

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 3, 2023
7:00 p.m.
WARWICK TOWNSHIP MUNICIPAL BUILDING**

Acting Chairman Kenneth Eshleman convened the January 3, 2023 meeting of the Warwick Township Board of Supervisors at 7:07 p.m. In attendance were Supervisors Ken Eshleman, Ken Kauffman, Jeff Tennis, and Jeremy Strathmeyer. Also in attendance was Pat Barrett, Assistant Township Manager.

ELECTION OF OFFICERS FOR 2023: On a motion by K. Kauffman and seconded by J. Strathmeyer, the Board unanimously approved the nomination of Ken Eshleman for Chairman and Jeff Tennis as Vice-Chairman of the Warwick Township Board of Supervisors.

SUPERVISORS & APPOINTED STAFF AUTHORIZED TO SIGN DISBURSEMENT/PAYROLL CHECKS:

- | | | |
|---------------------|------------------------|------------------------|
| a. Chairperson | c. Manager/Secretary | e. Assistant Treasurer |
| b. Vice-Chairperson | d. Assistant Secretary | |

On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved the Supervisors and appointed staff authorized to sign disbursement/payroll checks.

CERTIFY CONFERENCE DELEGATE AND ALTERNATE DELEGATE TO THE STATE CONFERENCE

PSATS Conference April 23rd – 26th – Attendance at conference

On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously elected K. Eshleman as delegate and K. Kauffman as alternate delegate.

RESOLUTION 01-03-23-01 - AUTHORIZATION FOR PAYMENT OF PAYROLL/BILLS PRIOR TO MEETING

APPROVALS: On a motion by J. Tennis and seconded by J. Strathmeyer, the Board unanimously approved Resolution 01-03-23-01 – Authorization for Payment of Payroll/Bills Prior to Meeting Approvals.

LIAISON RESPONSIBILITIES FOR THE FOLLOWING AREAS:

- 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

On a motion by J. Strathmeyer and seconded K. Kauffman, the Board unanimously approved the liaison responsibilities as listed.

RESOLUTION 01-03-23-02 – APPOINTMENTS:

- a. Brian Harris, Township Secretary/Treasurer/Manager
- b. Patrick Barrett, Assistant Manager
- c. Barbara Kreider, Assistant Secretary/Right to Know Officer
- d. Greg Young, Assistant Treasurer
- e. Laura Bowman, Human Resources and Deputy Tax Collector
- f. Thomas Zorbaugh, Zoning Officer & Building Code Officer
- g. Billy Clauser, Planner/Assistant Zoning Officer
- h. Jason Minnich, Roadmaster/Public Works Supervisor
- i. Duane Ober, WESC Fire Commissioner and Warwick Township Emergency Management Coordinator
- j. Brett Fasnacht, WEST Assistant Administrator
- k. William C. Crosswell Esz., Morgan, Hallgren, Crosswell, & Kane, 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
- n. Charles Haley, ELA Group, Inc., Township Engineer
- o. Michael Bingham, ARRO Engineering, Alternate Township Engineer
- p. Brandywine Conservancy – Township Consultant
- q. PA Local Government Investment Trust, Depository
 - a. JBT Bank, Temporary Depository
- r. Vacancy Board – Gary Lefever
- s. Municipal Authority (Five Year Term)
 - a. Joyce Gerhart – 12/31/2027
 - b. Matthew Clair – 12/31/2025 (for Troy Clair)
 - c. Randy Hess – 12/31/2023 (for Don Engle)
- t. Planning Commission (Four Year Term)
 - a. Jane Windlebleck – 12/31/2026
 - b. Dan Garrett – 12/31/2026
 - c. Bob Kornman, Alternate – 12/31/2023
- u. Zoning Hearing Board (Five Year Term)
 - a. Dana Clark – 12/31/2027
 - b. Joel Lingenfelter – 12/31/2027
 - c. Brett Nolt, Alternate – 12/31/2023
- v. Third Party Inspection Services
 - a. Associated Building Inspections, Inc.
 - b. Building Inspection Underwriters
 - c. Code Administrators, Inc.
 - d. Commonwealth Code Inspection Service, Inc.
- w. UCC Appeals Board
 - a. Don Engle – 12/31/2023
 - b. Gary Lefever, Alternate – 12/31/2023
- x. Recreation Advisory Committee
 - a. James Bock – 12/31/2026
 - b. Jennifer Henry – 12-31-2026
 - c. Ron Stief – WRRD Director (1 Year) – 12/31/2023
- y. Len Spencer – Sewage Enforcement Officer
- z. Matthew Mack – Alternate Sewage Enforcement Officer
- aa. Trout CPA, Appointed Auditor
- bb. LCTCB Representative – Brian Harris
- cc. NLCRPC – Jeremy Strathmeyer

dd. Lititz recCenter – Jeff Tennis

P. Barrett reviewed the changes to the Appointments from last year. On a motion by K. Kauffman and seconded by J. Tennis, the Board unanimously approved the appointments under Resolution 01-03-23-02 as listed.

