

**WARWICK TOWNSHIP BOARD OF SUPERVISORS**  
**APRIL 19, 2023**  
**7:00 P.M.**  
**WARWICK TOWNSHIP MUNICIPAL BUILDING**

Chairman Ken Eshleman convened the April 19, 2023 meeting of the Warwick Township Board of Supervisors at 7:00 p.m. In attendance were supervisors Ken Eshleman, Ken Kauffman, Kelly Gutshall, and Jeff Tennis. Jeremy Strathmeyer was absent. Also in attendance was Brian Harris, Township Manager; Tom Zorbaugh, Code and Zoning Officer; Chuck Haley, Township Engineer; Jason Minnich, Public Works Superintendent; Laura Knowles, Lititz Record Express; Dave Steffen, NLCRPD; Dave Madary, Madary Engineering; Sarah Rider, Barley Snyder; and Andrea Shirk, Rock Lititz.

**NLCRPD ANNUAL REPORT 2022:** Chief Steffen announced that August 4, 2023 will be his last day. Steffen stated the annual report focused on accomplishments, core values, and behavioral actions within the organization and growth of the organization. Steffen highlighted the amount of calls and growth in calls from 2019 through 2022. Steffen stated that they emphasize and engage in the use of technology effectively. The department has the ability to use virtual reality training that interfaces with their tasers and smart weapons. The officers are able to train, and they can determine the effectiveness of the officers' training. Chief Steffen reviewed the fleet summary.

**CONSENT AGENDA:**

Approval of minutes: March 1, and March 15, 2023  
Manager's Report  
Tax Collector's Report  
Public Works Report  
Police Department Report  
Zoning Officer's Report  
WESC/EMC Report

B. Harris mentioned the collective bargaining agreement kick-off with the police association next week. They hope to have the agreement in place by September. The first Joint Strategic Plan meeting was held on April 13, 2023 and there was a favorable turnout. The next meeting will be May 11, 2023 at Brick Gables at 7:30 a.m. which focus on Economic Development. Harris mentioned the upcoming Planning Commission meeting will include plans for Owl Hill, Compass Mill, and Rock Lititz. Harris stated that Sixth Street paving is anticipated to happen in June. There will be a walk-through with B.R. Kreider on April 20, 2023 to review the concrete curb and sidewalk work. The Township anticipates that work at the Lititz Public Library will be completed by early June prior to the final paving. The Warwick Township Municipal Authority will be in front of the Zoning Hearing Board on May 10, 2023 to get the necessary relief for the north water tank. The minimum lot size and two of the setback lines are not met. B. Harris mentioned how well the bike shed and the batting cage turned out. K. Gutshall asked about the schedule for the construction at Saylor Park for the pump station. On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved the consent agenda as submitted.

**ROCK LITITZ – 200 ROCK LITITZ BOULEVARD (CLAIR BUILDING) LAND DEVELOPMENT PLAN, PREPARED BY DERCK & EDSON, DATED 12-19-2022:** B. Harris explained that the plan illustrates several lots and the intent of this plan is to consolidate these lots. The new Clair building will be in back of Sauder's Eggs and the plan includes a land swap with the Sauder property.

D. Madary stated that the land development plan remains consistent with the master plan that was submitted in the Fall of 2022. This land development plan proposes the new Clair Headquarters building, which is near the same location as the previously approved plan. The building at One Ellen Avenue will still be under Clair's ownership and would be used for manufacturing. The new building will also be used for research & development and warehousing. Most of the employees will move to the new facility. They previously indicated that a portion of the new building would be used by general tenants; however, the current proposal is for the entire building to be used for Clair Global. The plan proposes a land swap with the adjoining Sauder's Egg property in order to shift the new building closer to the existing Clair building. The plan proposes to join the lots owned by Clair to create a single campus property. The floodplain will continue to provide runoff control for the campus. LandStudies is working on the next phase of floodplain restoration. Harris mentioned that the Planning Commission recommended approval of the plan at their March meeting. The Commission discussed that sidewalks will be discussed with a subsequent plan for Touring Boulevard. Harris also stated that Lititz Mutual was in front of the Zoning Hearing Board last week for their property south of the creek and as part of that land development plan the Township would have the expectation that sidewalk will be put in place from Wynfield Drive up to the crossing. On a motion by J. Tennis and seconded by K. Kauffman, the Board approved the plan conditioned on ELA's letter dated February 16, 2023 as well as waiving Section 285-7.C so the plan can be acted on as a preliminary final. K. Gutshall abstained.

