

**WARWICK TOWNSHIP BOARD OF SUPERVISORS**  
**DECEMBER 20, 2023**  
**7:00 P.M.**  
**WARWICK TOWNSHIP MUNICIPAL BUILDING**

Chairman, Ken Eshleman convened the December 20, 2023 Board of Supervisors meeting to order at 7:00 p.m. In attendance were Supervisors Ken Eshleman, Ken Kauffman, Kelly Gutshall, and Jeff Tennis. Also in attendance were Brian Harris, Township Manager; Chuck Haley, Township Engineer; Laura Knowles, Lititz Record; Logan Myers; Bunnie Buckwalter, Lititz; Michelle Bingham, 603 Woodcrest Ave.; Denise Freeman, 603 Woodcrest Ave.; Deb Ressler, 569 Millway Road; and Nelson Peters, 6 Pebble Creek Road.

Nelson Peters stated that he knows the road works goes through capital budget plans and schedules so he wanted to know if the 2024 municipal budget includes a road improvement with a bridge culvert on Lititz Run Road in 2024 or what year in the future. B. Harris stated that we do not have that in our general fund budget. That money was awarded through the county ARPA funding. Lititz Borough was the recipient of \$865,000.00 that will be divided between the township and the borough for a few different projects, one of them being the improvements to the culvert as well as stream restoration work. Lititz is in custody of the funding and what we would anticipate doing is when we do that work we would have the money turned over to us from the borough. The borough is hoping to do the sewer line work in 2025. There was a discussion with the Borough and it would make sense for all of us to incur the expenditures in the same calendar year for auditing purposes. Harris mentioned that replacing the whole culvert was considered however the project intensified because of how close that existing asbestos sewer line is. ELA looked at lining and making some improvements to the existing structure. Harris stated he anticipates work being done in 2025.

Logan Myers mentioned a codicil in the Code of Municipal Conduct for elected and appointed officials. One of the articles is anyone elected or appointed for a municipal official must attend at least 1 official meeting per calendar year and since Holton was appointed the official township mascot he wanted to make sure he met those requirements.

<b>CONSENT AGENDA:</b>	November 1 & 15, 2023 Minutes	Manager's Report
	Tax Collector's Report	Public Works Report
	Police Department Report	Zoning Officer's Report
	WESC/EMC Report	

B. Harris mentioned that the Township is finalizing the CBA with Northern Lancaster Regional Police. We were notified by the Lancaster Clean Water Partners that we will be receiving another \$500,000.00 in funding for the Lititz Run at Ballstown project which helps us out in terms of how we approach the project from a phasing standpoint and the work we can do. If you recall Phase I is 700 feet and Phase II is 1,000 feet. Harris also noted that the Commonwealth Finance Authority announced their small water and sewer grants and the Warwick Township Municipal Authority was award \$320,000.00 for the meter

replacement program that we propose to complete. Harris stated that at last night's Authority meeting they did approve the 2024 water and sewer budgets and we are close to finalizing our water and sewer comprehensive plans that we started earlier in the year. The last time we did the water and sewer comprehensive plan updates was 2014 and those documents basically project out 3, 5, and 10 year periods. Once those plans are finalized Harris will see that the Board gets copies. K. Gutshall asked if the township will be applying for the C2P2 grant this year for the playground. Harris stated that he talked to the Rec Advisory Committee and Melissa Landis has agreed to work with him on the grant application. Harris also mentioned that we were not awarded funding through the Clean Water Partners for the Pump Station #18 project. We asked for \$326,000.00. We will repackage that application and submit it back to SRBC through the consumptive use mitigation program. That application is due January 31, 2024. Tom mentioned the violation notices that are in progress. On a motion by K. Kauffman and seconded by K. Gutshall, the Board approved the consent agenda as submitted.

**MUSSER'S LAWN AND GARDEN TIME EXTENSION:** B. Harris mentioned the letter from Dautrich Engineering dated December 7, 2023 where they are requesting a 90-day extension from February 3, 2024 to May 3, 2024 for approval of their final land development plan. On a motion by J. Tennis, and seconded by K. Kauffman, the Board approved the time extension for Musser's Lawn and Garden.

