

WARWICK TOWNSHIP

315 Clay Road
P.O. Box 308
Lititz, PA 17543-0308
(Lancaster County)

WARWICK TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING

January 3, 2022

7:00 p.m.

WARWICK TOWNSHIP MUNICIPAL BUILDING

SWEARING IN OF NEW SUPERVISOR JEREMY STRATHMEYER – District Justice Ed Tobin administered the Oath of Office to newly elected Supervisor Jeremy Strathmeyer.

Acting Chairman Kenneth Eshleman convened the January 3, 2022 meeting of the Warwick Township Board of Supervisors at 7:00 p.m. In attendance were Supervisors Ken Eshleman, Ken Kauffman, Jeff Tennis, and Jeremy Strathmeyer. Also in attendance were Pat Barrett, Assistant Township Manager; Tom Zorbaugh, Code and Zoning Officer; Laura Knowles, Lititz Record; Michael & Dale Keeney, 1414 Brunnerville Road; and Michelle Strathmeyer, 18 Royal Drive, Lititz.

COMMUNICATIONS:

WESC 2017-2022 VOLUNTEER MEMBERSHIP REPORT – P. Barrett stated that the WESC report was something that D. Zimmerman asked D. Ober to put together. J. Tennis stated that one of the goals of WESC is to work with recruiting, training of recruits, and retention of recruits. D. Ober did some research to determine where we are, where we have been, and hopefully the efforts that are put forth are producing positive results. J. Strathmeyer asked if there is a plan to improve the metrics. Tennis stated that he recalls that being one of Ober's goals. K. Eshleman noted that in the recent past a tax credit was instituted for volunteers. Tennis stated that volunteers are being rewarded with gift cards for obtaining training levels and completion of progress in firefighting skills.

The Board reviewed a copy of the Rothsville Volunteer Fire Company Report for November, 2021.

ELECTION OF OFFICERS: The Acting Chairman opened the nomination for Chairman for the Board of Supervisors. On a motion by J. Tennis, seconded by K. Kauffman, the Board unanimously approved Ken Eshleman as Chairman of the Board of Supervisors.

The Acting Chairman opened the nomination for Vice-Chairman for the Board of Supervisors. On a motion by K. Eshleman, seconded by K. Kauffman, the Board unanimously approved Jeff Tennis as Vice-Chairman of the Board of Supervisors.

SUPERVISORS & APPOINTED STAFF AUTHORIZED TO SIGN DISBURSEMENT/PAYROLL CHECKS: On a motion by J. Tennis, seconded by J. Strathmeyer, the Board unanimously approved the following positions to sign disbursement/payroll checks: Chairperson, Vice-Chairperson, Manager/Secretary, Assistant Secretary, and Assistant Treasurer.

CERTIFY CONFERENCE DELEGATE AND ALTERNATE DELEGATE TO THE STATE CONFERENCE: PSATS Conference April 24-27, 2022 – Attendance at Conference – K. Eshleman noted that last year they could not hold an in-person conference. This year will be the first time in 2 years that it will be held in person. He also stated that the



Township usually has a delegate and an alternate delegate that attends. He noted that you do not have to attend every session, you can pick and choose which sessions to attend. He stated, that as the Chairperson, he is willing to be the delegate and asked if anyone was interested in being the alternate delegate. K. Kauffman volunteered to be the alternate delegate. On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved Ken Eshleman as the delegate and Ken Kauffman be the alternate delegate to the State PSATS conference.

AUTHORIZATION FOR PAYMENT OF PAYROLLS/BILLS PRIOR TO MEETING APPROVALS – RESOLUTION NO. 01-03-22-01: P. Barrett stated that this resolution allows payment of specific bills that need to be paid before the Board sees them. On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved the adoption of Resolution 01-03-22-01.

LIAISON RESPONSIBILITIES FOR THE FOLLOWING AREAS: K. Eshleman asked J. Strathmeyer about being the liaison for the police department and Public Works. J. Strathmeyer agreed to those two responsibilities. On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved the Liaison responsibilities as listed. There was a brief discussion about liaison responsibilities.

