

**WARWICK TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING**

January 4, 2021

7:00 p.m.

**Due to COVID-19 this meeting was held virtually.**

Acting Chairperson, W. Logan Myers, III, convened the January 4, 2021 Reorganizational Meeting of the Warwick Township Board of Supervisors at 7:00 p.m. In attendance were Supervisors Kenneth Eshleman, Herbert Flosdorf, Logan Myers, Jeffrey Tennis, and Kelly Gutshall. Also in attendance were Daniel L. Zimmerman, Township Manager; Patrick Barrett, Assistant Township Manager; Chuck Haley with ELA; Laura Knowles with the Lititz Record Express; and Duane Ober, Warwick Township Emergency Management Coordinator.

**ELECTION OF OFFICERS FOR 2021:** Acting Chairperson, Logan Myers, made the following statement prior to opening the nominations for Chairman and Vice-Chairman: L. Myers stated he has spoken to all of the current Board Members and his feeling is where the Township is headed in 2021 with the hiring of a new Township Manager that it made sense to also make a transition in the makeup of the Board's hierarchy. L. Myers would recommend that K. Eshleman become the Chairman for 2021 and he himself step down to Vice-Chairman. This would allow a more seamless changeover along with the other transition that will be occurring within the Township with the hiring of a new Manager.

On a motion by H. Flosdorf, seconded by K. Gutshall, the Board unanimously voted K. Eshleman Chairman of the Board of Supervisors for 2021 and L. Myers Vice-Chairman of the Board for 2021.

At this time, newly elected Chairman, K. Eshleman took over the running of the rest of meeting.

**SUPERVISORS & APPOINTED STAFF AUTHORIZED TO SIGN DISBURSEMENT/PAYROLL CHECKS:** On a motion by J. Tennis, seconded by L. Myers, the Board unanimously authorized the Supervisors and Appointed Staff to sign disbursement/payroll checks.

**CERTIFY CONVENTION DELEGATE AND ALTERNATE DELEGATE TO THE STATE CONVENTION:** On a motion by H. Flosdorf, seconded by J. Tennis, the Board unanimously nominated K. Eshleman to serve as the Delegate to the State Convention and L. Myers to serve as the Alternate Delegate to the State Convention.

**AUTHORIZATION FOR PAYMENT OF PAYROLLS/BILLS PRIOR TO MEETING APPROVALS-RESOLUTION**

**01-04-21-01:** On a motion by L. Myers, seconded by J. Tennis, the Board unanimously approved Resolution 01-04-21-01 Authorizing Appointed Staff to sign Payment of Payrolls/Bills prior to meeting approval.

**LIAISON RESPONSIBILITIES FOR THE FOLLOWING AREAS:** On a motion by H. Flosdorf, seconded by J. Tennis, the Board unanimously made the following liaison appointments for 2021:

Administration	-	Logan Myers/Kenneth Eshleman
NLCRPD	-	Jeremy Strathmeyer/Kenneth Eshleman
Planning Commission	-	Kelly Gutshall
Zoning Hearing Board	-	Kenneth Eshleman
Municipal Authority	-	Jeffrey Tennis
Recreation Commission	-	Logan Myers/Herbert Flosdorf
WESC/WESA	-	Jeffrey Tennis

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**APPOINTMENTS- RESOLUTION 01-04-21-02:** On a motion by L. Myers, seconded by J. Tennis, the Board unanimously approved Resolution 01-04-21-02 for the appointments to remain the same as in 2020 and are as follows:

