

DRAFT

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, November 16, 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
Terry Myers, PE, Township Engineer
Eric Swiger, Zoning Officer
Rebecca Knaub-Bradshaw, Township Manager and Secretary-Treasurer
Renee Robison, Assistant Manager, Secretary, Treasurer
Michael Deardorff, Road Foreman

The meeting was opened with the Pledge to the Flag.

Supervisor Weaver announced an Executive Session was held on October 19, 2022, and on November 1, 2022.

Minutes. Supervisor Mattos requested a change to the minutes of the October 19, 2022, meeting to state that it is too early for Keystone Medical Services to have their information ready for the 2023 Township Budget and he would like it stricken from the minutes that he said the outcome will be either a tax increase or budget cuts. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to approve the October 19, 2022, minutes with the above correction made. Motion carried unanimously. Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to approve the minutes of the November 2, 2022, Budget meeting. Motion carried unanimously.

EMERGENCY SERVICES REPORTS

Wellsville Fire Company. The Fire Chief reported that Wellsville Fire Company responded to 8 calls in Warrington Township during the month of October 2022. Sandra Brown, President, submitted a letter stating projects that they funded in 2022. These projects would have included the donations given by the Township last year.

Penn State Health Life Lion, LLC. There was a total of 178 dispatches in the Northern York division. The preliminary estimate of total dispatches in Warrington Township was 31. Of those, 20 were handled by Penn State Health Life Lion, LLC. Eleven were handled by a different agency.

PUBLIC RECOGNITION

None

SUBDIVISIONS/LAND DEVELOPMENT PLANS/PLANNING MODULES

Ski Roundtop Parking Lot expansion. Roundtop is proposing to construct a new parking lot in its upper parking area. They are requesting a waiver from the Stormwater Management Ordinance that requires preparation of a plan. Their justification is because of the large size of the drainage area and excessively long times concentration, the increases in runoff range from 0.88% for the 24 hour 2-year storm to 0.27% for the 24-hour 100-year storm. Small increases do not warrant the need for any additional stormwater BMPs, especially since runoff from this area will need to pass through no less than 4 ponds, each of which will attenuate the runoff before leaving the property.

The Township Engineer recommends approval of the requested waiver conditional upon the following:

1. Providing an overall site plan with the proposed parking lot shown along with a site data table that would provide the normal requirements from the Subdivision and Land Development Ordinance, including zoning, setbacks, coverages, etc.
2. When future lot development occurs that requires a stormwater management plan, rate control and water quality requirements will be incorporated for this parking lot and added to the land development plan on file at the Township.

Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to conditionally approve the waiver request with the inclusion of the Township Engineer comments. Motion carried unanimously.

STAFF REPORTS AND BUSINESS

Road Crew report. Supervisor Mattos submitted a report that he requested to be attached to these meeting minutes. The Road Foreman was present and reported that the crew is working on replacing damaged signs, guide rails, cleaning gutters and repairing road edges. The Board said there is a list of snowplow drivers who could be used when extra help is needed. They asked the Foreman to contact those people to discuss details. The Manager has a list of names. Supervisor Dockery asked the Foreman if he might consider a fourth Road Crew employee.

Wellsville Fire Company report. Supervisor Mattos submitted a Fire Committee Report stating that Keystone Community Medical is working on recommendations using information given to them by the Fire Company. There was a review of the solicitation report for 2021 that discovered out of 2,448 mailings only 587 responded with donations that equaled \$3,817 or \$15.04 per household. Supervisor Mattos said there was an apparent overpayment by the Township of \$20,940.00 for roof replacement. He recommends that the Fire Company repay the amount to the Township. He also said the water heaters and furnaces were paid from the General Fund rather than the ARPA (Covid) fund. The Manager showed a printout of the ARPA account that shows the payment was made correctly.

IT Committee. Supervisor Weaver requested that all Board of Supervisor members have a separate email address for Warrington Township. The Manager should add Supervisors Fickes, Weaver and Dockery to the list of email addresses. Supervisor Saylor and Supervisor Mattos currently have a Warrington Township address. Also, the Road Foreman should be added in conjunction with the computer station that will be updated in his office. Supervisor Weaver will add a section for the Board to approve to the employee Policy Manual that requires not sharing usernames and passwords.

Penn Waste trash increase notice. The Township has been notified that effective January 1, 2023; disposal rates are increasing \$2.00/ton. The increase will cause the rates for Penn Waste to increase to \$88.70 per quarter for 4 bag pickup and \$106.34 per quarter for 8 bag pickup. Pay per bag rates will remain at \$8.50 per bag.

Solicitor Report

Comcast franchise renewal. The Cohen Group is currently working on coverage areas within the Township and checking which areas have double coverage with Blue Ridge Cable.