**ROHRER'S QUARRY TIME EXTENSION REQUEST FOR CONDITIONAL USE HEARING:** B. Harris stated that Rohrer's Quarry submitted a conditional use application for 820 Woodcrest Avenue. Due to a variety of issues, the Applicant asked that the hearing be extended until the Board meeting on July 19, 2023. Harris noted that the conditional use review will be on the May Planning Commission agenda. On a motion by J. Tennis and seconded by K. Gutshall, the Board unanimously approved the extension of time request.

**RESOLUTION 04-19-23-01 OWL HILL ROAD PLANNING MODULE:** B. Harris stated that Resolution 04-19-23-01 is for submission of the planning module for the Owl Hill Road plan. This is a 14-lot subdivision off of Owl Hill Road with 4 existing lots on Owl Hill Road, and the creation of 10 new lots. The lots will be served by public sewer, and this is the subject of the required DEP planning module. Harris noted that the plan is on the Planning Commission agenda for next Wednesday and he anticipates them presenting the plan to Board of Supervisors on May 17, 2023. C. Haley stated that the Planning Module approval can occur prior to the plan approval. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously accepted Resolution 04-19-23-01 for the Owl Hill Road Planning Module as submitted.

**JOINT ROAD BID AWARD:** B. Harris stated that this is the joint municipal road paving bid. The township paving bid was awarded at the April 5, 2023 meeting. This is the cooperative bidding program. The low bidders were AMS for the ultrathin bonding which will be done on Stonecrest, Pebble Creek, Tumbling Run, Sandstone, Millstream, Windsor, and Carley. This work was included in the Public Works budget for 2023. Martin Paving was awarded the chip seal bid and A1 was awarded the line painting bid. K. Kauffman asked how the residents are notified that roadwork will be done. J. Minnich stated that a notification letter is mailed to all affected residents in the Fall alerting them to the road work, and then signs are placed a few weeks prior to the work starting, then door hangers are placed on each affected property. On a motion by K. Kauffman and seconded by K. Gutshall, the Board unanimously approved the bids for paving.

**CONSIDER MOTION TO APPROVE THE PAYMENT OF BILLS:** B. Harris reviewed the figures. He highlighted the replacement of another CPU at Peters Rd. and Route 501. Both of those CPU's have now been replaced. On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved the payment of bills as presented.

Board of Supervisors  
April 19, 2023

**CONSIDER MOTION TO APPROVE THE TREASURER'S REPORT:** Harris outlined the Treasurer's Report for the benefit of the Board mentioned a few items on the report. He noted Public Works expenditures are down substantially for a variety of reasons. Real estate transfer taxes are stable, and there is an increase in the number of building and zoning permits that have been issued compared to last year. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously approved the Treasurer's Report as submitted.

**BSSF AUDIT PROPOSAL:** B. Harris reviewed the proposal from Brown, Schultz, Sheridan & Fritz. NLCRPD approved the proposal at their last meeting. The proposal is for 3 years of auditing for fiscal years 2023, 2024, and 2025. On the township side the auditing for 2023 is \$16,224.00. It will be \$17,050.00 in 2024 and in 2025 it will be \$19,650.00. On a motion by J. Tennis and seconded by K. Gutshall, the Board unanimously approved the BSSF audit proposal.

**STATE GRANT MEETING INVITATION:** B. Harris stated that Mindy Fee will be at the township with DCNR, DEP and DCED to discuss state grant information this Friday from 9:00 a.m. till 11:00 a.m.

**JOINT STRATEGIC PLAN UPDATE:** B. Harris provided a brief update on the Strengthening Community 2030 Joint Strategic Plan.

**ADJOURNMENT:** On a motion by J. Tennis and seconded by K. Gutshall, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Brian Harris  
Township Manager