- 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. 01-03-22-02: K. Eshelman outlined the changes to the list. On a motion by K. Kauffman, seconded by J. Tennis, the Board voted unanimously to adopt Resolution 01-03-22-02 as follows:

- a. Brian Harris, Township Secretary/Treasurer/Manager/Right to Know Officer
- b. Patrick Barrett, Assistant Manager
- c. Barbara Kreider, Assistant Secretary
- d. Lynn Reapsome, Assistant Treasurer
- e. Laura Bowman, Human Resources and Deputy Tax Collector
- f. Thomas Zorbaugh, Zoning Officer & Building Code Official (BCO)
- g. Billy Clauser, Assistant Zoning Officer
- h. Jason Minnich, Roadmaster/Public Works Supervisor
- i. WESC Fire Commissioner and Warwick Township Emergency Management Coordinator, Duane Ober
- j. WESC Assistant Administrator, Brett Fasnacht
- k. Morgan, Hallgren, Crosswell, & Kane; William C. Crosswell, Esq., Township Solicitor
- l. Neil Albert, Attorney at Law – Zoning Hearing Board Solicitor
- m. Alternate Zoning Hearing Board Solicitor(s) – Attorney Jennifer Mejia, Attorney Dwight Yoder, Attorney Matthew Crème, Attorney Brad Harris
- n. ELA Group, Inc., Chuck Haley, Township Engineer
- o. Darrell Becker, ARRO Engineering, Alternate Township Engineer
- p. Brandywine Conservancy – Township Consultant
- q. PA Local Government Investment Trust, Depository
 - a. Fulton Bank, Temporary Depository
- r. Vacancy Board – Gary Lefever
- s. Municipal Authority (Five Year Term)
 - a. Brent Kreider – 12/31/2026 (for Ed Stone)

- t. Planning Commission (Four Year Term)
 - a. Dale Keeney – 12/31/2023 (Kenneth Kauffman unfilled term)
 - b. Thomas Zug – 12/31/2025
 - c. Craig Kimmel – 12/31/2025
 - d. Bob Kornman, Alternate - 12/31/2022
- u. Zoning Hearing Board (Five Year Term)
 - a. Dane St. Clair – 12/31/2026
 - b. Chris Martin, Alternate – 12/31/2022
- v. Third Party Inspection Services
 - a. Associated Building Inspections, Inc.
 - b. Building Inspection Underwriters
 - c. Code Administrators
 - d. Commonwealth Code
- w. UCC Appeals Board
 - a. Don Engle – 12/31/2022
 - b. Gary Lefever, Alternate – 12/31/2022
- x. Recreation Advisory Committee
 - a. Nate Oehme – 12/31/2025
 - b. Jennifer Henry – 12/31/2022 (Ed Stone unfulfilled term)
 - c. Ron Stief – WRRRC Director (1 year) – 12/31/2022
- y. Len Spencer – Sewage Enforcement Officer
- z. Trout CPA – Appointed Auditor
- aa. LCTCB representative – Brian Harris
- bb. NLCRPC – Ken Eshleman

COMMITTEE/COMMISSION ASSIGNMENTS: On a motion by J. Tennis, seconded by J. Strathmeyer, the Board unanimously approved the following 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 – Kelly Gutshall/Jeremy Strathmeyer
- d. Police Pension Committee - David Kramer (citizen representative)
- e. WRRRC – Kenneth Kauffman/Kelly Gutshall
- f. WESC - Jeff Tennis

CONSIDER RESOLUTION 01-03-22-03 DECLARING THE TOWNSHIP'S INTENT TO FOLLOW THE PROCEDURE FOR DISPOSITION OF RECORDS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON 12/16/2008 AND AMENDED ON 07/23/2009: On a motion by K. Kauffman, seconded by J. Strathmeyer, the Board unanimously approved Resolution 01-03-22-03 Disposition of Municipal Records.