Ski Roundtop Amusement Tax. The Solicitor determined that it could be beneficial to the Township to have a CPA review reports and payments that have been received over the past two years. He suggested that as a Phase I – the Township accountants review the reports and checks that were received and request that Vail Resorts decipher them so that Warrington can interpret them better. Phase II – If the accountants determine under-reporting or misreporting of revenue and taxes owed, he suggests an audit of their records. The Agreement between Warrington Township and Ski Roundtop allows for the Township to inspect and audit their records once per year. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to approve proceeding with Phase I. Motion carried unanimously.

Engineer

Community Development Block Grant. The Engineer contacted Ken Elder, Lobar Associates who was originally granted the CDBG. York County Planning Commission spoke with Keystone Purchasing Network regarding their bid process. It was determined that KPN's bid process does not meet CDBG requirements. The Engineer received confirmation from Lobar that they are not interested in the design, permitting or bid documents because they are not set up to do this type of work. The Engineer will proceed with requesting an extension of time from York County Planning Commission for completion of the project and will need to have an architect produce plans to be able to solicit bids for the project.

Construction and Materials Specifications. The Engineer is in the process of preparing the Manual for the Board to review and include as a reference to pertinent Ordinances. It should be ready for review for the December Board meeting.

Crack sealing roads. The Engineer estimated that the Budget will include \$20,000.00 for crack sealing roads each year. He will need a list of roads from the Road Foreman to prepare a bid proposal.

Manager

Traffic signal contractor. One contract was returned to the Township regarding traffic signal maintenance. The Contractor is Signal Service, Inc. They have a facility in Camp Hill. Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to accept the contract submitted by Signal Service, Inc dated November 1, 2022. Motion carried unanimously.

2023 Budget.

2023 GENERAL FUND

The 2022 carry-over figure is estimated to be \$1,800.00.00. The amount includes ARPA (Covid) money in the amount of \$449,900.00. The 2023 Budget includes \$80,000 designated to the Wellsville Fire Company and \$35,000 for Municipal Building Renovations. These figures are included within the General Fund budget.

Estimated 2023 General Fund Revenue:

Taxes	\$984,100.00
Licenses and Fines	26,800.00
Interest	12,800.00
Intergovernmental funding	120,553.00
Permits and Services	65,250.00
Recreation proceeds	12,300.00
Miscellaneous revenue	<u>8,330.00</u>
	\$1,230,133.00
2022 Carry-over	<u>1,800,000.00</u>
Total available 2023	\$3,030,133.00

Estimated 2023 General Fund Expenses:

Operating Expenses	\$225,162.00
Engineering, Sewage	100,000.00
Municipal Building expenses	61,442.00
Fire and ambulance donations	132,000.00
Permits, Zoning, Planning	102,264.00
Emergency Management, Trash bags	3,800.00
Highways	531,600.00
Park (includes a DCNR \$70,000.00 grant)	167,000.00
Contributions to Library, Senior Centers)	3,000.00
Employee expenses & Liability insurance	<u>251,113.00</u>
	\$1,577,381.00
Total estimated carry-over 2023	<u>1,452,752.00</u>
	\$3,030,133.00

2023 STATE LIQUID FUELS FUND

Estimated 2023 Liquid Fuels Fund Revenue

Total Liquid Fuels income	\$291,010.30
2022 Carry-over	169,000.00
Total available 2023	\$460,010.30

Estimated 2023 Expenses:

Diesel, Salt, Antiskid, line painting, Stone	\$115,000.00
Contracted road work	<u>338,000.00</u>
Total expenses	\$453,000.00
2023 Carry-over	<u>7,010.30</u>
	\$460,010.30

2023 CAPITAL RESERVE FUND

Estimated 2023 Revenue

2022 Carry-over	\$441,918.00
Total estimated income	<u>4,500.00</u>
Total available 2023	\$446,418.00

2023 Funds available for Capital expenses	\$400,000.00
Total unappropriated year end 2023	<u>46,418.00</u>
Total expense and unappropriated	\$446,418.00

Motion was made by Supervisor Dockery to advertise the budgets for public view in the Municipal office. Supervisor Mattos seconded. Motion carried unanimously.

The Board will finalize the 2023 Budget on December 21, 2022.

“To Do List”. Supervisor Mattos updated the “To Do” list for the Board’s review.

PSATS update. Supervisor Dockery said he attended a meeting and is Chairman of the committee that includes Townships of 2,000 to 5,000 population. He said a topic of discussion was that money would be available for infrastructure expansion such as Broadband.

ACCOUNTS PAYABLE

Motion was made by Supervisor Fickes and seconded by Supervisor Dockery to approve General Fund Accounts Payable in the amount of \$78,293.90 and State Liquid Fuels Fund Accounts Payable in the amount of \$1,352.37. Motion carried unanimously.

ADJOURNMENT

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

The meeting was adjourned at 8:50 PM.

Township Secretary