

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES**

**Warwick Township Municipal Office
February 15, 2017**

Chairman W. Logan Myers, III convened the February 15, 2017 meeting of the Board of Supervisors at 7:00 p.m. In attendance were Supervisors Michael Vigunas, Kenneth Eshleman, and C. David Kramer. Absent was Supervisor Herbert Flosdorf. Also in attendance was Daniel L. Zimmerman, Township Manager; Dean Saylor, Public Works Superintendent; Tom Zorbaugh, Zone and Coding Officer; Duane Ober, WESC Administrator; Dave Steffen, Chief NLCRPD; Edward Allgood 322 Millway Road, Ephrata; Justin, Debbie and Ron Ayers 521 E. Newport Road, Lititz; Dan Cicala 2 Breezy Knoll, Lititz; Mike Leeking 1250 E. Newport Road, Lititz; Dave Madary representing Derck & Edson; Willard Buckwalter 331 E. New Street, Lititz; Chad Smith representing Steckbeck Engineering; Whit and Reid Buckwalter Millport Road; John Schick representing Rettew Associates; Andrew Miller representing Rettew Associates and Fulton Bank; Alex Piehl representing RGS Associates; Reilly Nuetzel and Maria Elliott representing Barley Snyder; Scott Kimbel Kissel Hill Outpatient Center; Terry Cain FFC; Gail Johnson 6 Oakwood Lane, Lititz; Jane Grosh 543 Allegiance Drive, Lititz; Dan Bliznak representing ARC One Partners; Matt Sutter representing SOL Harris Day; John Love representing Rettew Associates; Laura Knowles representing the Lititz Record; Barton Halpern 9 Oak Wood Lane, Lititz; Chad and Kelly Grove 715 Buckwood Lane, Lititz; and Michelle Bingham and Denise Freeman 603 Woodcrest Avenue, Lititz.

TEN MINUTE GUEST RECOGNITION: Mr. Leeking expressed his disapproval of the temporary closing of the Leaf and Woody Drop-off site and had questions regarding the fob. His questions were answered to his satisfaction by Zimmerman.

PUBLIC HEARING #1: HEARING TO CONSIDER A CONDITIONAL USE APPLICATION FROM PW CAMPBELL CONTRACTING COMPANY TO CONSTRUCT A BANK AS PERMITTED UNDER SECTION 340-17-B(2) OF THE ZONING ORDINANCE. THE APPLICANT IS REQUESTING THE APPROVAL FOR A DRIVE-THRU FACILITY AS STIPULATED UNDER SECTION 340-17.D(3). ADDRESS OF THE PROJECT IS 680 FURNACE HILLS PIKE: Chad Smith of Steckbeck Engineering was sworn in. A Financial Institution is being proposed at 680 Furnace Hills Pike in front of Weiser's Market. The site will have approximately a 6,000 square foot building with a drive-thru around the back with parking in front. Public utilities will be located in the front of the building and a storm water management facility will be located to the rear of the building. The site lighting will be outlined in the Land Development Plan. The land would be leased from Weiser's Market.

It is expected that the financial institution will not generate 1,500 or more vehicle trips per day. When the project was before the Planning Commission a waiver was requested for relief of a traffic study and to provide a fee in lieu of providing such a study. Based on the Township's Ordinance the fee would be \$1.50 per square foot per usable foot within the building which would be approximately \$6,280.00.

Zimmerman confirmed with Smith that the property owner is aware that with this construction this would limit the ability to modify Weiser's Market if desired in the future. Smith stated the property owner is aware of this detail.

At this time there is no commitment from the Financial Institution. Kramer inquired who would actually own the building. Smith stated he is unsure at this time. It would depend upon how the agreement is written.

Kramer inquired about the projected results from a traffic study. Smith stated the projected traffic at peak times is 30-35 trips a day with the threshold being 50. The Traffic Manual counts are based on the square foot of the building which comes to 57 trips. Zimmerman stated PennDOT will be making improvements along 501 to include a center turn lane, curbing, and widening which will help with traffic.

Myers inquired of Smith if there were any problems with the conditions outlined on the ELA letter dated January 18, 2017. Smith replied there were no problems. Myers stated the Township has strict signage requirements. Smith stated the project was brought before the Planning Commission there was a discussion on signage and the Applicant is aware there is an existing sign. Smith stated this will be addressed with the submission of a permit for the sign.

On a motion by Vigunas, seconded by Kramer, the Board unanimously approved closing the hearing. Myers stated the Board has up to 45 days to render a decision.

