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 16, 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:** Terry Myers, Township Engineer

Renee Robison, Township Manager and Secretary

**Staff Not Present:** Attorney Brian Linsenbach, Township Solicitor

The meeting was opened with the Pledge to the Flag.

Supervisor Weaver opened the meeting. He stated there will be a Budget Workshop September 6, 2023, at 6:00 p.m.

**Minutes. Motion** made by Supervisor Dockery and seconded by Supervisor Saylor to approve the minutes of the Regular Board of Supervisors meeting July 19, 2023. Motion passed unanimously.

**EMERGENCY SERVICES REPORTS**

Wellsville Fire Company. The Wellsville Fire Company report was previously sent to the Board of Supervisors. Ten incident calls for Warrington Township, and 27 incidents for all zones. There were 73 calls for the year and 213 incidents for all zones for the year.

Penn State Health Life Lion EMS, LLC. The report for July was 23 total dispatches for Warrington Township, 16 handled by Penn State Health Life Lion, LLC, and 7 were handled by a different agency.

**Public Recognition – Diane Cosby**

Ms. Cosby stated she lives on Lisburn Road and wanted to point out the number of blighted properties due to abandoned homes. She called Warrington Township and Mr. Swiger stated that the Township does not have an Ordinance to address the cleanup of the property. Supervisor Weaver stated that the Road Crew cannot go on the property. Mr. Swiger stated he does send a letter to the listed property owner, but if they do not respond, a complaint can be filed with the Magistrate, but the Road Crew still cannot go onto the property. It was suggested to look at what other Townships have in place to address this.

**PRESENTATION – Site Design Concepts – Adam Anderson**

Mr. Anderson stated that Site Design Concepts provides sewage enforcement officer services. There are 4 staff members, in addition to Administrative Staff. Their mission is to ensure compliance with current regulations, develop a professional relationship with the residents, support the municipal staff, and complete the necessary functions of the municipal SEO as efficiently and cost-effectively as practically possible. They strive for voluntary compliance when interacting with the residents. The current SEO, Garry Morrow, will be retiring at the end of 2023, and the Township will have to have another SEO in place.

**Presentation 2025 Transportation Improvement Program (TIP) – Mike Pritchard**

Mr. Pritchard stated that their mission is to guide sustainable development and preservation and to improve the quality of life in York County. Core transportation funding goes to long-range transportation planning, capital improvements plan, 12-year plan, and the transportation improvement program. All projects are financially constrained to exact dollar amounts. There have been 116 projects in 4 years totaling $192,216,794 investment in York County. He stated they receive good data from Penn Dot, and they are looking for local knowledge. The current request for a traffic calming study for SR 177 regarding the mix of high-speed traffic and pedestrian and bicycle use was sent to Penn Dot and Mr. Pritchard and he stated he will try to move that along. Mr. Pritchard took note of the local issues of speeding and when it is reported to Penn Dot, they aren’t very helpful. The TIP Funding Programs are Road Maintenance and other needs, Bridge Maintenance, Safety, Congestion and Air Quality, Biking and Walking and Transit. He is requesting that Warrington Township take inventory of current assets and condition, identify areas of concern for safety, congestion, sidewalks, and trails, prioritize and record in planning documents and chare with the York County Planning Commission.

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

1. 2022-05 Spring Meadows LDP (12/23/23) – waiting for planning module for public sewer hookup.
2. 2022-07 Rossville Commercial Property (5/26/23) EOT 8/23/23 - Monismith
3. 2023-01 Old Mountain Rd., Mansfield 3-lot FSP (7/25/23) EOT 10/25/23

Mr. David Weihbrecht, from Advantage Engineering Services, LLC, and Mr. Steve Mansfield were present. Terry Myers from C.S. Davidson has to review the minor requested changes to the plan; and updated sketches should be given to Terry to be presented at the next Board of Supervisors meeting.

