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

Thursday, March 14, 2024, 6:00 p.m.

**Presiding:** Supervisor Jason Weaver - Chairman

Supervisor Zachary Fickes – Vice-Chairman

Supervisor Ed Mattos

Supervisor Michael Saylor-Absent

Supervisor John Dockery

**Staff Present:** Stacy Wiseman Zorbaugh, Director of Administration, Treasurer, Secretary

Eric Swiger, Director of Operations, Zoning, Codes, BCO

Cory McCoy, Engineer, CS Davidson

Supervisor Weaver opened the meeting at 6:00 p.m.

The meeting was opened with the Pledge to the Flag.

Executive Session 6:05-6:10

**Minutes**: February 8,2024

Motion made by Supervisor Mattos and seconded by Supervisor Fickes to approve the minutes of the Regular Board of Supervisors meeting February 8, 2024. Motion carried unanimously 4-0.

**Engineer Report**

1. 2024 Materials Contract-

2023 Materials Contract time: May 1, 2023, to April 30, 2024.

Three contracts were bid:

* Line striping (double yellow and single white) – NOT awarded last year
* Bituminous Superpave materials – awarded to York Materials Group last year
* Crushed aggregate – awarded to York Building Products last year

Requesting authorization to advertise 2024 materials contracts. Decision needed from Supervisors whether to pursue line striping contract. Cory McCoy, engineer, requested Motion to advertise the materials for bid. The contract ends April 30, 2024, for the previous year. The board agreed to advertise all materials. A Motion was made by Supervisor Mattos and seconded by Supervisor Dockery. Motion carried unanimously 4-0.

1. 2024 Street Improvements

Attached is the budget estimate which was prepared in the Fall for the 2024 street improvements project. Discussion needed to determine scope of work to include in this year’s contract. Upon determination of scope, requesting authorization to begin design and preparation of MS-944 bidding documents.

* Anticipated schedule: Design – March
* Request authorization to advertise – April
* May: Award contract
* Construction: June - September

Conversation started with the list as was created by the Engineers, Public Works and Director of Operations fall of 2023 for the Budget. After further discussion from the residents present at the meeting and the Board, they decided to start with Poplar Rd. The engineer is to get the designs started and the costs together. The Board will then take the time to go out to Conley and see what needs to be completed and decide what could be started this year. A Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to start with Poplar Rd. Motion carried unanimously 4-0.

1. CDBG – ADA Restroom Grant:

* Attached is the final CDBG Requisition No. 3 in the amount of $7,238.00. We recommend authorizing signature. This will conclude the project.
* Cory asked for a Motion to be made authorizing the final payment for the ADA Bathrooms since the extra money was approved by YCPC.

A Motion was by Supervisor Dockery and seconded by Supervisor Mattos to pay this requisition No. 3 for $7,238.00. Motion carried unanimously 4-0.

1. FEMA/PEMA Funded Projects – no update
2. Bella Vista Dog Training Center – no update

**Emergency Services Reports**

1. Ed Mattos: Gave an update on the Warrington Township Fire/Safety Committee Report. Fire Committee met on March 5, 2024, and with the Wellsville Fire Company Trustees on March 7, 2024. Work is progressing on the recommendations in Scott Ryno’s report.
2. 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 twenty-three (23) incidents for all zones. There were one Nineteen (19) calls for the year and Fifty-One (51) incidents for all zones for the year.
3. Dean Trump discussed the monthly report that the Firehouse will be adding, it will follow the (7) points made by Ryno Public Safety Solutions presentation. -see attachment.
4. Penn State Health Life Lion EMS, LLC. The report for November was not available prior to the meeting. The email came through December 22, 2023. The following was reported. There was a total of 203 dispatches in the Northern York Division in November 2023. The estimate of total dispatches in Warrington Township was 20. Of those, 13 were handled by Penn State Health Life Lion, LLC and seven were handled by a different agency.

**Public Recognition – 5 minute limit**

1. Planning Commission, Benjamin Lance – (5) Zoning Ordinance and Saldo Changes recommended by York County Planning Commission, is looking for approval to advertise the changes and schedule Board of Supervisors public hearing. A Motion was made by Supervisor Weaver to advertise the public hearing for April 11, 2024, at 6:00 pm and seconded by Supervisor Fickes. Motion carried unanimously 4-0.
2. Mr. Mark Cummins from 25 Aspen Drive. Stated due to Tractor Trailers getting stuck on the road during snowstorms and other issues with the road, they called Penn Dot to ask for a truck restriction study. Penn Dot suggested addressing the Board and asking the Township to request the study. A Motion was made by Supervisor Dockery and seconded by Supervisor Fickes to request a study to be done by Penn Dot. Motion carried unanimously 4-0.
3. Carolyn Hoffman, from Dillsburg Banner asked if we received an update on the financial issue that went to the State Police. Per Supervisor Mattos they are still interviewing people at this point.
4. Darla Byerly –She is asking for the Board to strengthen section 711 of the zoning ordinance specific to wireless communication facilities. She was asking that the Board of Supervisors allow the work they have started with Len Kotz, Planning Commission Board Member, to be able to continue. Supervisor Mattos asked whether they had addressed the state. Darla Byerly stated they have.
5. Angela Net-introduced herself as the new pastor for New Bethel United Methodist Church in the township.