Township Secretary/Township Manager	-	Daniel L. Zimmerman
Assistant Township Manager	-	Patrick Barrett
Assistant Secretary	-	Barbara Kreider
Assistant Treasurer	-	Lynn Reapsome
Human Resources/Deputy Tax Collector	-	Laura Bowman
Zoning Officer & Building Code Official	-	Thomas Zorbaugh
Assistant Zoning Officer	-	Billy Clauser
Roadmaster/Public Works Supervisor	-	Jason Minnich
WESC Fire Commissioner/WT Emergency Mgmt. Coordinator	-	Duane Ober
Township Solicitor	-	William Crosswell, Esq. of Morgan, Hallgren Crosswell & Kane
Zoning Hearing Board Solicitor	-	Neil Albert, Attorney at Law
Alternate Zoning Hearing Board Solicitor(s)	-	Jennifer Mejia, Dwight Yoder, Matthew Crème
Township Engineer	-	Chuck Haley, ELA Group, Inc.
Alternate Township Engineer	-	Darrell Becker, ARRO Engineering
Township Consultant	-	Brandywine Conservancy
PA Local Government Investment Trust, Depository	-	Fulton Bank, Temporary Depository
Vacancy Board	-	
Municipal Authority (Five Year Term)	-	Troy Clair- 12/31/2025
Planning Commission (Four Year Term)	-	John Gazsi- 12/31/2024 Bob Kornman (Alternate) 12/31/2021
Zoning Hearing Board (Five Year Term)	-	Tom Matteson- 12/31/2025 Jeremy Strathmeyer (Alternate) 12/31/2021
Third Party Inspection Services	-	Associated Building Inspections Inc. Building Inspection Underwriters Code Administrators Commonwealth Code
UCC Appeals Board	-	Don Engle- 12/31/2021
Recreation Advisory Committee (Four Year Term)	-	Melissa Landis- 12/31/2024 Ron Stief- WRRD Director-12/31/2021
Sewage Enforcement Officer	-	Len Spencer, Spencer SEO Services, LLC
Appointed Auditor	-	Trout CPA
LCTCB Representative	-	Daniel Zimmerman
NLCRPD Representative	-	K. Eshleman/J. Strathmeyer

**COMMITTEE/COMMISSION ASSIGNMENTS:** On a motion by J. Tennis, seconded by K. Gutshall, the Board unanimously approved the following Committee/Commission Assignments:

Regional Strategic Coordinating Committee	-	Logan Myers/Kenneth Eshleman
Regional Economic Development Committee	-	Kenneth Eshleman
Regional Transportation Committee	-	Jeffrey Tennis/Kelly Gutshall
Police Pension Committee	-	David Kramer (citizen representative)
WRRD	-	Logan Myers/Herbert Flosdorf
Transition Committee	-	Kelly Gutshall/Kenneth Eshleman/ Logan Myers

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**RESOLUTION 01-04-21-03 DISPOSITION OF MUNICIPAL RECORDS:** On a motion by J. Tennis, seconded by L. Myers, the Board unanimously approved Resolution 01-04-21-03 Disposition of Municipal Records.

**RESOLUTION 01-04-21-04 AUTHORIZE THE TOWNSHIP MANAGER/TOWNSHIP SECRETARY TO EXECUTE DOCUMENTS ON BEHALF OF THE TOWNSHIP AND TO ACT AS PROJECT COORDINATOR:** On a motion by L. Myers, seconded by J. Tennis, the Board unanimously approved Resolution 01-04-21-04 to Authorize the Township Manager/Township Secretary to Execute Documents on Behalf of the Township and to act as Project Coordinator.

**RESOLUTION 01-04-21-05 AUTHORIZE ANCILLARY ACTIVITIES BY VOLUNTEER FIRE COMPANIES:** On a motion by J. Tennis, seconded by K. Gutshall, the Board unanimously approved Resolution 01-04-21-05 to Authorize Ancillary Activities by Volunteer Fire Companies.

**CONSIDER SERVICE CONTRACT WITH LITITZ FIRE COMPANY, ROTHSVILLE FIRE COMPANY AND BRUNNERVERVILLE FIRE COMPANY, WARWICK AMBULANCE AND ROTHSVILLE AMBULANCE:** D. Ober stated both the Brunnerville Fire Company and the Lititz Fire company have voted in support of the contract. Rothsville Fire has not met recently but the Chief supports the contract.

On a motion by H. Flosdorf, seconded by J. Tennis, the Board unanimously approved the Service Contract with Lititz Fire Company, Rothsville Fire Company, Brunnerville Fire Company, Warwick Ambulance and Rothsville Ambulance.

**CONSIDER BIDS SUBMITTED TO MODIFY TRAFFIC SIGNAL AT NEWPORT ROAD/501:** D. Zimmerman stated this is for the left turn signal modification. Four bids were received with the low bid coming in from Herr Signal & Lighting Co., Inc.

On a motion by L. Myers, seconded by J. Tennis, the Board unanimously awarded the bid to modify the traffic signal at Newport Road/501 to Herr Signal & Lighting Co., Inc.

**ADJOURNMENT:** With no other business to come before the Board, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Daniel L. Zimmerman  
Township Manager