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, October 18, 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

Cory McCoy, Township Engineer

Attorney Brian Linsenbach, Township Solicitor

Eric Swiger, Director of Operations/Zoning

Stacy Wiseman Zorbaugh, Director of Administration/Treasurer/Secretary

**Staff Not Present:**

The meeting was opened with the Pledge to the Flag.

Supervisor Weaver opened the meeting.

**Minutes. Motion** made by Supervisor Dockery and seconded by Supervisor Fickes to approve the minutes of the Regular Board of Supervisors meeting September 20, 2023. **Motion** passed unanimously.

**Acceptance of Resignation**

Board of Supervisors announce they accepted Renee Robison resignation at an executive session on September 20, 2023.

**Emergency Services Reports**

Wellsville Fire Company. The Wellsville Fire Company report was previously sent to the Board of Supervisors. Ten (10) incident(s) calls for Warrington Township, and eighteen (18) incidents for all zones. There were ninety-even (97) calls for the year and two hundred fifth-five (255) incidents for all zones for the year.

Penn State Health Life Lion EMS, LLC. The report for September was thirty-seven (37) total dispatches for Warrington Township, twenty-nine (29) were handled by Penn State Health Life Lion, LLC, and Seven (8) were handled by a different agency.

**Public Recognition – Diane Repman**

No public recognition

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

1. 2022-05 Spring Meadows LDP (12/23/23) – No Update.
2. 2023-01 Old Mountain Rd., Mansfield 3-lot FSP 10/25/23-Need additional extension – DEP is requiring septic planning. Engineer, Terry Myers asked for an extension to December 21, 2023, the day after our Board meeting on December 20, 2026.-no update.
3. McClay subdivision-submitted on October 13, 2023-no update.

**Engineer – Cory McCoy**

The Board made a motion to add to the agenda ADA Improvements to Township Building Application for payment and requisition form 1 2023-10-13. Also, FEMA application for payment to JDI Site Solutions, LLC and change order. **Motion** made by Supervisor Saylor and seconded by Supervisor Fickes. **Motion** passed unanimously.

1. Crack Sealing: Public works is continuing to work on the crack sealing.
2. CDBG – ADA restroom grant:
   1. The third quarterly report for 2023 has been submitted to the YCPC. An amendment to extend the grant for another 6 months was approved by YCPC. The agreement now expires in December of 2023. The contract was awarded to CB Construction Services, Inc. at the low bid of $102,934.00 conditioned upon the approval of additional CDBG funding at the 8/16 Board meeting. The additional $37,000 of CDBG funding was approved by the YCPC on 8/31/2023 and a new contract for the additional amount provided to the Township. The contract was signed and returned to YCPC.
   2. Construction Contract, dated September 21, 2023, was executed. A preconstruction conference was held on September 20, 2023, and a Notice to Proceed was issued September 21, 2023. The contract time period is 60 days. All work shall be completed by November 20, 2023. Contractor mobilized and began demolition work on October 9, 2023. During excavation for ramp footers, the contractor encountered two fuel oil tanks that had been previously abandoned. They had been properly filled with sand/ cinders. Provisions were made to have the footer bridge the tanks. The contractor was advised to complete any additional work on a time and material basis. During demolition of the existing bathrooms, it was discovered that the toilets had been leaking and the subflooring was rotten and needed to be removed. We met on the morning of October 13, 2023, with Eric Swiger and the contractor to determine the limits of the subfloor removal and agree on a path forward on a number of questions that came up during demolition. Again, unforeseen issues will be handled on a time and materials basis.
   3. Attached is Application for Payment No. 1, in the amount of $16,675.29, and CDBG Requisition No. 1, same amount, for consideration by the Supervisors at their October 18, 2023, meeting. C.S Davidson, Inc. is recommending approval. A **Motion** was made by Supervisor Fickes and seconded by Supervisor Dockery. **Motion** passed unanimously.
3. FEMA/PEMA Funded Projects
   1. To complete construction, a time extension to September of 2023 has been requested and approved by FEMA.
   2. Bids received were in excess of the Fall of 2021 cost estimates which were utilized to establish the funding. A funding analysis was provided with the April Report. PEMA was contacted to get answers for a series of questions regarding the funding and what our options are. It appears that FEMA/ PEMA will fund the additional costs upon review at the completion of the projects.
   3. The contract was awarded to JDI Site Solutions, LLC ($139,610.26) at the May 17, 2023, BOS meeting. A Notice of Award was sent. All documents have been received and the contracts have been signed.
   4. A preconstruction conference was held on June 29th, with Mike Deardorff in attendance. We discussed possible cost savings on the Beaver Creek Road paving project by having the Township Crew do the initial excavation and finish grading and seeding work. We also reviewed several modifications to the Red Rock Road head wall replacement to reduce the costs.
   5. Remaining schedule is as follows:
      1. Quaker Meeting – Completed
      2. New York Road – Work completed, payment to be requested with future application.
      3. NY Rd and Beaver Creek Paving – Completed
      4. Red Rock Culvert – completed.
   6. Change Order No. 2 provided – net reduction of $5,200.00. A Change order is a result of cost saving measures - recommend approval. A **Motion** was made by Supervisor Dockery and seconded by Supervisor Fickes. **Motion** passed unanimously.
   7. Final Application for Payment No. 2 provided - $76,937.1. Recommend approval. Payment includes all remaining work. A **Motion** was made by Supervisor Dockery and seconded by Supervisor Saylor. **Motion** passed unanimously.
   8. All work is complete and substantial completion was issued on 9/19/2023. We are in the process of submitting all required paperwork to FEMA to close out the project.
4. Bella Vista Dog Training Center-no update
5. Rosstown Road Park-Connection to pubic sewer-no update

