

WARWICK TOWNSHIP

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

WARWICK TOWNSHIP BOARD OF SUPERVISORS

April 6, 2022

7:00 a.m.

MEETING HELD BY VIRTUAL FORMAT

Chairman, Kenneth Eshleman convened the April 6, 2022 meeting of the Warwick Township Board of Supervisors at 7:00 a.m. In attendance were Supervisors Ken Eshleman, Jeremy Strathmeyer, Kelly Gutshall, and Jeff Tennis. Also in attendance were Brian Harris, Township Manager; Pat Barrett, Assistant Township Manager; Chuck Haley, Township Engineer; Ryan McCrory, Lititz Public Library; Laura Knowles, Lititz Record Express, Megan Senkowski, Trout CPA; Anne Horting, Trout CPA; Randy Hess; and Mike Fyock.

WARWICK TOWNSHIP 2021 AUDIT PRESENTATION – TROUT CPA – Megan Senkowski and Anne Horting from Trout CPA were in attendance to present a high level overview of the 2021 audit. There was a brief discussion in regards to the consolidation of funds and Megan noted that this was the final year for their 3 year contract with the Township. There was a discussion in regards to meeting and creating a new contract for future services.

LITITZ PUBLIC LIBRARY PRESENTATION – RYAN MCCRORY: Ryan stated that the library's strategic plan was finalized and approved by the Board in March of 2022. He noted that the library did create new mission, vision, and values statements. With feedback from the community, 4 strategic goals were created and those strategic goals include promoting lifelong learning, building capacity, increasing public access, and achieving excellence. McCrory highlighted programs being offered in different types of literacy, the investment in technology available to patrons, and the continuous assessment of the facility to meet the community's needs.

DISCUSSION ON EMERGENCY ACCESS FOR THE ORCHARD ROAD DEVELOPMENT – B. Harris stated the .25 acre proposed emergency access lane that connects the proposed development to Wood View Drive, was originally planned to be purchased by the developer and then deeded to the HOA. It was determined that the end use of that parcel would trigger roll back taxes from Act 319 for the entire 100 acre parcel with a rough cost of \$150,000 - \$160,000. In a letter from McNees Wallace & Nurick LLC dated March 17, 2022, the applicant is proposing that the parcel owner dedicate the .25 acre parcel to Warwick Township. Warwick Township would own the parcel, however, it would be maintained in perpetuity by the HOA. Harris participated in a call with William Crosswell, Township Solicitor, Claudia Shank from McNees Wallace & Nurick, and Randy Hess and it was determined that the Board would need to adopt a resolution. There is no action needed at this time. The resolution and HOA documents outlining the maintenance responsibilities will be presented at the April 20, 2022 Board of Supervisors meeting. Harris mentioned that on the approved subdivision plan, the applicant was proposing to construct a 12' wide road to Township specifications with breakaway bollards installed and chained. The emergency access strip is 50 feet wide which would allow the Township to extend the proposed road in the future if the Township would want to connect Wood View to West Side Road. Randy Hess stated that the way the emergency access was originally proposed would trigger a roll back tax plus potential timing issues as far as the Gerhart's getting the remainder of their property re-enrolled in Clean and Green. The delay would likely be at least 1 year. Hess stated that there was much discussion in regards to this emergency access strip and whether it was to be improved to a road for a complete connection or left as an emergency access. K. Gutshall asked what triggered the roll back. Hess stated that there would be a change of use to the parcel and any change in use that is not excluded in the act triggers roll back taxes.



Hess explained the Pennsylvania Farmland and Forest Land Assessment Act in further detail. Hess stated that there will need to be modifications to the approved HOA documents. J. Strathmeyer stated that this proposal is a little non-traditional with the possibility of being scrutinized later and asked if this proposal has been done before. Hess stated that his attorneys have been in contact with the county assessor and the assessor has acknowledged that this proposal will exonerate them from roll back taxes. Hess also stated that as part of W. Crosswell's agreement, there is going to be an indemnification clause on the applicant's side to the Township in the event that roll backs were to come up in the future. Hess noted that his counsel and the Township's counsel have both vetted this proposal thoroughly. Strathmeyer shared his concern about the liability from the Township perspective and also the potential public opinion. Hess stated that the future road (West Side Drive) will be dedicated to the Township and Wood View Drive has already been dedicated to the Township, which would make the Township right-of-way contiguous. In the event the Township ever wanted to connect those roads ownership would exist, eliminating a back and forth with the HOA to complete the connection. J. Tennis stated that this proposal benefits the constituents in that it provides fire safety. K. Gutshall asked if this would be accessible to the public. B. Harris and R. Hess both agreed that this access would be open to the public for biking and walking.

CONSIDER REDUCTION OF LETTER OF CREDIT FOR 203 WEAVER DRIVE – B. Harris stated that a letter was received March 14, 2022 from ELA regarding 203 Weaver Drive. The current letter of credit is \$16,513.00. ELA is recommending that the letter of credit be reduced and the Township retain \$1,200.00 to ensure vegetation is fully established at the site. On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved the letter of credit reduction recommendation provided by ELA.

