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, May 17, 2023, 7:00 PM

**Presiding:** Supervisor Jason Weaver, Chairman

Supervisor Zachary Fickes, Co-Chairman

Supervisor Ed Mattos

Supervisor John Dockery

Supervisor Michael Saylor

**Staff Present:** Attorney Brian Linsenbach, Township Solicitor

Terry Myers, Township Engineer

Renee Robison, Township Manager and Secretary

The meeting was opened with the Pledge to the Flag.

Supervisor Weaver opened the meeting.

**Minutes.** Motion made by Supervisor Mattos and seconded by Supervisor Fickes to approve the minutes of the Regular Board of Supervisors meeting April 19, 2023. Motion passed unanimously. Supervisor Dockery stated he agreed the issues in Quickbooks need corrected, but he feels that the Board of Supervisors did receive detailed financial reports and information was available. Supervisor Mattos disagreed with this statement because they were not accurate or understandable.

**EMERGENCY SERVICES REPORTS**

Wellsville Fire Company. 12 incident calls for Warrington Township, and 35 incidents for the month. There were 41 calls for the year and 133 incidents for all zones for the year.

Penn State Health Life Lion EMS, LLC. No report at this time.

**PUBLIC RECOGNITION** – Mr. John Horn lives at 122 Buttercup Lane and was referencing that his neighbor had not taken down the posts to his fence after he was not granted a special exception by the Zoning Board.

* Mr. Swiger had responded to Mr. Horn’s complaint form that the neighbor had met the Ordinance requirement and was compliant.
* Mr. Horn disagreed, and Mr. Swiger informed him the next step for him would be the appeal process, which includes a $750 fee. Supervisor Mattos stated he thought it had to be removed in its entirety.
* Supervisor Saylor stated he had a solution that would be he helps the neighbor take out the posts. Supervisor Weaver and Supervisor Mattos thanked Supervisor Saylor for this. Mr. Horn stated that was all that he wanted. Mr. Len Kotz stated if the appeal went back to the Zoning Board, requesting $750 is not of bounds and that is the appeal process.

Mr. Len Kotz – Planning Commission voted for Mr. Benjamin Lance to become the alternate member of the Planning Commission. Motion made by Supervisor Saylor and seconded by Supervisor Fickes to adopt a resolution to create the alternate member position and to appoint Mr. Lance to this position. Motion passed unanimously. Mr. Kotz presented the Resolution to be signed by the Board of Supervisors.

**Planning Modules – Subdivisions – Land Development Plans**

1. 2022-05 Spring Meadows LDP (12/23/23)
2. 2022-07 Rossville Commercial Property (5/26/23) EOT 8/23/23
3. 2023-01 Old Mountain Rd., Mansfield 3-lot FSP (7/25/23)

Mr. Terry Myers explained that he received a request for an extension of time for 2022-07 Rossville Commercial Property. The request was for an extension until August 23, 2023. They will be coming to the Planning Commission meeting May 24, 2023. Motion made by Supervisor Dockery and seconded by Supervisor Saylor to make the correction to the agenda to reflect this would be discussed. Motion passed unanimously. Motion made again by Supervisor Dockery and seconded by Supervisor Saylor to approve the extension of time to August 23, 2023. Motion passed unanimously.

**BUSINESS AND STAFF REPORTS**

Manager’s Report

1. Update DCNR Grant for Playground – this is still in the planning stage with the architect. If there are any suggestions for the playground equipment, please let the Manager know.
2. Update Meeting Room – the work for the meeting room will start May 18, 2023.
3. Costars Salt Contract – The Township’s obligation for the 22-23 contract is 60% of the 250 that was bid. Two truckloads of salt will be ordered.
4. Township Sign – the price for a new digital sign was presented to the Board of Supervisors and the cost was $27,790. It was $7,100 less than the quote that was received in 2019. It was noted that it is getting more difficult to find the letters and numbers. The company who furnished the quote is in Costars, which means that it is not necessary to get more quotes. Other quotes were requested, and no other company responded. This was tabled until other decisions are made for the ARPA funding.