**Engineer – Terry Myers**

1. CDBG Municipal Office ADA Improvements – The bids were opened for this project. CB Construction Services, Inc.’s bid total was $102,934.00 and Kinsley Construction, Inc.’s bid was $143,945.00. A request was made to the York County Planning Commission to increase the amount of the grant $36,934. YCPC stated they have sufficient funds to assist with this project, but the request has to be approved by the Commissioner’s. **Motion** made by Supervisor Fickes and seconded by Supervisor Saylor to accept and award the bid of $102,934.00 from CB Construction, pending approval from YCPC. Supervisor Dockery opposed. Motion carried 4-1.
2. Zeigler Road Culvert – The walls are in and the backfill is almost completed. The Road Crew will be paving August 21, 2023. The earliest the road will be open is August 23, and Northern School has been notified. The road crew did an excellent job resulting in a significant cost savings.
3. Rosstown Road Park Sewage Planning – The Supervisors will complete the rest of the project.
4. FEMA/PEMA Funded Projects – Bids received were in excess of the Fall of 2021 cost estimates. FEMA/PEMA will fund the additional costs upon review at the completion of the projects. The remaining schedule is: Quaker Meeting to be completed by August 18; New York Road August 28-Sept. 15; New York Road and Beaver Creek Paving August 31; Red Rock Culvert September 11-September 25.

**BUSINESS AND STAFF REPORTS**

Manager’s Report

1. Septic Waiver – A request was received for a waiver from the on-lot system pumping/inspection requirement for Act 537 at 160 Quaker Meeting Road due no occupancy since 2018. The system was last pumped in 2019. **Motion** made by Supervisor Saylor and seconded by Supervisor Mattos to approve this waiver, but the resident will have to re-apply in 4 years. Supervisor Weaver and Supervisor Dockery opposed. Motion carried 3-2.
2. Question asked by resident regarding the slide repair for the playground – **Motion** made by Supervisor Mattos and seconded by Supervisor Dockery to approve up to $2500 for the repair of the slide. Motion carried unanimously.

**Review Budget**

Treasurer’s Report – **Motion** made by Supervisor Fickes and seconded by Supervisor Mattos to approve the Total Expenses in the Treasurer’s Report of $273,341.70. Motion passed unanimously. Stacy Wiseman Zorbaugh stated she distributed an up-to-date Liquid Fuels Report. Supervisor Weaver stated he would like Liquid Fuels training and Earned Income Tax training.

**Road Crew**

1. Mike Deardorff stated that everyone has been working on Zeigler Road to try to get this completed.
2. Supervisor Mattos stated he would like Mr. Deardorff to have his 5-year plan ready for the next Budget Workshop meeting.

**Code Enforcement – Eric Swiger**

1. Monthly Report - The report was distributed and there were no questions. Mr. Swiger stated the complaint for 7460 Carlisle Road is now resolved.

**Solicitor’s Report – Supervisor Weaver for Attorney Linsenbach**

1. Comcast Cable TV – a letter of support was sent to Comcast from Warrington Township for the unserved and underserved population in the Township to have access to Comcast. Comcast sent a letter to Warrington Township stating that Warrington Township will be included in Comcast expansion funded by Federal money.
2. Trash Contract – No update at this time.

**Supervisors**

* Supervisor Weaver thanked Mr. Dean Trump for his hard work for the Township regarding Records and Retention. Supervisor Weaver understands this is a very tedious process. Mr. Trump also thanked Mr. Eric Swiger for his help also. Supervisor Weaver also acknowledged that Mr. Jim Smedley has resigned from the Planning Commission and thanked him for his many years of service. Supervisor Mattos stated that his knowledge and wisdom will certainly be missed. There is now a vacancy for the Planning Commission. **Motion** made by Supervisor Saylor and seconded by Supervisor Fickes to promote Mr. Ben Lance, current Alternate Planning Commission member, to full-time member of the Planning Commission. Motion carried unanimously.
* Supervisor Weaver noted he sent the Board current job descriptions for office staff and would like to adopt these at the next meeting.