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 – Jeffrey Tennis/Kelly Gutshall
- d. Police Pension Committee – Tony Chivinski (Citizen Representative)
- e. WRRC – Kenneth Kauffman/Kelly Gutshall
- f. WESC – Jeffrey Tennis

On a motion by J. Strathmeyer and seconded by J. Tennis, the Board unanimously approved the committee/commission assignments as listed.

CONSIDER RESOLUTION 01-03-23-03 DECLARING THE TOWNSHIP'S INTENT TO FOLLOW THE PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL

APPROVED ON 12/16/2008 AND AMENDED ON 07/23/2009: On a motion by J. Strathmeyer and seconded by J. Tennis, the Board unanimously approved Resolution 01-03-23-03 Declaring the Township's intent to follow the procedures for disposition of records as set forth in the

CONSIDER RESOLUTION 01-03-23-04 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. Tennis and seconded by J. Strathmeyer, the Board unanimously approved Resolution 01-03-23-04 to authorize the township manager/township secretary to execute documents on behalf of the township and to act as project coordinator.

CONSIDER RESOLUTION 01-03-23-05 TO AUTHORIZE ANCILLARY ACTIVITIES BY VOLUNTEER FIRE

COMPANIES: P. Barrett stated that the Township had a request from Rock Lititz for the use of our fire police for the governor's event at Rock Lititz on January 17, 2023. D. Ober got the request and did not have enough time to get it in on the agenda. P. Barrett talked with Bill Crosswell and he stated that if the Board wanted to they could adopt a motion to amend this resolution to add section 5 to provide for traffic control for the event.

On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously made the motion to amend proposed Resolution 01-03-23-05 to add Section 5, Traffic Control at the Inaugural Ball for Governor-elect Josh Shapiro and Lieutenant Governor-elect Austin Davis.

On a motion by J. Tennis and seconded by K. Kauffman, the Board unanimously approved the amended Resolution 01-02-23-05.

CONSIDER RESOLUTION 01-03-23-06 TO ADOPT THE ANNUAL FEE SCHEDULE: P. Barrett mentioned that there are no changes on the fee schedule. On a motion by K. Kauffman and seconded by J. Strathmeyer, the Board unanimously approved Resolution 01-03-23-06 to adopt the annual fee schedule.

CONSIDER SERVICE CONTRACT WITH LITITZ FIRE COMPANY, ROTHSVILLE FIRE COMPANY, BRUNNERVERVILLE FIRE COMPANY, WARWICK AMBULANCE, AND ROTHSVILLE AMBULANCE: On a motion by J. Strathmeyer and 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.

January 3, 2023

CONSIDER TIME EXTENSION REQUEST FOR THE RICHARD RHINIER PLAN: B. Barrett stated that in November there was no quorum at the Planning Commission so they discussed the plan but they could not take action on it. In December the plan needed to be ratified so staff thought instead of bringing everyone in just to quickly ratify 2 plans, what they wanted to do was put everything on the agenda for January. They contacted the applicant and asked if they were okay with waiting another month. The applicant is going to come in this month to have the Planning Commission take action on his plan. The applicant needs an extension to get his plan to the Planning Commission within the parameters. This is more an administrative situation. On a motion by J. Strathmeyer and seconded by K. Kauffman, the Board unanimously approved the extension of time request for the Richard Rhinier plan.

LRCDC AGREEMENT FOR SANTO DOMINGO FLOODPLAIN PROJECT GRANT THROUGH PAY KEYSTONE COMMUNITIES: P. Barrett stated that this is for the Rock Lititz Campus extension. The Township is getting some grant money for the flood mitigation stream, restoration and wetland improvement. What they want to do with that section of the Santo Domingo is essentially what they did upstream. LRCDC is receiving the grant but the funds must be funneled through the Township. On a motion by J. Strathmeyer and seconded by J. Tennis, the Board unanimously approved the LRCDC Agreement for the Santo Domingo Floodplain Project Grant contingent upon the Solicitor's review.

NEXT MEETING: Wednesday, January 18, 2023 at 7:00 p.m.

ADJOURNMENT: On a motion by K. Kauffman and seconded by J. Strathmeyer, the Board unanimously approved the adjournment at 7:25 p.m.

Respectfully Submitted,

Pat Barrett
Assistant Township Manager