CONSIDER RESOLUTION 04-06-22-01 FOR DCNR C2P2 GRANT FOR IMPROVEMENTS TO THE SAYLOR PARK PLAYGROUND – B. Harris stated that the DCNR C2P2 application deadline is Apr. 6, 2022. This application would be for playground improvements at Saylor Park through the C2P2 program. It is a 50/50 matching grant. Harris is proposing to request \$75,000 and then the match from the Township would be part cash, part in kind for playground improvements out at Saylor Park. The current equipment was installed in the late 90's. It would not be replacing the recently installed ADA accessible equipment that was put in a few years ago. Typically DCNR awards in the fall. If funding would be awarded to us, Harris would then engage the Warwick Recreation Commission to finalize the playground equipment. We proposed two different sets of equipment, one would be a 2-5 year old set, and then the other being a 5-12 year old set. There are a couple different models to choose from. Harris also mentioned that if DCNR notifies the Township of the award in November it would be incorporated into the 2023 budget as a park and recreation expenditure. K. Gutshall asked if this new equipment would all be going onto the existing pad. B. Harris stated that they would use the existing pad. The Township does have some liberties if the existing pad needed to be expanded. On a motion by J. Strathmeyer and seconded by K. Gutshall, the Board unanimously approved Resolution 04-06-22-01 for the DCNR C2P2 Grant.

DISCUSSION ON NFWS PLANNING GRANT FOR THE LITITZ RUN PROJECT AT BALLSTOWN ROAD – B. Harris stated that the Fish and Wildlife Federation has a small watershed grant for planning and technical assistance. The intent of this application would be to do the engineering, permitting, and the design work for roughly 1700 feet of stream restoration adjacent to Warwick Road where it intersects with Ballstown Road. The creek is currently cutting into the road and as part of this restoration it would address that issue. The maximum grant award is \$75,000. The Township's estimate to do the engineering, design, and permitting was for \$95,000.00. Harris is proposing to the Board that the Township apply for the grant and the Township match the \$75,000 with \$20,000 of Township funds. In the grant overview letter the awards are anticipated to be announced during the 3rd quarter of 2022 and if the Township is awarded funding, final design and the permitting would likely be in the 1st quarter of 2023. K. Gutshall gave some background on this area. She notes there are several invasive species and the stream has really cut back down through all the sediment. B. Harris noted that the two main property owners support this plan. K. Gutshall has recused herself from endorsing the application. K. Gutshall stated the deadline for the application is April 21, 2022. She also noted that there is no need for a resolution for this grant. The Board endorsed this application.

REVIEW ROAD PAVING BID RESULTS – B. Harris stated that the Township had two aggregate bids, one from Pennsy and one from Rohrer's Quarry. Harris is recommending that the Board award the aggregate bid to Rohrer's Quarry. The Township is recommending that the FOB paving materials bid be awarded to Highway Materials. Harris noted that the total number for Highway is \$87,162 and Pennsy, is \$86,800. Harris and J. Minnich discussed this information and based on convenience to the plant, Highway is the recommendation. K. Eshleman asked if the Township had any legal responsibility to take the lowest bid. Harris stated that because the Township is traveling to pick the material up, we do not have a responsibility to take the lowest bid. B. Harris stated he will contact W. Crosswell on this matter before a final decision is made. The Township is recommending that the Board award the concrete bid to Rohrer's Quarry. The Township recommends the Board award the bid to Pennsy Supply for subdivision paving. The Township is recommending the Board award the bid to Highway Materials for the hauled and placed by Warwick Township. On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved awarding the bids as presented contingent upon review by the Township Solicitor.

RESIDENT LETTER REGARDING SR 501 AND LEXINGTON ROAD INTERSECTION – B. Harris contacted D. Burdis to get crash data for this intersection. He does not think a signal is an option for that intersection. Harris would like to gather data and then contact the resident and the Board on the findings. Strathmeyer stated that it is typically major crashes that occur at this intersection. There was a discussion on possible solutions.

WARWICK TOWNSHIP ACCOUNTANT EMPLOYMENT SEARCH – L. Reapsome's last day is September 7, 2022. B. Harris stated that the plan is to accept applications until May 8, 2022 and spend a month reviewing applications and interviewing candidates. The candidate would then have 2-3 weeks to give their resignation to their employer, and the applicant is on-boarded early to mid-July. This would give the candidate 1-2 months to spend with Lynn. Ideally, Harris would like the candidate to go through 2 payable cycles and 2 Board cycles with Lynn. Lynn will continue to have office hours at the Township as the tax collector, so there is support if the candidate needs any assistance. The advertisement has been out for 1 week with a lot of qualified candidates. Harris will keep the Board informed through the hiring process. He stated he would like 1 Board member on the interview committee with Harris, P. Barrett, B. Kreider, and L. Reapsome. K. Eshleman volunteered to participate in the interviews. The position was advertised on Indeed, the Lititz Record, and the Lancaster Newspaper.

LANCASTER CONSERVATION DISTRICT ASSOCIATE DIRECTOR SEARCH – B. Harris stated that this is a volunteer position. K. Gutshall will be sharing a contact sheet for the Lancaster Conservation District with the Board.

LITITZ RECCENTER – The Board received a thank you letter from Karen Mailen, Executive Director of the Lititz RecCenter for our 1st quarter contribution.

B. Harris reminded the Board of the park dedication for Logan Myers.

NEXT MEETING – April 20, 2022 at 7:00 p.m.

ADJOURNMENT – On a motion by J. Strathmeyer and seconded by K. Gutshall, the Board unanimously approved the adjournment of the meeting at 8:34 a.m.

Respectfully submitted,



Brian Harris,
Township Manager