PUBLIC HEARING #2: HEARING TO CONSIDER A CONDITIONAL USE APPLICATION FROM FULTON BANK TO CONSTRUCT A BANK AS PERMITTED UNDER SECTION 340-17-B(2) OF THE ZONING ORDINANCE. THE APPLICANT IS REQUESTING APPROVAL FOR A DRIVE-THRU FACILITY AS STIPULATED UNDER SECTION 340-17.D(3). ADDRESS OF THE PROJECT IS 1060 LITITZ PIKE: Maria Elliott of Barley Snyder, Andrew Miller of Rettew and Terry Cain of Fulton Financial were all sworn in. Maria Elliott an attorney for Barley Snyder is representing the Applicant, Fulton Bank. The property is located at 1060 Lititz Pike. The site comprises 48,380 square feet. Fulton Bank is the tenant for the property and Stobro Company is the Title Owner. The site is zoned Community Commercial. The proposal is for the bank to move to the southern end of the property where Stauffer's employees currently park. The Stauffer's employee parking will then be relocated to the northwest area of the property.

The basis for the Conditional Use is for a drive-thru for the bank. The actual operation of a bank is permitted under the Community Commercial Zone however a drive-thru is not.

The reason for the relocation is for expansion, to upgrade the facility and for easier accessibility. Operation of the current bank will continue while the new building is constructed.

Miller stated the drive-thru would include three lanes, one for an ATM machine and two drive-thru teller lines. This matches the capacity of the current facility.

A traffic study was submitted as part of the Conditional Use Application.

Zimmerman gave a brief background of the project. There is an existing bank with a drive-thru capacity that was grandfathered in for the current drive-thru criteria. The Applicant must show compliance with the current criteria for a drive-thru. Miller stated there is currently no tenant lined up for the current facility. Stobro's desire is to wait until the new facility is built and operational until this is addressed.

Cain reviewed the floor plan. The hours of operation will remain the same. Zimmerman inquired what the additional interior space will be used for. Cain stated there will be five offices, a conference room, and a waiting area. The drive-thru lanes will remain the same.

John Schick reviewed the traffic study. This study was done on a Friday in November 2016 using the existing building's traffic. During the peak hour there were 64 trips, 32 in and 32 out. This current building is 2,100 square

feet and the proposed bank is approximately 4,000 square feet. Taking the site specific generation and projecting it would add approximately 60 trips, 30 in and 30 out. Zimmerman inquired of Miller if there would be anything with the project impeding the intersection in any way. Snyder stated none of the entrances are being changed. Myers inquired how the new entrance affects the exit from Stauffer's on the south side of the parking lot. Miller stated he does not believe this will be a concern. The entrance to the new facility will be the same as it is now for the Stauffer's employee's parking lot. A new sidewalk and pedestrian path will be constructed for the Stauffer's employees.

On a motion by Kramer, seconded by Eshleman, the Board unanimously approved the closing of the hearing. The Board has up to 45 days to render a decision.

PUBLIC HEARING #3: HEARING TO CONSIDER A CONDITIONAL USE APPLICATION FROM ARC ONE LITITZ PARTNERS, LP TO CONSTRUCT A HOTEL AS PERMITTED UNDER SECTION 340-19-B(8). THE APPLICANT IS SEEKING CONDITIONAL USE APPROVAL TO INCREASE THE HEIGHT OF A HOTEL TO 65 FEET WITHIN A CAMPUS INDUSTRIAL ZONE DISTRICT: Caroline Hoffer of Barley Snyder, Matt Sutter of SOL Harris Day, Dan Blisnak of ARC One Partners, Dave Madary of Derck & Edson, and Andrea Shirk of Rock Lititz Properties were all sworn in. The Conditional Use Application request is to increase the height of a hotel to be located at 50 Rock Lititz Blvd. The Zoning Ordinance provides for an increase from 45 feet to 65 feet by Conditional Use. The hotel is a permitted use within the Campus Industrial Zone.

Sutter stated the height of the hotel will be approximately 35 feet lower than the studio building. One piece of the hotel will be black with a lighter white piece with wood separating the two colors. These colors were chosen to help blend in with the current buildings but have the most visible end, the hotel section itself, will stand out.

Hoffer reviewed the criteria for the Conditional Use Applicant and they will all be met. The Applicant is also requesting a time extension on the project.

Vigunas inquired how many parking spaces are designated for the hotel. Madary stated the parking will be shared between the hotel, Pod 2 and the Studio. There will be approximately 100 parking spaces located around the hotel itself. The required number of parking spaces is met with the shared parking with the studio. Zimmerman stated there will be designated parking offsite as well as having designated employee parking.

On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved the closing of the hearing.