**CONSIDER MOTION TO APPROVE THE PAYMENT OF BILLS:** B. Harris stated that total bill register for the period is \$532,705.00 of which roughly \$218,000.00 came out of the general fund, \$48,000.00 out of the fire company fund, and the capital reserve fund had one invoice for \$137,000.00 which was for a capital purchase for our vehicle replacement program and the Tourist Marketing Grant of \$83,000.00 was related to Pump Station #13. The authority did approve the final payment application to Fidelity so Pump Station #13 is winding down now. Harris noted that looking at the payables we did make our final payment requests for our quarterly contribution to the Lititz Public Library and the RecCenter. There was a discussion regarding the grant funding. On a motion by J. Tennis and seconded by K. Kauffman, the Board approved the payment of bills as submitted.

**CONSIDER MOTION TO APPROVE THE TREASURER'S REPORT:** Harris provided the Board with a year-end projection of where we anticipate the general fund balance to end at the conclusion of 2023. We have a good idea of our remaining expenditures, the only variable on the revenue side is our December Earned Income Tax distribution. In 2022 it was \$150,000.00 and for purposes of our projection we used a very similar number knowing that our November distribution was a little lower. We anticipate ending the year somewhere with a fund balance around \$4 million. Our revenues will exceed our expenditures by \$400,000.00 to \$500,000.00 and that is after all of our transfers to the capital fund, storm water fund, and the fire company fund. From a revenue standpoint specifically in the general fund our real estate taxes were right on target and our Earned Income Tax was a little bit higher. Our real estate transfer tax was a bit lower than last year but we did exceed the budgeted amount. We were cautious with our projection of \$450,000.00 and we are approximately \$100,000.00 above our budgeted amount. He also mentioned that our zoning permit fees well exceeded our anticipated number. Overall our revenue is 110% greater than what we budgeted but keep in mind that we need to strip out the \$240,000.00 that was a pass through for the Keystone Communities Grant. Our expenditures to-date are pretty much right on target at 100%. Harris mentioned that the budget vs. actual does not reflect the capital to the storm water and to the fire company funds, but that was transferred this week. On a motion by K. Kauffman and seconded by K. Gutshall, the Board approved the Treasurer's Report as submitted.

**CONSIDER RESOLUTION 12-20-2023-01 ESTABLISHING THE MILLAGE RATE FOR 2024:** B. Harris stated that this is the millage rate resolution that we submit to DCED on an annual basis. Our millage rate for 2024 will remain at less than a quarter mill which represents about a quarter per thousand

dollars. A home assessed at \$200,000.00 gets a tax bill from Warwick for \$46.00 and a home assessed at \$400,000.00 is a tax bill of \$92.00. As long as the Earned Income Tax remains strong and other areas of our revenue stream continue to do well we do not anticipate a real estate tax increase in the foreseeable future. On a motion by K. Gutshall and seconded by J. Tennis, the Board approved Resolution 12-20-2023-01 establishing the millage rate for 2024.

**COSIDER MOTION TO APPROVE AND ADOPT THE 2024 FISCAL BUDGET:** B. Harris stated that included in the packet is the 2024 general fund budget which was presented to the Board in November. The budget was on display and properly advertised for the past month. We did not have any public comment related to it. Harris did mention that the budget is a bit inflated compared to prior years predominantly because of the grant pass through funding that we are running through the general fund. When you strip out those grant projects it is an effective increase of approximately 4% which is predominantly us bumping up the EIT for next year based on the county tax collection bureau's projections. On a motion by J. Tennis and seconded by K. Kauffman, the Board approved and adopted the 2024 fiscal budget.