**Committee Reports**

1. Road Crew Committee – Supervisor Dockery is working on the Rosstown Road Park septic planning. Supervisor Dockery also stated the earned income tax increased 7.72% and he will type the information from his meeting and send it to the Board.
2. The Warrington Township Fire Committee – Supervisor Mattos stated he met with the Fire Company Committee that consists of: Jim Smedley, Ben Lance, Len Kotz, Mike Saylor and himself regarding Mr. Scott Ryno’s recommendations from his Comprehensive Fire Assessment Study for the Wellsville Fire Company. Supervisor Mattos and the Fire Committee is in agreement with Mr. Ryno’s following 6 Recommendations:

1: Continue to work with the leadership of the Fire Company to implement the part-time career staff driver operator program as proposed. The call volume review, as well as the draft plan presented by the Fire Company leadership provides a good starting point operationally and financially for the program to insure adequate fire protection for the citizens:

* 16 hours per day of coverage x 5 days per week resulting in a total cost of $1,200.00 per week or $62,400.00 per year + worker’s compensation insurance for a total proposed cost of $89,216 per year.
  1. $245 per day over the course of a year for a combined volunteer and career staffed fire department to provide fire protection – personnel costs.
  2. 2010 census indicates 4,638 township residents.
     1. For as little as $.05 per day/per resident, the Township can improve fire protection services with the addition of part-time career driver/operators.

2: It is recommended that the Township discuss and plan for future financial support for Wellsville Fire Company in the amount equal to .5 mills of tax revenue or approximately $165,000.00 per year. The proposed budget would be as follows:

A, Apparatus Replacement Fund $60,000.00

B. Insurance Premiums $19,000.00

C. Capital Improvement (Building & Apparatus) $15,000.00

D. Part-time Career Apparatus Operators $71,000.00

NOTES: The above will be necessary to support current and future apparatus purchased and would allow for $5,000.00 per month ($60,000.00 per year) in debt service payments for apparatus procurement.

The necessity to maintain the current facility, as well as perform upgrades to current apparatus only serves to further protect those assets and keep them viable for additional years. The Fire Company bears the burden of this expense; however, additional Township support will offset these expenses.

The budget for the part-time career apparatus operators will need to be reviewed on an annual basis as costs will continue to increase. This number will need to be increased to account for employee raises, additional hours and a rise in insurance (worker’s compensation) costs. The Township should expect and plan for this line item to increase 3-5% on an annual basis.

3: Fire Company leadership and Township officials should continue to be transparent and work collectively to provide high quality and cost-effective fire services for the Township residents. The 2022 Annual meeting with the Fire Company leadership and municipal officials should continue to occur to ensure that all parties have adequate information for planning purposes. Both Fire Company and Township officials will need to continue an open dialogue with their counterparts in adjoining municipalities as their future will impact the services of Wellsville Fire Company. As staffing ability, call volume and/or box alarm changes occur, you will need to be prepared to discuss and adapt as necessary.

4: Develop an overall apparatus replacement plan for all firefighting apparatus that encompasses the input of both the volunteer fire company and township. This document should then be adopted and reviewed on an annual basis and serves as the planning tool for budgeting purposes and long-range planning.

5: Develop and implement a volunteer recruitment and retention program that is a collaboration of the volunteer fire company and the township.

6: Develop a strategic planning committee that includes township staff, elected officials, community stakeholders, and the volunteer fire company, to continually address and review the changes ahead that will include service delivery model, station renovation/upgrades, apparatus replacement, staffing and financial support.

**Motion** made by Supervisor Mattos and seconded by Supervisor Dockery to support the funding for the Wellsville Fire Company in the amount of $165,000.00 and to accept and to put into action all six recommendations as outlined in Mr. Ryno’s report dated January 18, 2023. Motion carried unanimously. Supervisor Weaver stated there will be public meetings for public input if there would be a tax increase. Warrington Township has the funds, but we need a sustainable program.

**The next Budget Workshop will be September 6, 2023, at 6:00 p.m.**

**The Wellsville Fire Company Carnival is August 17-19, 2023.**

1. Trash Committee – Discussed previously.
2. Building Committee – No updates.

**Review To-Do List**

**ADJOURNMENT**

**Motion** made by Supervisor Fickes and seconded by Supervisor Saylor to adjourn the meeting at 8:25 p.m. Motion passed unanimously.

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Secretary