APPROVAL OF MINUTES: There is one change to be noted. Vigunas is no longer on the Regional Transportation Committee. He has been replaced by Eshleman. With this change noted, on a motion by Kramer, seconded by Eshleman, the Board unanimously approved the minutes from the January 3, 2017 and January 18, 2017 meetings.

TREASURER'S REPORT: On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the Treasurer's Report.

PAYMENT OF BILLS: On a motion by Kramer, seconded by Eshleman, the Board unanimously approved the Payment of the Bills.

MANAGER'S REPORT: Pool Feasibility Study: Zimmerman stated there will be a meeting with the Rec Center, Lititz Borough and Elizabeth Township on March 1st. One item to be discussed at this meeting will be whether to renovate the pool or have a new one built.

501 Project: Work will start in April 2017.

Bike Share Program: Zimmerman stated there have been requests by citizens about the possibility of renting bicycles to be used on the Rail Trail; see the proposal attached. The Company is also considering conducting bike tours. The bicycle rack would be located inside the bike shelter. The Company would request a small sign and a light be allowed to be installed.

MS 4 Program: All the required applications required by DEP have been started.

Strategic Plan: The schedule has been finalized; see attached. Listrak has volunteered to assist with using social media to connect to the public.

2017 Budget: The audit was completed the week of February 6th.

TAX COLLECTOR'S REPORT: On a motion by Eshleman, seconded by Kramer, the Board unanimously approved the Tax Collector's Report.

PUBLIC WORKS REPORT: The upgrades to the entry system at the Leaf and Wood Site have been installed. Some fobs were taken to the site for testing and the first batches of fobs were mailed this week. The reopening of the site is scheduled for March 17th.

Grubbing has been started on the next section of the Rail Trail.

POLICE DEPARTMENT REPORT: Steffen highlighted some areas of his report for the Board; see attached report.

ZONING OFFICER'S REPORT: See attached report.

WESC/EMC REPORT: Ober reviewed the updated Inter-municipal Agreement. In this agreement Ober's role will be clarified as WESC Administrator. In addition, Rothsville Fire Company's Ambulance and Northwest Ambulance have been added to the WESC Board and one citizen representative has been added for each municipality. Don Hoover from Binkley & Hurst will represent Warwick Township, Chris Strayer will represent Lititz Boro, and Sonny Ebersole will represent Elizabeth Township.

Ober also highlighted the year-end report. The apparatus replacement plan is moving forward. SOG's were completed for Rothsville and Brunnerville.

Ober stated there has been an increase in interest to be a Junior Firefighter.

Ober stated he was approached by an individual who questioned why the Township Building does not have an AED. A lot of different meetings are held at the Township and this could be beneficial. Some pricing was done and an AED comparable to what the NLCRPD uses is approximately \$1,000.00. If an AED were to be purchased there would be training for the machine itself as well as CPR training for the staff.

ROTHSVILLE FIRE COMPANY 2016 ANNUAL REPORT: The Board acknowledged the attached report.

BRUNNERVILLE FIRE COMPANY 2016 ANNUAL REPORT: The Board acknowledged the attached report.

DA REPORT: The Board acknowledged the attached report.

PSATS: The Board acknowledged the attached report.

COMLY LETTER: The Board acknowledged the attached letter.

SCTA: The Board acknowledged the attached letter.

CONSIDER THE BUCKWALTER TRACT PRELIMINARY PLAN, PREPARED BY RGS ASSOCIATES, DATE 10/5/2016: Alex Piehl, RGS Associates, reviewed the plan. The proposed residential subdivision would have frontage on W. Woods Drive and W. Millport Road. The tract is approximately 46 acres in the R1 Zoning District. The proposed development is for 70 single family detached homes. One lot will be owned by a Homeowners Association who will be responsible for the storm water management facilities for the project. There will be two points of connection to the existing road system, one off of W. Woods Drive and the second off of W. Millport Road. This is proposed as a two phase project. In the first phase there would be 42 lots developed with a connection to W. Millport Road and the second phase would include the remaining 28 lots.

As part of the internal pedestrian network there are sidewalks proposed on one side of Street A and Street B. There is a proposed section of trail along W. Woods Drive as well as along W. Millport Road and have a connection with the existing TOA trail network.

There will be storm water networks along W. Woods Drive, W. Millport Road and the internal street network. There is an existing basin which will not change. An easement will be provided over this basin and the easement will be extended. This will be maintained by the HOA. In addition, there will be two storm basins located on the W. Millport side.

Public water and sewer will be provided. A connection to the existing sewer main which parallels the stream corridor will be used. Water from across the street will be extended and tied in with a future phase of TOA. Water will also be extended along W. Millport Road and tie in to the existing water main in the TOA Development.

Zimmerman inquired what the minimal gap was between the proposed homes and TOA. Piehl stated it is approximately 150 feet. The minimum size lot is 15,000 square feet however some lots are deeper.

John Schick reviewed the traffic study. The traffic was projected up to the year 2022 and included the proposed but as of yet undeveloped portion of TOA as well as the developed portion, Listrak and SDR. The proposed development will generate 59 am trips in the morning and 76 trips in the afternoon.

Piehl stated he has no concerns listed on the ELA Letter dated December 20, 2016.

Vigunas inquired what the intent was for the open area around the basins. Piehl stated the Planning Commission suggested this area have some type of maintenance schedule. Piehl stated this area will have a "meadow" type look. The basins will have a wet bottom and will hold water so a grass species appropriate to this type of environment will be necessary. There will also be riparian buffer plantings along the stream where applicable.

The following individuals from the public addressed the Board with questions and questions regarding the project: Mr. Leeking; Janet Grosh; and Chad Grove. The questions/comments included concern for the increase of vehicle traffic, deed restrictions, lot size and water pressure concerns.

The Board reviewed the three waiver requests. On a motion by Eshleman, seconded by Vigunas, the Board approved the requested waivers as stated in the ELA letter dated December 20, 2016 by a vote of 3-1.

On a motion by Vigunas, seconded by Eshleman, the Board approved the Buckwalter Tract Preliminary Plan by a vote of 3-1.

CONSIDER REVISED WARWICK EMERGENCY SERVICES COMMISSION INTER-MUNICIPAL AGREEMENT: Ober reviewed the changes in his report given earlier in the meeting. On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the Revised Warwick Emergency Services Commission Inter-municipal Agreement.

CONSIDER JOINT BID WITH EPHRATA TOWNSHIP FOR PURCHASE OF A USED PAVER. CONSIDER JOINT MAINTENANCE AGREEMENT: Zimmerman stated the Township would be responsible for half of the \$30,000.000 cost. This cost has been figured into the budget. On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the joint bid with Ephrata Township for the purchase of a used paver.

CONSIDER RESOLUTION 02-15-17-01 AUTHORIZING ANNUAL ACTIVITIES BY VOLUNTEER FIRE COMPANIES IN REGARDS TO WORKER'S COMP COVERAGE: Zimmerman stated the Resolution outlines the typical duties of both firefighters and fire police. On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved Resolution 02-15-17-01 authorizing annual activities performed by volunteers from the fire companies be included in Worker's Comp coverage.

CONSIDER RESOLUTION 02-15-17-02 AUTHORIZING AN APPLICATION FOR A MAP GRANT TO ASSIST WITH THE NEXT UPDATE TO THE JOINT STRATEGIC PLAN: On a motion by Eshleman, seconded by Vigunas, the Board unanimously approved Resolution 02-15-17-02 authorizing an application for a MAP Grant to assist with the next update to the joint strategic plan.

CONSIDER REQUEST FOR THE MAKE A WISH ANNUAL MOTHER'S DAY CONVOY ON MAY 14, 2017: On a motion by Eshleman, seconded by Vigunas, the Board unanimously approved the request for the Make A Wish annual Mother's Day convoy on May 24, 2017.

CONSIDER REQUEST FOR SUNRISE ROTARY'S 13TH ANNUAL RIDE FOR LITERACY ON SATURDAY, MAY 13, 2017: On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the request for Sunrise Rotary's annual Ride for Literacy on Saturday, May 13, 2017.

CONSIDER REQUEST BY LITITZ CHRISTIAN SCHOOL TO HOST A 5K RACE ON MAY 13, 2017: On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved the request by Lititz Christian School to host a 5K race on May 13, 2017 concurrent with Penn Township's approval.

CONSIDER REQUEST BY THE CONNER HOLLAND FOUNDATION TO HOST A 5K RUN/WALK AND KIDS FUN RUN ON SATURDAY, APRIL 8, 2017: Scott Kimbel was present to review the request. The Conner Holland Foundation assists families with children who have been diagnosed with cancer. The request is for the event to be held on various roads within the Township. Zimmerman felt this was not a good layout as far as utilizing roadways and recommended utilizing one of the trail systems located in the Township. A copy of the 5K run Hartz Physical Therapy holds annually will be provided to utilize as a possible reference. The request was tabled.

ADJOURNMENT: With no other business to come before the Board, the meeting was adjourned at 9:50 pm.

Respectfully submitted,

Daniel L. Zimmerman
Township Manager