**CONSIDER MOTION TO AWARD THE SANTO DOMINGO FLOODPLAIN RESTORATION BID TO FLYWAY EXCAVATING AND AUTHORIZE ELA GROUP TO PROCEED WITH THE NECESSARY BID DOCUMENTS:** B. Harris stated that we opened the bids for the Santo Domingo project on December 8, 2023. We have a letter from ELA dated December 11, 2023. There were 5 bidders that placed bids on the project and Flyway Excavating was the low bidder at \$794,900.00. There were 2 bidders that were in relatively close proximity and then two outliers. K. Gutshall asked where the soil would be taken from this project. C. Haley noted that some of the soil would be going to Rock Lititz and some will need to be hauled away. Harris recommends that once the Board has a chance to ask any questions that a motion be made to authorize ELA to execute the necessary contract documents associated with the Santo Domingo floodplain restoration project to which J. Tennis made the motion and K. Kauffman seconded it. K. Gutshall abstained.

**CONSIDER MMOTION TO AUTHORIZE PROJECT EXPENDITURES ASSOCIATED WITH THE SANTO DOMINGO FLOODPLAIN RESTORATION SANITARY SEWER RELOCATION PROJECT WHICH WAS AWARDED TO KINSLEY CONSTRUCTION:** B. Harris stated that we opened the bids on December 6, 2023 for the sanitary sewer relocation that is part of this project. At Leshar Leasing the sewer main is in the floodplain area. It will be abandoned in place and relocated closer to the building and ultimately tie into the manhole on Route 501 in front of Sechan. There were 10 bidders on this project. The low bidder was Kinsley at \$358,975.00. The spread ran from \$359,000.00 up to \$600,000.00. The authority did make a motion last night to authorize execution of the contract documents. Harris would like the Board to authorize project expenditures to come from the Township general fund. This project is being funded through the Keystone Communities Grant with Warwick Township as the applicant. Although the authority executed the contract documents, it was agreed that it would be easier to run all the expenditures through the Township for a variety of reasons. On a motion by J. Tennis and seconded by K. Kauffman, the Board authorized the project expenditures associated with the Santo Domingo floodplain restoration sanitary sewer relocation project which was awarded to Kinsley Construction. K. Gutshall abstained.

**CONSIDER THE SPECIAL EVENT APPLICATION FROM WOODCREST DAYLILIES, LLC:** B. Harris stated that this is a special event application for the Woodcrest Daylilies, LLC located at 603 Woodcrest Avenue, Lititz. They are requesting to hold their event on June 17, 2024. It will be a bus tour with the Pennsylvania Heartland Herb Society from Reading and they come to this area every year. There will be 4 buses and they rotate through 4 different gardens. There will be approximately 50 people in each bus. They did talk to the church so they are aware of the event. On a motion by J. Tennis and

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seconded by K. Gutshall, the Board approved the Special Event Application from the Woodcrest Daylilies, LLC.

**DRAFT REORGANIZATIONAL AGENDA FOR JANUARY 2, 2024:** B. Harris reminded the Board that this meeting will be held Tuesday, January 2, 2024 at 7:00 p.m. There will not be a morning meeting the first meeting of the month.

The newly elected officials will need to take the oath of office. Harris does have Joe Stauffer coming to do the swearing in. There are a few changes to the agenda. We did add the Veteran's Honor Park Advisory Committee members and based on the by-laws they are drafting they decided to stagger the terms in a very similar manner to the Planning Commission or Zoning Hearing Board so not everyone would be expiring at the same time. The other change is the Township's alternate SEO for 2023 was Matthew Mack who came as a recommendation at the end of 2022. Len Spencer is the primary sewage enforcement officer. After some discussion Harris asked if the Board would consider using David Miller Associates as the alternate. The alternate SEO is not used very often.

Harris mentioned that he has not heard anything regarding any land development application for Nolt's digester project.

**NEXT MEETING:** Tuesday, January 2, 2024 at 7:00 P.M.

**ADJOURNMENT:** On a motion by J. Tennis and seconded by K. Kauffman, the meeting was adjourned at 7:42 p.m.

Respectfully Submitted,

Brian Harris  
Township Manger