

WARWICK TOWNSHIP BOARD OF SUPERVISORS MINUTES

January 7, 2013

Chairman W. Logan Myers convened the January 7, 2013 meeting of the Board of Supervisors at 7:07 p.m. Present were Supervisors W. Logan Myers, Michael Vigunas, Anthony Chivinski, Herbert Flosdorf, and C. David Kramer. In attendance were Township Manager Daniel Zimmerman, Code and Zoning Officer Thomas Zorbaugh, Assistant Secretary/Treasurer Marlene Trump, and Township Engineer Grant Hummer. Stephen Seeber of the Lititz Record Express represented the press.

COMMUNICATIONS: The Board received a letter from the Lititz RecCenter Executive Director expressing appreciation for the Township's 4th Quarter contribution.

The Board received a letter from the Lititz Public Library Director expressing appreciation for the Township's 4th Quarter contribution.

CONSIDER REQUEST FOR 90-DAY EXTENSION OF TIME FOR THE LITITZ LAND TRUST FINAL PLAN: The Board reviewed the request. On a motion by Vigunas, seconded by Chivinski, the Board voted unanimously to grant a 90-day extension of time to record the Lititz Land Trust Final Plan.

CONSIDER ORDINANCE #259 AUTHORIZING EXECUTION OF A CABLE FRANCHISE AGREEMENT BETWEEN WARWICK TOWNSHIP AND BLUE RIDGE COMMUNICATIONS: The Board reviewed the Ordinance. The Township Manager explained that the Board previously reviewed the draft agreement. He noted that the Township has not received any comments on the document. On a motion by Vigunas, seconded by Kramer, the Board voted unanimously to enact Ordinance #259 as drafted.

DISCUSSION ON SUPPLEMENT TO THE CAPITOL RESERVE FUND: The Township Manager explained that the Township's year end balance was better than anticipated. He stated that Township staff recommends a transfer of \$200,000.00 to the Township's Capital Reserve Fund. He noted that the Township has not transferred funds to the Capital Reserve Fund for 8 years. The Board is agreeable to the proposal. The Township Manager explained that he will prepare a Resolution for the Board's consideration next month.

CONSIDER RESOLUTION #01-07-13-04 RELATING TO RECORD RETENTION: The Board reviewed the Resolution. The Township Manager stated that the Township would follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved by the Local Government Records Committee on December 16, 2008 and amended on July 23, 2009. He explained that the Township follows the retention requirements and disposes of older documents after the allotted time frame (i.e. 7 years for accounts payable invoices). He added that the Township maintains electronic copies of specific documents. On a motion by Flosdorf, seconded by Chivinski, the Board voted unanimously to adopt Resolution #01-07-13-04 as drafted.

ADJOURNMENT: With no further business to come before the Board, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Daniel L. Zimmerman
Township Manager