Mrs. Kathy Cook asked why we would have money to pay for a sign when we do not have a clean-up day anymore. Supervisor Weaver noted that only 28% of the residents pay for trash pick up and it previously cost the township $20,000 for clean-up day. Some residents brought their wet trash, instead of what the clean up day was intended for. It was also explained that the Township has over $400,000 ARPA funds, which were Federal funds that were given to the Township during COVID and must be allocated by the end of 2024 and spent by the end of 2026 or it has to be returned to the Federal Government.

1. Township Internal Auditor – Mrs. Margaret Prosser resigned January 18, 2023, and Mr. Dean Trump was already the substitute. He continued this work after her resignation, in addition to clerical work with records and retention and his schedule isn’t consistent with either due to when the bank statements are received. It was questioned if you can split someone’s time with two different pay rates and Attorney Linsenbach thought that we should not do that. Mrs. Robison requested the same pay rate as Mrs. Prosser of $20/hour. When asked by Supervisor Mattos, Mr. Trump stated his year’s of experience in accounting. Mr. Brian Rodgers stated he thought with Mr. Trump’s experience, he should be paid the same as Mrs. Prosser. Since his time is split, it was agreed that his pay rate be $18/hour. Motion made by Supervisor Weaver and seconded by Supervisor Saylor to appoint Mr. Trump as the internal auditor and increase his pay rate to $18/hour and Mr. Trump was in agreement. Motion passed unanimously.

**Review Budget**

Treasurer’s Report – Supervisor Weaver asked about the check for $15,500 dated January 2022 for escrow that was found in the petty cash box and if we can cash the check. Mrs. Wiseman Zorbaugh stated we cannot cash this check and it was for escrow to secure the work for a driveway for a subdivision to ensure it was done correctly. An 18” pipe was installed as opposed to what was approved. The Board of Supervisors will wait for direction from Attorney Linsenbach, although at this point, the Township probably has no recourse and will not go against the homeowner since it was completed by the builder.

Money for recycling that was previously unaccounted for will be tracked in the budget with a new separate line item for transparency.

Supervisor Weaver asked if the money for the fire truck fund had come out of the ARPA money and the Treasurer stated that it did not. The fire company roof expense also was not taken out of the ARPA money. The Treasurer will have to correct this in Quickbooks and transfer the funds to the correct account in the bank account. It was agreed previously that these expenses were to be taken out of the ARPA funds. The Board of Supervisors will be conducting workshops to discuss the use of the ARPA funds. Motion made by Supervisor Fickes and seconded by Supervisor Mattos to accept the Treasurer’s Report to pay expenses in the amount of $47,904.32. Motion passed unanimously.

**Road Crew – Mike Deardorff**

1. Meeting Room – Powder Post Beetle – There were two quotes that were significantly different in price. Motion made by Supervisor and seconded by Supervisor to approve treating the crawlspace for the beetles for $250.00 and to look at ventilation in that area. Motion passed unanimously.
2. Sweeper attachment for 6105E – April 19, 2023, this was approved for $21,000. There is a revised price of $25,637.84. Motion made by Supervisor Mattos and seconded by Supervisor Saylor to approve this. Motion passed unanimously.
3. Used Backhoe – April 19, 2023, this was approved, but it has to be advertised for bids and will be advertised next week and the following week. It was noted that a Costars vendor cannot sell anything used.
4. Equipment – trucks – Mr. Deardorff stated that trucks are hard to get, and the estimated timeframe is a year and a half to 2 years to get a truck. The total cost for a truck chassis for F-600 Ford, then to outfit it with the plow and spreader is $49,605 for a total of $120,350.00 and the request is for 2 trucks. At this time, one of the trucks broke down this week and is in the shop for repairs.
5. There is already $125,000 designated in the budget from liquid fuels for heavy road equipment and the other truck expenditure can be taken out of ARPA funds. He can also look into the salvage value for the Kodiak. Motion made by Supervisor Saylor and seconded by Supervisor Mattos to approve both trucks by using $125,000 from Liquid Fuels and the rest from the ARPA funds. Motion passed unanimously.

