

**WARWICK TOWNSHIP BOARD OF SUPERVISORS AGENDA
REORGANIZATION MEETING
JANUARY 2, 2024**

SWEARING IN OF NEWLY ELECTED SUPERVISORS-MDJ Stauffer

CALL TO ORDER- 7:00 P.M. - Acting Chairperson Kenneth Eshleman

TEN MINUTE GUEST RECOGNITION:

COMMUNICATIONS:

ELECTION OF OFFICERS FOR 2024:

- a. Chairman (conducts remainder of meeting)
- b. Vice-Chairman

SUPERVISORS & APPOINTED STAFF AUTHORIZED TO SIGN DISBURSEMENT/PAYROLL CHECKS:

- a. Chairperson
- b. Vice-Chairperson
- c. Manager/Secretary
- d. Assistant Secretary
- e. Assistant Treasurer

CERTIFY CONFERENCE DELEGATE AND ALTERNATE DELEGATE TO THE PSATS STATE CONFERENCE

PSATS Conference April 14th-17th - attendance at conference

**AUTHORIZATION FOR PAYMENT OF PAYROLLS/BILLS PRIOR TO MEETING APPROVALS-
RESOLUTION No. 01-02-24-01**

LIAISON RESPONSIBILITIES FOR THE FOLLOWING AREAS:

- a. Administration - Eshleman
- b. Public Works - Strathmeyer
- c. Police Department – Strathmeyer
- d. Planning Commission - Gutshall
- e. Zoning Hearing Board - Eshleman
- f. Municipal Authority - Tennis
- g. Recreation Advisory Committee – Kauffman
- h. WESC - Tennis

APPOINTMENTS- Resolution No. 01-02-24-02:

- a. Brian Harris, Township Secretary/Treasurer/Manager/WTMA Administrator
- b. Patrick Barrett, Assistant Manager
- c. Barbara Kreider, Assistant Secretary/Right to Know Officer
- d. Greg Young, Assistant Treasurer
- e. Laura Bowman, Human Resources and Deputy Tax Collector
- f. Thomas Zorbaugh, Zoning Officer & Building Code Official (BCO)
- g. Billy Clauser, Planner/Assistant Zoning Officer
- h. Jason Minnich, Roadmaster/Public Works Supervisor
- i. Duane Ober, WESC Fire Commissioner and Warwick Township Emergency Management Coordinator
- j. Mike Smith, WESC Deputy Fire Commissioner
- k. Brett Fasnacht, Emergency Services Assistant and Deputy Emergency Management Coordinator
- l. William C. Crosswell Esq., Morgan, Hallgren, Crosswell, & Kane, Township Solicitor
- m. Neil Albert, Attorney at Law- Zoning Hearing Board Solicitor
- n. Alternate Zoning Hearing Board Solicitor(s)- Attorney Jennifer Mejia, Attorney Dwight Yoder, Attorney Matthew Creme
- o. Charles Haley, ELA Group, Inc., Township Engineer
- p. Ed Van Arsdale, ARRO Engineering, Alternate Township Engineer
- q. Brandywine Conservancy- Township Consultant
- r. PA Local Government Investment Trust, Depository
-JBT Bank, Temporary Depository
- s. Vacancy Board- Gary Lefever

- t. Planning Commission (Four Year Term)
 - Dale Keeney - 12/31/2027
 - Bob Kornman - 12/31/2027
 - Mike Wetherhold -12/31/2025
 - Larry Sheckler, Alternate-12/31/2024
- u. Zoning Hearing Board (Five Year Term)
 - Brett Nolt, Alternate--12/31/2024
- v. Third Party Inspection Services:
 - Associated Building Inspections, Inc.
 - Building Inspection Underwriters
 - Code Administrators, Inc.
 - Commonwealth Code Inspection Service, Inc.
- w. UCC Appeals Board
 - Don Engle-12/31/2024
 - Gary Lefever, alternate-12/31/2024
- x. Recreation Advisory Committee
 - Ron Stief-WRRC Director (1 year)-12/31/2024
- y. Veteran's Honor Park Advisory Committee
 - Jeremy Strathmeyer-12/31/2027
 - Matt Knouse-12/31/2027
 - Paul Bucher-12/31/2025
 - Kelly Mountain-12/31/2025
 - Duane Ober-12/31/2024
- z. Len Spencer- Sewage Enforcement Officer
- aa. DMA -Alternate Sewage Enforcement Officer-Doug Smith/Charity Hain
- bb. BSSF, Appointed Auditor
- cc. LCTCB representative- Brian Harris
- dd. NLCRPC- Jeremy Strathmeyer
- ee. Lititz recCenter Board of Directors – Jeff Tennis

COMMITTEE/COMMISSION ASSIGNMENTS:

- a. Regional Strategic Coordinating Committee- Kenneth Kauffman/Kenneth Eshleman/Kelly Gutshall
- b. Regional Economic Development Committee- Kenneth Eshleman
- c. Regional Transportation Committee- Jeffrey Tennis/Kelly Gutshall
- d. Police Pension Committee- Tony Chivinski (citizen representative)
- e. WRRC- Kenneth Kauffman/Kelly Gutshall
- f. WESC- JeffreyTennis

OTHER BUSINESS TO COME BEFORE THE BOARD

- a. Consider Resolution 01-02-24-03 declaring the Township's intent to follow the procedures for disposition of records as set forth in the Municipal Records Manual approved on 12/16/2008 and amended on 7/23/2009
- b. Consider Resolution 01-02-24-04 to authorize the Township Manager/Township Secretary to Execute Documents on Behalf of the Township and to Act as Project Coordinator
- c. Consider Resolution 01-02-24-05 to authorize Ancillary Activities by Volunteer Fire Companies.
- d. Consider Resolution 01-02-24-06 to adopt the Annual Fee Schedule
- e. Consider service contract with Lititz Fire Company, Rothsville Fire Company and Brunnerville Fire Company, and Warwick Ambulance and Rothsville Ambulance

COMMUNICATIONS:

- 1. PSATS NewsBulletin-December, 2023 edition
- 2. 2024 WTMA Water & Sewer Rate Changes
- 3. 2024 PSATS Conference-April 14-17, 2024
- 4. Rick Jackson Retirement from ELA

NEXT MEETING: Wednesday, January 17, 2024 at 7:00 p.m.

ADJOURNMENT