CONSIDER RESOLUTION 01-03-22-04 TO AUTHORIZE THE TOWNSHIP MANAGER/TOWNSHIP SECRETARY TO EXECUTE DOCUMENTS ON BEHALF OF THE TOWNSHIP AND TO ACT AS PROJECT COORDINATOR: On a motion by J. Strathmeyer, seconded by J. Tennis, the Board unanimously approved Resolution 01-03-22-04 to authorize the Township Manager/Township Secretary to execute documents on behalf of the Township and to act as Project Coordinator.

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CONSIDER RESOLUTION 01-03-22-05 TO AUTHORIZE ANCILLARY ACTIVITIES BY VOLUNTEER FIRE COMPANIES: On a motion by K. Kauffman, seconded by J. Tennis, the Board unanimously approved Resolution 01-03-22-05 to authorize ancillary activities by volunteer fire companies.

CONSIDER RESOLUTION 01-03-22-06 TO ADOPT THE ANNUAL FEE SCHEDULE: The Assistant Township Manager explained that the Township has consolidated most of the Township's various fee schedules into one document to simplify the process to locate fees. On a motion by J. Tennis, seconded by K. Kauffman, the Board unanimously approved Resolution 01-03-22-06.

CONSIDER RESOLUTION 01-03-22-07 TO ADOPT THE NATIONWIDE RETIREMENT SOLUTIONS DEFERRED COMPENSATION PROGRAM: The Board reviewed the Resolution. On a motion by J. Strathmeyer, seconded by J. Tennis, the Board unanimously approved Resolution 01-03-22-07.

CONSIDER RESOLUTION 01-03-22-08 ACCEPTING DEDICATION OF SHOBER LANE AND ALL OTHER RELATED ACTION: The Board reviewed the Resolution. Shober Lane is a cul-de-sac street connected to Owl Hill Road near the Members 1st Credit Union that was part of the Walter Tract subdivision plan. On a motion by K. Kauffman, seconded by J. Strathmeyer, the Board unanimously approved Resolution 01-03-22-089.

CONSIDER RESOLUTION 01-03-22-09 ACCEPTING DEDICATION OF ENGLISH IVY DRIVE, PIN OAK DRIVE, BLUE SPRUCE DRIVE, AND A PORTION OF LITITZ RESERVE LANE LOCATED WITHIN LITITZ RESERVE AND ALL OTHER RELATED ACTION: The Board reviewed the Resolution. The roadways are within the Lititz Reserve subdivision that is along Sixth Street. On a motion by K. Kauffman, seconded by J. Strathmeyer, the Board voted unanimously to approve Resolution 01-03-22-09 and other related action.

CONSIDER SERVICE CONTRACT WITH LITITZ FIRE COMPANY, ROTHSVILLE FIRE COMPANY, AND BRUNNEVILLE FIRE COMPANY, AND WARWICK AMBULANCE AND ROTHSVILLE AMBULANCE: The Board reviewed the information. On a motion by K. Kauffman, seconded by J. Tennis, the Board unanimously approved the service agreements with the fire companies and ambulance companies serving Warwick Township.

CONSIDER REQUEST FOR REDUCTION OF LETTER OF CREDIT FOR LITITZ BEND (BUCKWALTER TRACT) PHASE 1: The Board reviewed the request. On a motion by J. Strathmeyer, seconded by J. Tennis, the Board voted unanimously to approve the reduction of the Letter of Credit for Lititz Bend (Buckwalter Tract) as requested.

CONSIDER REQUEST FOR REDUCTION OF LETTER OF CREDIT FOR UNITED ZION – COMMUNITY COURTYARD: The Board reviewed the request. On a motion by J. Tennis, seconded by K. Kauffman, the Board voted unanimously to approve the reduction of the Letter of Credit for United Zion-Community Courtyard as requested.

ADJOURNMENT: With no other business to come before the Board, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,



Brian Harris
Township Manager