**Code Enforcement – Eric Swiger**

The report was distributed and there were no questions.

**Solicitor’s Report – Attorney Linsenbach**

1. Comcast Cable TV –in negotiations – no hearings set yet.
2. Vail Resorts – Amusement Tax – Mr. Ted McDowell has acknowledged they underpaid in the amount of $7,343.83 and will be issuing a check to Warrington Township. Supervisor Weaver thanked Attorney Linsenbach and Mr. Ben Lance for all of their hard work researching this.
3. Trash Contract – Draft bid proposal will be ready for the Board of Supervisor’s June meeting.
4. Zoning – Re-zoning request for Squire Gratz. The Zoning Hearing will be moved to the Wellsville Fire Company May 30, 2023, at 6:00 p.m.

**Engineer – Terry Myers**

1. CDBG Municipal Office ADA Improvements

* Access issues with the hallway and the 2” step up for that restroom to be ADA. He went back to the architect regarding converting the 2 restrooms in the meeting room to one unisex bathroom and there is a limit of meeting attendees to meet the requirements. The Board requested that drawings be submitted at the next Board of Supervisor’s meeting. The grant for this expires at the end of June, but the work can be allocated for this.

1. Hurricane IDA – FEMA/PEMA Funded Projects Bid Aware – The grant is for $103,000, but the bids that came in were $139,000. Engineering would be $21,000 out of that, so the actual difference would be $58,000. PEMA stated they normally fund those overruns as long as everything is clearly documented. Motion made by Supervisor Dockery and seconded by Supervisor Saylor to award the contract to JDI Site Solutions in the amount of $139,610.26. Motion passed unanimously.
2. Bids to Purchase Backhoe – The advertisement for bids will be advertised in the Dillsburg Banner. Sealed bids will be opened June 15, 2023, at 10:00 at the Township office. It was suggested to add to the contract that the equipment will be delivered in 30 days.
3. Rosstown Road Park Sewage Planning – PNDI filing had to be re-submitted due to the Northern Long-Eared Bat moving from the Threatened List to the Endangered List. Waiting for the Sewer Authority’s Engineer to complete DEP Postcard. Supervisor Weaver stated this project should be a top priority.

**Supervisors**

1. Supervisor Weaver – Supervisor Weaver stated that an employee of the Wellsville Fire Company had talked to him regarding her concern that she no longer had access to their building. Mr. Brian Rodgers stated that there are rules that you have to maintain an active membership and she had failed to assist with the carnival and she is not in an active status, although she still has her membership. He stated he wasn’t sure why she had come to Supervisor Weaver regarding this.

* Sick time and adding short-term and long-term disability for the employees of Warrington Township is still being looked at.

1. Supervisor Fickes – nothing currently.
2. Supervisor Saylor – nothing currently.
3. Supervisor Mattos is suggesting budget workshops in an open public meeting. There have been so many errors in the past, that it is difficult to see what was done and the budget should have been started previously in July.
4. Supervisor Dockery noted that we have no authority over 5G requirements, and it is strictly Federal. PSATS Conference – noted it was discussed that the requested money for the permit process for building projects is outrageous. He commended Supervisor Weaver for his letter to the Editor in the Dillsburg Banner regarding Old York Road being re-routed to Route 74.

**Committee Reports**

1. Road Crew Committee – discussed previously.
2. Wellsville Fire Company – no update
3. Trash Committee – discussed previously.
4. Building Committee – no update

**Review To-Do List**

**ADJOURNMENT**

Motion made by Supervisor Saylor and seconded by Supervisor Fickes to adjourn the meeting at 9:18 p.m. Motion passed unanimously.

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Secretary