**BUSINESS AND STAFF REPORTS**

**Director of Administration/Treasurer/Secretary**

1. Asked for permission to attend Finance meetings with other townships to learn from each other and discuss other topics. The board agreed, no motion needed.
2. A motion needed for Director(s) to have a $1500.00 spending limit. A **Motion** was made by Supervisor Fickes and seconded by Supervisor Mattos. **Motion** passed unanimously.
3. A motion needed to hire Elaine Smith starting October 23, 2023, at $20.00 an hour. A **Motion** was made by Supervisor Fickes and seconded by Supervisor Saylor. **Motion** passed unanimously.
4. Asked for approval of the new job descriptions for Director of Operations/Zoning and Director of Administration/Treasurer. It was brought to the attention of the board Secretary needed to be a part of the Administration Title (Director of Administration/Treasurer/Secretary). A **Motion** was made by Supervisor Saylor and seconded by Supervisor Fickes to approve the job descriptions. **Motion** passed unanimously.
5. Resolution 2023-09, allowing the Director(s) to sign approved documents on behalf of Warrington Township. A **Motion** was made by Supervisor Saylor and seconded by Supervisor Fickes. **Motion** passed unanimously.
6. Treasurer’s Report-Approval of expenses in the amount of $86,086.00. A **Motion** was made by Supervisor Fickes and seconded by Supervisor Saylor. **Motion** passed unanimously.
7. Discussion to assign “Open Records Officer”. The Board agreed the Administrative Assistant had this title in the prior years. A **Motion** was made by Supervisor Saylor and seconded by Supervisor Fickes to add this job duty to the Administrative Assistant role. **Motion** passed unanimously.
8. Wellsville Firehouse payment approvals for the Requisitions received, Turnout gear, $36,800.00, the Truck Fund, $50,000.00 and the donation, $25,000.00. A **Motion** was made by Supervisor Fickes and seconded by Supervisor Saylor to approve the three (3) requisitions. **Motion** passed unanimously.

