

**WARWICK TOWNSHIP BOARD OF SUPERVISORS MEETING  
DECEMBER 6, 2023  
MEETING HELD BY VIRTUAL FORMAT**

Chairman, Ken Eshleman convened the December 6, 2023 Board of Supervisors meeting to order at 7:00 a.m. In attendance were Supervisors Ken Eshleman, Ken Kauffman, Kelly Gutshall, Jeremy Strathmeyer, and Jeff Tennis. Also in attendance were Brian Harris, Township Manager; Billy Clauser, Township Planner; Chuck Haley, Township Engineer; Duane Ober, WESC Commissioner; Shawn Loose, ELA; Dana Clark, Tippetts/Weaver Architects; and Laura Knowles, Lititz Record.

**ANNUAL MS4 PRESENTATION:** Billy Clauser reviewed the annual MS4 Report. Clauser highlighted some of the accomplishments for the year. They include Stream Clean-up on March 18, 2023 with approximately 90 volunteers participating collecting 1240 lbs. of trash from 9 different sites. This year marked the 23 year for Watershed Day with 272 students participating. Another accomplishment was continuing the monthly stream monitoring program which began in 1996. There are 19 different sites that being monitored. Clauser also mentioned the stream restoration project going on at the Millport Conservancy behind the large pond which they are hoping to have completed by the end of this year. The Pump Station #18 design is approximately 80% completed at this time with completion occurring the end of the year or beginning of next year. Clauser made note of the storm water site inspections for residential, commercial and industrial properties and educating property owners and residents with the help of LandStudies. The goals for 2024 include hosting Stream Clean-up Day in March and Watershed Day in May. Stream restoration work between Lititz Run Road and Logan Myers Park behind the sewer plant is planned to start the beginning of 2024 right after the Millport Conservancy project is completed. Another goal for 2024 is to start the floodplain restoration work on the Santo Domingo Creek which will be a continuation of the restoration at Rock Lititz and meeting up the diversion channel at the start of Saylor Park. This will be 2 separate projects and 2 separate bids with one being the relocation of the sewer main and the other being the floodplain restoration. Clauser stated that the Township has applied for funding for the Pump Station #18 construction. He stated that this is a 2,500 linear foot stretch near Picnic Woods Road. There was an exposed 4" sewer line because of erosion so they want to stabilize that and get it away from the sewer line. Another goal would be the design for Lititz Run at Ballstown Road just downstream from the Millport Conservancy project. The stream has started to undercut the road close to the intersection of Ballstown Road and Warwick Road. There is a goal to continue the storm water facility inspections and education with LandStudies. The last goal is to continue to establish documentation that DEP and EPA require and establish standard operating procedures

B. Harris asked what parameters are measured during stream monitoring. Clauser stated that they are looking at dissolved oxygen, nitrates, phosphates, turbidity, water temperature and air temperature. Harris stated that from a cold water fishery standpoint dissolved oxygen is critical. During the summer when temperatures rise the dissolved oxygen typically goes down. K. Gutshall asked if the HOA's are involved in doing the storm water site inspections and maintenance. As it stands Clauser has not had any push back from the HOA's. The HOA's are provided a packet with information on what the facility looked like, how it is supposed to function and contractors that can do the

work needed. There was a brief discussion regarding funding applied for and received for the proposed projects. K. Gutshall asked who is responsible for removing tree tubes from plantings. Harris noted that it is dependent on who did the plantings. He mentioned that in the case of Pump Station #18 the township has agreed to do maintenance and upkeep for the first 5 years after the project is completed. At the 5 year mark the site will be inspected by the township and the property owner and then the property owner will take over the maintenance and upkeep.

**CONSIDER REDUCTION OF THE LETTER OF CREDIT FOR THE LEFC PROJECT:** B. Harris referred to the ELA letter dated 11/30/2023 which lists 3 escrow accounts. Their recommendation is to release the full amount of \$12,387.00 from Acct. No. 201401, the full amount of \$375,000.00 for Acct. No. 201903 (Sixth Street), and a partial amount of \$31,301.00 from Acct. No. 201902 (2018 Land Development). The Balance to Finish or retainage of \$31,403.00 for outstanding items. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously approved the reduction of the letter of credit for the LEFC project.

**CONSIDER REDUCTION OF LETTER OF CREDIT FOR THE WEST WOODS DRIVE PROJECT:** B. Harris stated that the ELA letter dated November 30, 2023 recommends a release of \$188,792.00 and retaining \$82,656.00 for the remaining site improvements. On a motion by K. Gutshall and seconded by J. Strathmeyer, the Board unanimously approved the reduction of letter of credit for the West Woods Drive project.

**CONSIDER REDUCTION OF THE LETTER OF CREDIT FOR THE CLAIR GLOBAL – 222 TOURING BOULEVARD PROJECT:** B. Harris referred to the ELA letter dated November 30, 2023 recommending the release of \$1,010,032.21 with a retainage of \$1,790,075.64 for the Touring Boulevard project. On a motion by J. Strathmeyer and seconded by J. Tennis, the Board unanimously approved the reduction of the letter of credit for the Clair Global – 222 Touring Boulevard project.

**CONSIDER A TIME EXTENSION FOR THE UNITED ZION HOME PROJECT:** B. Harris referred to the letter from RGS dated November 21, 2023 on behalf of United Zion Retirement Community. They are requesting a time extension until March 21, 2024 to record the Preliminary/Final Land Development Plan as they work on their conditions. On a motion by K. Kauffman and seconded by J. Strathmeyer, the Board unanimously approved the time extension for the United Zion Home project.

**REVIEW THE 2024 HOLIDAY SCHEDULE:** B. Harris stated that the holiday schedule is the same as in previous years with the exception of Columbus Day and Veterans Day being a floating holiday. On a motion by J. Strathmeyer and seconded by K. Kauffman, the Board unanimously approved the 2024 holiday schedule as submitted.

**CONSIDER MOTION AUTHORIZING THE ADVERTISEMENT OF THE 2024 MEETING SCHEDULE:** On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved the advertising of the 2024 meeting schedule that is inclusive of all the advisory committee meetings.

**CONSIDER STEPHENSON EQUIPMENT GRINDER QUOTE (AS PART OF THE DEP 902 GRANT FOR THE YARD WASTE DROP-OFF SITE):** B. Harris mentioned the DEP 902 Grant program that authorizes up to \$350,000.00 that they will contribute to recycling projects and equipment. The specific unit that the township is looking at is the Beast Recycler which is in excess of the \$350,000.00 amount. J. Minnich demoed 3 different units and the Beast is the unit he has chosen. The total amount of the unit is approximately \$515,000.00 with the balance after the grant coming out of the ARPA fund. Harris also mentioned that with the 902 program has a mandatory 10% match. The township will pay for the unit up front and get reimbursement from DEP. In the next grant cycle Harris will apply for the difference. K. Gutshall asked if there is any type of maintenance plan provided for the unit. B. Harris will check on that and report back to the Board. The current grinder is being traded in for the new one. On a

motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved the purchase of the Beast Recycler from Stephenson Equipment Inc. per the quote dated 10/02/2023.

**CONSIDER THE ESCO SECURITY QUOTE:** Duane Ober collected estimates for a gas detection system at the Public Works and Authority building from a variety of vendors. Ken Kauffman graciously reviewed the estimates and ultimately the recommendation is to go with Esco Security. This purchase has been included in the 2024 budget. The proposal is broken into 2 portions with one being the installation and one being the annual fees associated with the system. This system is for gas and heat detection and all the units in our Public Works building. K. Kauffman noted that this proposal is the most comprehensive and will give us the most protection. Kauffman also stated that the system needs to be to code and current standards which this system meets. Harris mentioned that the price exceeds the bidding threshold however they are a Costars vendor which allows us to directly purchase through them and avoid going through the public bidding process. This proposal along with the proposal for the Beast will not be executed until 2024. On a motion by K. Kauffman and seconded by J. Strathmeyer, the Board unanimously approved the ESCO Security quote as submitted.

**CONSIDER RESOLUTION 12-06-23-01 FOR THE CREATION OF A VETERANS HONOR PARK OF LANCASTER COUNTY ADVISORY COMMITTEE:** B. Harris stated that with the transition of leadership for the Veterans Honor Park there was a discussion regarding the creation of a Veteran's Advisory Committee. As part of that Bill Crosswell provided some guidance on the creation of the committee as it relates to the second class township code. Harris drafted a resolution that identifies the skeleton aspects of the committee, the number of voting members and the requirements to be a member. One member must be a township supervisor, one member must be a veteran of the U.S. armed forces currently or honorably discharged and the remaining members can be non-veterans but should have a passion about serving the community. Some general responsibilities have been identified that will be delineated further in the creation of the by-laws for the committee. There are 4 quarterly meetings proposed for 2024 with the first one being March 12, 2024 at which point Jeremy Strathmeyer will provide a relatively complete set of by-laws based on some other established by-laws from other veteran committees. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously approved the creation of a Veterans Honor Park Committee.

**CONSIDER INTERSECTION ANALYSIS REPORT FOR NEWPORT ROAD AND BRUNNEVILLE ROAD:** B. Harris stated that as part of the planning for the intersection ELA looked at the intersection in more detail to determine impacts from various scenarios. Shawn Loose from ELA is present to review the Alternative Analysis Report. The first portion of the report is traffic counts for Brunneville Road and Newport Road. The last part of the report provides cost opinions for the different scenarios. It looks at the level of service if we do nothing to the intersection, it looks at the level of service if left turn lanes are added to the 3 legs it looks at left turn lanes, right turn lanes and the final analysis looks at the roundabout. The 4 cost opinions are included in the report. The left turn lanes would cost approximately \$1.8 million, left and right turn lanes are approximately \$2.1 million and the roundabout is close to \$3 million.

Shawn Loose noted that there are 4 alternatives included in this report. He also mentioned that this report would be sent to PennDot because they are going to want to see what alternatives were considered. Alternative 1 is a No Build alternative. Loose stated that one of the biggest capacity issues with the intersection is the westbound turn lane going towards Lititz both A.M. and P.M. Loose stated they looked at 2037 as the design year. He stated that looking at the no build alternative with the exception of the westbound approach during the P.M. peak the intersection operates at a Level of Service D. Loose provided an explanation of Level of Service D meaning for the board. Level of Service F means you are failing and Level of Service A is your best level of service. Right now the study intersection is operating at passing level of service but it could be better. Alternative 2 is looking at left turn lanes on the three remaining approaches that do not have a left turn lane currently. The southbound approach currently does

have a left turn lane on to Newport Road. Under 2037 Alternative 2 conditions all approaches are projected to operate at a Level of Service (LOS) C or better under 2037 peak hour conditions with the exception of the northbound approach during the P.M. peak which would operate at LOS D. By adding the left turn lanes you can see the Levels of Service at the intersection do increase with the exception of the northbound approach during the P.M. peak hours. Loose noted that we have the northbound left turn lane but there are a lot of right turns also in the P.M. peak that are leaving Lititz and will turn right and head towards Rothsville. Alternative 3 includes the installation of eastbound, westbound, and northbound left turn lanes and eastbound, westbound, and northbound right turn lanes. By adding the northbound right turn lane the level of service will increase and the other two approaches do warrant a right turn lane. Alternative 4 is the roundabout which will operate a LOS C in the 2037 peak hour conditions. This alternative is the one that has the most impact to the surrounding area. Also with Alternative 3 by adding the right turn lanes it does have an impact to the surrounding areas compared to Alternative 2 which just adds the left turn lanes. When looking at Alternative 4 roundabout they are going to be looking at the impact to the barn and the impact to the northeast corner property which is the rental unit. Those two are significant impacts when looking at the roundabout scenario.

K. Eshleman asked if there is ever a level of service greater than C and if so, how do you get that better level of service. Loose stated that he has occasionally seen an LOS B which were at T intersections with low volumes. To get a LOS B for the study intersection you would have to add multi-through lanes. An LOS C is okay especially for design year 2037. B. Harris asked about the Level of Service being the same for Alternative 3 and 4. Loose stated he thought that Alternative 4 would be a little higher level of service. K. Eshleman asked why the year 2037 was chosen. Loose stated that PennDot has them look at design years and at this point we are looking at the project going to construction in 2026 or 2027 so then you look at 10 years beyond construction. B. Harris asked Loose to explain PennDot's involvement in the project and how the whole process will be funded. Loose stated the environmental side is going to go through PennDot's category exclusion. It is a very thorough environmental document of wetlands, endangered species, historic structures, and anything else you can possibly think of. The first phase of the project after the township selects the alternative will be to get the scoping meeting set up and setting up the environmental process. Once we get category exclusion approval then we can start going to the design and identify the impacts of the project of the surrounding area. There will be a safety review along with the alternative analysis report once the department has a chance to review it. The next step will be full design and once they get that approval it jumps in to the construction phase. ELA is not allowed to discuss any financial obligation to any of the impacted properties in the surrounding area until they have design approval and right-of-way plan approval so if there is any discussions with the property owners, it is just strictly design. There cannot be any other discussion until the right-of-way plan is approved otherwise it jeopardizes the funding for the project. K. Eshleman asked if S. Loose if they had a recommendation on the best long-term solution for the intersection. Loose noted that unless there is significant development in that area, the roundabout should still operate at a LOS C. Eshleman noted the cost difference in Alternative 2 and 4 but if the roundabout option could provide another 20-30 years of good service then maybe we should consider it. J. Tennis mentioned that with a roundabout you do not get to accelerate any traffic from any particular direction during particular times of the day. Couldn't the volume be more controlled with signalization during the day dependent upon demand? Loose mentioned with just the left turn lanes there should be a significant improvement in flow. K. Kauffman mentioned that with the roundabout option there would likely be a longer que to turn onto Newport Road from Snyder Hill Road because there would not be a break in the traffic flow. J. Tennis asked where the funding for the project would come from. B. Harris stated that the PennDot portion was on the Transportation Improvement Plan and that is why we have to go through the PennDot process to the extent we do. The other portion of the funding would be from the Marketing to Attract Tourism Grant which was for \$5 million dollars. That grant was for 3 projects, Pump Station 13 which we completed, the water tank which is in the process, and for the intersection improvements. Harris noted that when we applied for the funding we indicated that it would most likely be a roundabout however there were no traffic impact studies at this point and no analysis. Depending on

Board of Supervisors  
December 6, 2023

what the Board decides to do he would go back to them and have them amend the application. Harris noted that no action needs to be taken at this time. He asked that Mark project out a 20-year period to see what the level of service would be if we do the left turn only now and what is the impact of possibly doing right turn lanes in 2047. In the next month or so the Board will need to determine which direction we want to go for the purposes of proceeding with PennDot. S. Loose stated that the design will set the environmental form that needs to be filled out. Loose reviewed some of the benefits of each scenario and the impacts on the neighboring properties with each of the alternatives. There was some discussion in regards to congestion at roundabouts.

**ANNUAL LEGISLATORS MEETING 12/7/2023 VIA ZOOM:** B. Harris stated that the annual legislators meeting was held on 12/7/23 and the topics discussed were items pertaining to local government.

B. Harris mentioned that we are at the point where we are concluding the 2023 financial year. As part of our allocated budget for 2023 we do show transfers of \$25,000.00 to the stormwater fund, \$95,000.00 to the capital fund, and then the remaining balance to the fire companies. We typically wait to do this till the end of the year to make sure we are in a solid financial position. With those transfers being done we are still anticipating ending the year with a surplus of \$400,000.00 to \$500,000.00 which will take our general fund balance from \$3.5 million to \$4 million so he was going to proceed with those transfers in December. Those expenditures will be reflected in all the financial statements you will get at the December 20, 2023 meeting.

**NEXT MEETING:** December 20, 2023 at 7:00 p.m.

**ADJOURNMENT:** On a motion by J. Strathmeyer the meeting was adjourned at 8:19 a.m.

Respectfully Submitted,

Brian Harris  
Township Manager