

**WARWICK TOWNSHIP BOARD OF SUPERVISORS**  
**Warwick Township Municipal Office**  
**Meeting Minutes**

April 6, 2016

Chairman W. Logan Myers, III convened the April 6, 2016 meeting of the Board of Supervisors at 7:00 a.m. Present were Supervisors Herbert Flosdorf, Michael Vigunas, Kenneth Eshleman, and C. David Kramer. Also present was Daniel L. Zimmerman, Township Manager and Chuck Haley from ELA.

**LITITZ REC CENTER:** See attached letter thanking the Township for their 1<sup>st</sup> Quarter monetary contribution. On a motion by Vigunas, seconded by Eshleman, the Board unanimously stated their acknowledgement of the letter of thanks from the Lititz Rec Center.

**VENTURE LITITZ:** See attached letter thanking the Township for their monetary donation to their giving program. On a motion by Vigunas, seconded by Eshleman, the Board unanimously stated their acknowledgement of the letter of thanks from Venture Lititz.

**LANCASTER COUNTY:** See attached letter stating the Emergency Management Agency received the Township's updated Emergency Operations Plan. On a motion by Vigunas, seconded by Eshleman, the Board unanimously stated their acknowledgement of the letter from the Emergency Management Agency.

**LITITZ PUBLIC LIBRARY:** See attached letter thanking the Township for their 1<sup>st</sup> Quarter monetary contribution. On a motion by Vigunas, seconded by Eshleman, the Board unanimously stated their acknowledgement of the letter of thanks from the Lititz Public Library.

**CONSIDER RELEASE OF IMPROVEMENT GUARANTEE FOR ADAM DAVIS:** On a motion by Vigunas, seconded by Kramer, the Board unanimously voted to release the Letter of Credit for improvement guarantee for Adam Davis.

**CONSIDER ORDINANCE 276 AUTHORIZING THE ADDITION OF COSTS AND CHARGES FOR COLLECTION OF DELINQUENT ACCOUNTS:** The Board had reviewed the draft of this Ordinance at a previous Board meeting. Zimmerman stated the Township is already using a third party collector which has been successful. On a motion by Kramer, seconded by Flosdorf, the Board unanimously approved Ordinance 276 Authorizing the Addition of Costs and Charges for Collection of Delinquent Accounts.

**CONSIDER DRAFT OF MEMORANDUM OF UNDERSTANDING WITH EAST HEMPFIELD AND EAST PETERSBURG TO RECOGNIZE A DEPUTY EMC FOR EXCHANGE SERVICES:** Ober had asked the Board in January if they would consider an alternate EMC as a backup for him. The alternate EMC would be used in cases such as when one EMC is unavailable there would be a backup in case of an emergency. Zimmerman stated the Township has worked with E. Hempfield Township on various projects in the past. Zimmerman stated Manheim

Township is also interested in partnering in these services. A meeting will be held with Manheim Township to see if partnering with them would be of benefit to the parties involved.

Vigunas questioned if the appointed backup EMC, Diane Garber, would be meeting with the appropriate individuals of the various establishments in the Borough and Township to introduce herself. Zimmerman stated she would be given a chance to meet with the appropriate personnel from each establishment over time. If the memorandum is adopted a letter would also be sent out to the appropriate establishments explaining her role.

This memorandum will be presented at a future Board meeting for voting purposes.

**DISCUSS SCHEDULE TO PRESENT THE 2015 FISCAL AUDIT:** Zimmerman stated the Township has not received all the pension information from PMRS due to some new regulations which has delayed them in getting the final pension information relayed. Zimmerman is anticipating having this information completed by the first week of May.

**CONSIDER SCOPE OF WORK FOR DESIGN OF SIDEWALK SYSTEM ALONG NEWPORT ROAD:** Zimmerman stated the Township did not receive any funds for this project. One reason for not receiving funding was due to the Township not receiving the needed percentage of replies from homeowners. Zimmerman stated the plan is to start placing sidewalk short of the culvert on Newport Road and go to Cardinal Road including finishing the stretch at the Hess Apartments as well as to lay all the stormwater work this year. In 2017 the section from Cardinal Road to Oak Street will be done.

Vigunas questioned how much the cost would be per resident. Zimmerman stated this will not be known until the Township puts out a bid for the work. Flosdorf inquired of Haley how much per square foot is currently being charged. Haley stated it would be approximately \$65.00 per square yard.

Flosdorf inquired if both sides of Newport Road could be assessed even though the sidewalk is being placed only on one side. Zimmerman stated he would have to ask Crowell, the Township's solicitor, if this can be done. Flosdorf stated Zimmerman should emphasize to Crowell that since drainage improvements are being done as well with this project this would benefit the entire roadway.

On a motion by Kramer, seconded by Flosdorf, the Board unanimously agreed to accept the agreement of consultation services from ELA.

**CONSIDER THE LETTER OF AGREEMENT WITH THE KLEINSASSER PROPERTY:** Zimmerman stated this was originally a Zoning Board appeal settlement which the Board had discussed in an executive session at a previous Board meeting. Zimmerman stated all parties involved approve of this consent agreement. Kleinsasser has sold the marble business and both he and the new owner have signed the agreement. In part the Ordinance states that Kleinsasser will vacate the property by August 31, 2016. In addition, if Kleinsasser does not abide by the terms of the Ordinance the Township has the right to penalize Kleinsasser a sum of \$500.00 for each day he is in violation.

On a motion by Eshleman, seconded by Kramer, the Board unanimously approves the consent agreement pertaining to the property located at 12 Shirley Lane as presented and that the appropriate Township Officials be authorized to execute the consent agreement upon receipt from the Township solicitor.

**CONSIDER BIDS RECEIVED FOR MACADAM, CONCRETE AND AGGREGATE:** See attached sheet for bid prices. The aggregate was awarded to Rohrer's Quarry, paving materials and concrete products were awarded to Pennsy Supply, Inc. and in-place paving was awarded to Highway Materials, Inc. and Martin Paving, Inc.

Board of Supervisors  
April 6, 2016

On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved the bids be awarded to the above mentioned suppliers.

**CONSIDER REQUEST BY LITITZ CHRISTIAN SCHOOL FOR A 5K RACE:** On a motion by Eshleman, seconded by Flosdorf, the Board unanimously approved the request by Lititz Christian School to hold a 5K Race.

**CONSIDER RESOLUTION 04-06-16-01 AUTHORIZING AN AGENT TO SUBMIT A GRANT APPLICATION TO DCNR:** Zimmerman stated the Township was denied a grant in 2015 for improvements to the Lion's Club Park in Rothsville. The grant was requested for a basketball court, pickleball court, and an inline hockey court. The new request has been modified to include only the inline hockey court.

On a motion by Kramer, seconded by Vigunas, the Board unanimously approved Resolution 04-06-16-01 authorizing an agent to submit a Grant Application to DCNR.

**APRIL MEETING SCHEDULE:** Zimmerman stated in addition to the regular Board of Supervisors meeting on April 20<sup>th</sup> there is a Joint Meeting on Thursday, April 28<sup>th</sup> at the Warwick School District at 7:00 p.m.

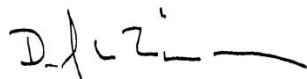
**CONSIDER RESOLUTION 04-06-16-02 AUTHORIZING AN AGENT TO RECEIVE FEMA DISASTER FUNDS:** The Township will be receiving financial assistance from FEMA for expenses concurred with the large snowfall this past winter. The total cost of the storm to the Township was \$37,000.00. The Township will receive 70% of this money back.

On a motion by Flosdorf, seconded by Eshleman, the Board unanimously approved Resolution 04-05-16-02 authorizing an agent to receive FEMA disaster funds.

**OTHER BUSINESS TO COME BEFORE THE BOARD:** Vigunas again mentioned about the heavy truck traffic on W. Woods Drive which the Board had a conversation on at a previous meeting. Zimmerman stated that part of the traffic study that will be done by TOA will include an update on W. Woods Drive traffic. After this study the Board can then decide what action to take.

**ADJOURNMENT:** With no other business to come before the Board, the meeting was adjourned at 7:43 a.m.

Respectfully submitted,



Daniel L. Zimmerman  
Township Manager