**Director of Operations/Zoning**

1. Monthly Report - The report was distributed and there were no questions.
2. Discussed the cost of replacing the office door. The only proposal that came in was A.G. Mauro Company for $7,775.00. Since it was under the threshold of $12,000.00, we do not need three (3) quotes. A **Motion** was made by Supervisor Mattos and seconded by Supervisor Dockery to approve the replacement of the door. **Motion** passed unanimously.
3. Public Works position-discussing the upcoming retirement of the Road Foreman within the next year or two. We would like to open a fourth position prior to retirement of the Road Foreman to be able to bring the new person up to speed with our roads, job duties and what happens within Warrington Township.
4. Road Foreman Report-no updates.

**Solicitor’s Report**

1. Comcast Cable TV – Nothing new this month, ho hearings set yet.
2. Trash Contract - Bidding ended September 15th, 2023 – Contract awarded to Penn Waste at the Sept 20th BOS meeting. Need to finalize the contract and get parties to sign. This will happen within the next month.
3. Wellsville Municipal Authority - Discuss its request for Articles of Amendment to extend the term of the Authority’s existence until December 31, 2072. Brian stated an Ordinance will need to be signed for this approval. A **Motion** was made by Supervisor Mattos and seconded by Supervisor Dockery to extend Wellsville Municipal Authority term. **Motion** passed unanimously.

**Supervisors**

1. Supervisor Weaver: Discussion about what procedure we have in place for contacting the Solicitor and the Engineers. Per Terry, when he is contacted it is usually about a project already in motion. Brian agreed that it is usually the same way for him. The concern was about controlling the spending within the budget and wanted to make sure they were not being contacted about small things or prior to a project being completed for guidance or approval.
2. Supervisor Dockery:

Renewal of Wellsville Municipal Authority Agreement. See above, discussed, and approved.

Park Public Sewer Hookup: Engineer sent a detailed letter to DCNR, and they are still waiting for a response. Next step will be to speak to the Attorney to push for an action from DCNR.

**Committee Reports**

1. Road Crew Committee – No new updates- Dissolving this committee.
2. The Warrington Township Fire Committee –This committee was dissolved. Supervisor Mattos asked to make another committee due to the agreement to adopt the six (6) provisions from Scott Ryno’s report. Supervisor Mattos is asking that the committee work together to follow through with the following six (6) provisions.

* 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:
  1. 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.
  2. $245 per day over the course of a year for a combined volunteer and career staffed fire department to provide fire protection – personnel costs.
  3. The 2010 census indicates 4,638 township residents.

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.

* 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.

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

The following people with make up this committee: Ed Mattos (Chairman), Len Kotz, Ian Cook, Ben Lance and Jason Weaver.

1. Budget Committee-Supervisor Mattos and Supervisor Dockery

Preliminary Proposed Budgets for 2024 are as follows

* General Fund: Estimated income, $1,253,268; Estimated expenses, $1,133,174; Net Income, $120,094
* Liquid Fuels: Estimated Income (plus unappropriated funds) $401,800; Estimated Expenses (includes entire projected Road Projects) $567,000; Funds Available (-$165,200) Will be discussing how to trim this budget and find out what projects can be pushed out until 2025.
* Capital Reserve: Funds available, $477,953; Total Expenses, $146,000; Unappropriated Funds available $331,953.

Notes-

* + These are estimates as of 10-1-2023. We still need to see how the year ends for more accurate estimates.
  + For the General fund we need the amounts for Vail.
  + We need to take a closer look at the road projects in the Liquid Fuels Budget to see what we can trim.
  + The Capital Reserve account was set up in error and needs corrected and converted into an Operating Reserve Fund as per Sections 1508 and 1508.1 of the Township Code.

1. Trash Committee –Supervisor Weaver and Supervisor Fickes- No new updates.
2. Building Committee – Supervisor Weaver and Supervisor Dockery -No new updates.

**Reviewed To-Do List**

**ADJOURNMENT**

**Motion** made by Supervisor Saylor and seconded by Supervisor Fickes to adjourn the meeting at 8:20 p.m. **Motion** passed unanimously.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary