

WARWICK TOWNSHIP BOARD OF SUPERVISORS

Meeting Minutes

May 20, 2020

Due to the COVID-19 restrictions this meeting was held virtually.

W. Logan Myers, III convened the May 20, 2020 Warwick Township Board of Supervisors meeting to order at 7:00 p.m. In attendance were Supervisors Logan Myers, Kenneth Eshleman, Herbert Flosdorf, Jeffrey Tennis, and Kelly Gutshall. Also present were Jason Minnich, Public Works Superintendent; Tom Zorbaugh, Code and Zoning Officer; Duane Ober, Warwick Emergency Services Coordinator; Chuck Haley from the ELA Group; Mike LaSala from LandStudies; and Laura Knowles from the Lititz Record Express.

APPROVAL OF MINUTES: On a motion by K. Eshleman, seconded by K. Gutshall, the Board unanimously approved the minutes from the April 15, 2020 meeting as submitted.

TREASURER'S REPORT: On a motion by H. Flosdorf, seconded by J. Tennis, the Board unanimously approved the Treasurer's Report.

PAYMENT OF BILLS: On a motion by H. Flosdorf, seconded by J. Tennis, the Board unanimously approved Payment of the Bills.

MANAGER'S REPORT: Financial outlook- D. Zimmerman stated the statement for May still shows the typical revenue stream. He anticipates seeing an impact due to the Covid-19 situation starting in June through the third quarter.

6th Street Project- The Contractor will be starting on May 26th-28th. D. Zimmerman stated a meeting was set up with the Developer of Lititz Reserve who will take all the fill from this project and use it for Phase 8.

COVID 19 issues- The Township has been utilizing a COVID 19 protocol. Public Works is staggering shifts with employees starting at different times. The office staff is keeping the required separation and wearing masks and at the end of the day all highly used surfaces are disinfected.

Meeting Schedule- If Pennsylvania goes to the yellow status, meetings will return to the Township office in June. After every meeting that is held in the meeting room, it is required that the room be disinfected. If Pennsylvania does not go into the yellow status, a reevaluation will be done and the virtual format may need to be continued. Any accessory meetings will continue to be held virtually.

TAX COLLECTOR'S REPORT: D. Zimmerman stated the County did approve the extension of the base period up until November 30th and delayed the upset tax sale until 2021.

On a motion by K. Eshleman, seconded by J. Tennis, the Board unanimously approved the Tax Collector's Report.

PUBLIC WORKS REPORT: J. Minnich stated the main focus in April was project roads and preparing them for the surfacing that will be occurring in the coming months. He also stated he received several calls from mulch companies wanting mulch from the drop-off site. L. Myers commended J. Minnich and his crew on the great job they are doing keeping the parks in good shape with all the heavy pedestrian traffic that has been taking place in the recent months.

POLICE DEPARTMENT REPORT: The Board reviewed the report provided. D. Zimmerman noted that Josh Kilgore was made a Lieutenant.

ZONING OFFICER'S REPORT: The Board reviewed the April report. T. Zorbaugh stated TOA is working on their last two homes. There were no hearings in April.

WESC/EMC REPORT: The Board reviewed the April 2020 Fire Commissioner Report.

HUMMER: The Board received a Thank you from the Hummer family regarding the passing of Grant Hummer's wife.

ROTHSVILLE FIRE COMPANY: The Board reviewed the April 2020 Report.

DISCUSSION ON WESC ANNUAL REPORT AND DRAFT OF FIRE/AMBULANCE EQUIPMENT REPLACEMENT SCHEDULE: D. Ober reviewed some highlights from the apparatus replacement plan with the Board.

- In 2016 an anticipated replacement cycle and associated costs plan was established.
- In 2017 Warwick Township increased its donations to the fire company Capital Accounts eliminating operating costs donations to the fire companies.
- Any fire apparatus would be fully funded by the municipalities.
- The fire companies would fund their own Chief and miscellaneous vehicles.
- The future cost of apparatus is based on the original cost of the current apparatus plus a 3-4% increase at the replacement time.
- The per capita cost to fund apparatus plan works out to approximately \$12 per resident.

D. Zimmerman stated with this plan there would also have to be an agreement between WESC, the municipality and the individual fire company so if for some reason down the road there would be a dissolve of the company, the equipment would fall back to the Township. The resale of any equipment would go back into the fund. This plan takes stress off of the fire companies and allows them to focus on the fund drive as their operational cost and allows them to budget in a more effective manner. D. Ober stated there would be a Fire Service Contract between the fire companies and the municipalities which would outline what the municipalities would do for the fire companies as well as what the fire companies would do for the municipality on their behalf.

DISCUSSION ON FEASIBILITY STUDY FOR PROPOSED STORMWATER FEES: D. Zimmerman noted that the Township started a stormwater fund over eight years ago with specific goals. One goal was to make sure there was adequate funding each year so that pipes that needed to be replaced could be replaced. The other goal was for funding for catastrophic sinkholes. The reason for considering a stormwater fee now is focused on the private side of stormwater management. Many bio basins, pipe sections, and grass swales that control and help meet the stormwater ordinance are located on private property. Since 1992 the Township has executed stormwater maintenance agreements with property owners outlining their responsibility for those facilities. There are now new requirements issued by the state that impact private facilities. The use of this fund would be to provide inspections on all facilities within the Township. Another issue the Township faces is in some of the older developments the existing swales as well as other stormwater facilities that are located on private properties need to be redone. This will require permitting from DEP and a design for repair before anything can start. The fund would also be used for repair of sinkholes in the right-of-way, education and flood prevention.

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M. LaSala from LandStudies reviewed a proposal for the Township of a stormwater fee program. He recommended what is called a Residential Equivalent Factor (REF). REF calculates and establishes the total runoff from properties based on total runoff in the watershed. He reviewed the steps in how the REF is determined and the process.

D. Zimmerman did note he feels the agricultural sector does need to be considered and possibly offering them some type of incentive.

On a motion by H. Flosdorf, seconded by K. Eshleman, the Board unanimously approved the LandStudies proposal for stormwater fees. K. Gutshall abstained.

DISCUSSION ON FACILITY USAGE AND COVID-19 PROTOCOL: D. Zimmerman reviewed the requirements as outlined by the Governor at this point. The requirements by the state under the red and yellow status require restriction of park facilities with the exception of trails. All organized sports have been put on hold. The WRRC Board will meet in July and evaluate for the fall. Currently all programs have been cancelled through August including the summer playground program. As far as the Township's meeting room, current requirements are that every time the room is used it must be disinfected afterwards. The meeting room gets used heavily, sometimes up to four nights a week. To have the room cleaned after every use would be costly. Township Staff would like to propose the meeting room be closed to all organizations. However, if an organization would like to use the room on a Saturday for sign-ups or for large group meetings they may however they will be charged a fee of between \$60.00-\$90.00. This fee would cover for the meeting room, the lobby and the bathrooms to be cleaned professionally. For liability purposes, the groups will be held responsible for following COVID-19 protocol. The Township's Insurance Carrier was contacted to find out if this would be acceptable and they had no objection to the process. The Board was in agreement with this plan moving forward.

CONSIDER REQUEST FOR SMALL BUSINESS SLOW RIDE FOR 6/13/2020: The Board has decided to table this request at this time due to the uncertainty of what the COVID-19 requirements by the state will be at the time of the ride.

ADJOURNMENT: With no other business to come before the Board, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Daniel L. Zimmerman
Township Manager