuharchik Construction, Inc. from Exeter and Atlantic Transportation Systems, Inc. from Camp Hill. The Board said to contact ATS for prices because it is the only company that is local.

Zoning Board resignation. Jacqueline Van Pelt sent a letter of resignation from the Zoning Hearing Board. She has accepted a job in Kentucky and will be living there for the foreseeable future. The Board said to prepare a Resolution thanking Jackie for the excellent job she has done representing the Township during her tenure on the Zoning Hearing Board.

Zoning Board appointment. Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to appoint Janelle Winey to fill an open term on the Township Zoning Hearing Board. Motion carried unanimously. Ms. Winey was an alternate member of the Board. The Supervisors said to advertise for another alternate member.

Health Insurance. Highmark sent the Township office a renewal packet for a 12-month period beginning October 2022. The current employee plan shows an increase of 4.5% bringing the monthly premium to \$11,150.87 or a total increase of \$423.35/month. This increase reflects approximately half of the amount in previous years. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to renew the current plan with Highmark. Supervisor Dockery asked if the agency used UPMC as a comparison. They did not. Motion carried unanimously.

Hiring Assistant Manager. Applications have been received through Indeed and independently. Supervisor Mattos said the Board had decided to use McKonly and Asbury CPA's and Business Advisors to interview applicants. The cost of their service is 20% of the first year's salary to be refunded if the employee leaves within 6 months. Motion was made by Supervisor Mattos and seconded by Supervisor Weaver to approve hiring McKonly and Asbury to interview employee candidates. Mr. Ben Lantz, from the audience said that as a taxpayer he is opposed to paying a firm that much money to do interviews. The Township has paid for the applications made through Indeed Employment Website. Motion was made by Supervisor Mattos to withdraw his motion. Supervisor Weaver withdrew his second. Supervisor Fickes said he would like to review the applications and interview for the position in-house by September 21st.

Halloween Trunk or Treat. The Board set the day for Trunk or Treat at the Municipal Park for October 31, 2022, from 6:00 PM until 8:00 PM.

ACCOUNTS PAYABLE

Motion was made by Supervisor Fickes and seconded by Supervisor Weaver to approve General Fund accounts payable in the amount of \$68,717.38, State Liquid Fuels accounts payable in the amount of \$1,481.81 and an invoice to Penn State Health Life Lion for calls made from July 2021 through April 2022 in the amount of \$7,898.00. Motion carried unanimously.

ADJOURNMENT

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

The meeting was adjourned at 8:35 PM.

Township Secretary