**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 requires septic planning. Engineer Terry Myers asked for an extension to December 21, 2023, the day after our Board meeting on December 20, 2026.-Asked for extension until April 2024. -**no update**
3. McClay subdivision-submitted on October 13, 2023. Mr. McClay was here for a motion to approve his subdivision. A Motion was made by Mr. Mattos to approve, subject to finding out if there is an actual easement agreement for Verizon and it was seconded by Supervisor Fickes. Motion carried unanimously 4-0.

**BUSINESS AND STAFF REPORTS**

**Director of Administration/Treasurer/Secretary**

1. Treasurer’s Report $76,199.98 (expenses and payroll for February 2024) -Motion was made by Supervisor Fickes and seconded by Supervisor Dockery to pay the expenses of $76199.98. Motion carried unanimously 4-0.
2. The Director of Operations and Director of Administration asked for a Personnel Workshop prior to the next Board of Supervisors meeting. A Motion was made by Mr. Mattos and seconded by Supervisor Dockery to advertise a public meeting on April 8th at 5:30. Motion carried unanimously 4-0.
3. Gave update on park schedule and need a motion to approve the contract for Horst Excavating for $130,058.06. A Motion to approve was made by Supervisor Fickes and seconded by Supervisor Mattos. Motion carried unanimously 4-0.
4. Donating old sign letters to the Firehouse. A Motion was made by Supervisor Mattos and seconded by Supervisor Fickes to donate the letters to the Firehouse. Motion carried unanimously 4-0.
5. The Director of Administration and Director of Operations interviewed different companies to find a broker for our Commercial and Medical Insurance. We decided to hire TGA as our new broker for our commercial and medical insurance. They have already started working on our Commercial Insurance.
6. Retention findings-As Dean Trump was going through the Subdivision, Land Development folders he was finding original checks held for escrow and bonds. These ranged from 2006-2013. These should have been deposited into the small escrow account until the projects were completed and then a check would have been written out to return the portion due back to the Developer. The Board asked us to research whether those projects closed correctly and/or did we incur costs that were not reimbursed.
7. SEK Financial Audit is complete, and all Board members received their copies in their packet.
8. Policy and Procedure Manual and Benefit Packet Summary approval was tabled until after the Personnel Workshop.

**Director of Operations/Zoning**

1. The quote to connect park restrooms to public sewer from Handyside was $4,950.00. A Motion was made to approve Handyside hooking up the park to sewer by Supervisor Mattos and seconded by Supervisor Fickes. Motion carried unanimously 4-0.
2. Franklin Township-Cabin Hollow Rd “Local Deliveries Only” sign. Franklin Township was asking for us to put up a sign for Local Deliveries Only due to the Bridge not being in good shape and too many trucks use this road to drive through to the other side. A Motion was made to not put up the sign due to Franklin Township should address fixing the bridge in their township not asking us to put up a sign to limit traffic by Supervisor Mattos and seconded by Supervisor Fickes. A Motion carried 3-1 (Supervisor Dockery opposing).

**Solicitor’s Report**

1. Comcast-renewal-Discuss memo from Cohen Group and renewal contract. Solicitor Lisenbach asked for approval to advertise the Comcast contract for renewal. A Motion was made by Supervisor Weaver and seconded by Supervisor Dockery. Motion carried unanimously 4-0.
2. Traffic signal- completed
3. Recycle Funds- still in progress

**Supervisors**

* Jason Weaver-Nothing to report
* John Dockery-Supervisor Dockery reported that the Director of the York/Adams Tax Bureau (YATB), Al Timko, has retired and that he released the following information in his final report. The collections for the 2023 tax year were 291.5 million dollars, up 11.2 million dollars from 2022. 197.9 million dollars were distributed to the members up 9.6 million dollars from 2022 or a 5.11% increase. 187 civil actions were taken in 2023 along with the filing of 3,274 individual criminal complaints. 362 complaints were also filed against Employers. The bureau recovered 693.3 thousand dollars because of the legal actions. The bureau closed 567 bad payments, recovering 278.4 thousand dollars in replacement payments and collection fees. There were 538 new bad checks in 2023. The YATB collection fee rate has been reduced from 1.85% to 1.75%. The excess fees are returned to the members.

Supervisor Dockery clarified that there are two tax meetings, the York County Tax Committee and the YATB. The York committee had a change of officers with Supervisor Dockery becoming the Vice Chairman, He remains on the Appeals Committee.  He also remains on the Executive Committee of the YATB.

**Committee Reports**

* Fire Committee-Supervisor Mattos – see above
* Building Committee-no updates

**Reviewed To-Do List**

**ADJOURNMENT**

A Motion was made by Supervisor Dockery and seconded by Supervisor Mattos to adjourn the meeting. Motion carried 4-0.

The meeting was adjourned at 8:00 PM.

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Township Secretary