

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES**

Warwick Township Municipal Office

December 7, 2016

Chairman W. Logan Myers, III convened the December 7, 2016 meeting of the Board of Supervisors at 7:00 a.m. In attendance were Supervisors Herbert Flosdorf, Michael Vigunas, Kenneth Eshleman, and C. David Kramer. Also present were Daniel L. Zimmerman, Township Manager; Dean Saylor, Public Works Superintendent; Tom Zorbaugh, Code and Zoning Officer; Chuck Haley and Grant Hummer from ELA Group; Steve Gergely from Harbor Engineering; and Todd and Ruby Whitmer of 359 E. Woods Drive.

WRRC AUDIT: Zimmerman stated the contributions from all the municipalities have remained the same for the last 14 years.

CONSIDER THE WHITMER TRACT FINAL SUBDIVISION PLAN, PREPARED BY HARBOR ENGINEERING, DATED 6/10/2016: Steve Gergely from Harbor Engineering was present to review the project. Gergely started with a brief background of the project. The proposed six lot subdivision will be serviced by a private street with a 40 foot right-of-way and a T and K turnaround in lieu of the traditional cul-de-sac bulb. The storm water will be managed with infiltration facilities and seepage pits on several lots. A retention basin is being proposed to be tied in with the storm sewer system on W. Woods Drive with the use of conveyance pipes. The water service main will be extended along W. Woods Drive. Sewer will run across W. Woods Drive and tie into the pipe on the Buckwalter property. Both the water and sewer lines will be within the right-of-way.

Vigunas inquired whether there was a specific reason for the T and K turnaround instead of the more traditional bulb turnaround within the cul-de-sac. Gergely stated a traditional cul-de-sac requires more space thereby taking up additional right-of-way. In addition, these particular lot areas are relatively small with regards to frontage making a T and K turnaround more suitable and this is a private street system. This type of turnaround does meet with the requirements of emergency services.

Gergely stated that the intersection of Hillcrest Avenue and W. Woods Drive will be re-aligned to come in at a 90 degree angle to provide for better sight distance. Zimmerman stated the developer will be providing the right-of-way, the grading, and the cost of materials and the Township will do the re-aligning. There is the potential for the eventual vacating of a small portion of the right-of-way once everything is completed.

Flosdorf inquired why curbing was not being placed. Zimmerman replied that from a grading and drainage standpoint to place curbing would require additional infrastructure around concentration and flow. Gergely stated additional storm sewer inlets are going to be added to help with drainage.

Saylor stated he is anticipating the signs restricting truck traffic on W. Woods Drive to be placed the week of December 12th.

On a motion by Flosdorf, seconded by Kramer, the Board unanimously approved the recommendations as per the Memo dated December 2, 2016 and also granted the waiver requests as stated in the ELA letter dated August 17, 2016.

CONSIDER THE REQUEST FOR PARTIAL RELEASE OF LETTER OF CREDIT FOR THE E. WOODS DRIVE PROJECT: On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved the partial release of the Letter of Credit for the E. Woods Drive project in the amount of \$54,075.00.

CONSIDER THE REQUEST FOR PARTIAL RELEASE OF LETTER OF CREDIT FOR THE ROCK LITITZ PROJECT: Zimmerman stated the amount being requested covers the intersection improvements at Tollgate Road, the paving of Newport Road, and the completion of Phase 1A and Phase 1C Pod 2A.

On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the partial release of the Letter of Credit for the Rock Lititz Project in the amount of \$750,346.87.

CONSIDER RESOLUTION 12-07-16-02 TO AMEND THE 2016 FISCAL BUDGET: Zimmerman stated he is projecting another strong year for the Township. The Township is requesting \$175,000.00 to be reallocated with \$25,000.000 going to each of the three fire companies, \$50,000.00 placed into the storm water fund, and the remaining \$50,000.00 placed into the Capital Reserve Fund.

On a motion by Flosdorf, seconded by Eshleman, the Board unanimously approved Resolution 12-07-16-02 to Amend the 2016 Fiscal Budget.

CONSIDER THE 2017 HOLIDAY SCHEDULE: On a motion by Eshleman, seconded by Vigunas, the Board unanimously approved the 2017 Holiday Schedule.

DISCUSSION ON MODIFICATIONS TO THE LEAF AND WOOD SITE: Zimmerman explained the Township is looking at a fob (controlled access system) to be used for entrance into the site. The purpose of the system is to decrease the amount of material that comes into the site and to cut down on non-Warwick Township residents and commercial businesses from dropping off material. All Warwick Township residents would be provided with a fob and tag. Warwick Township residents would still be able to drop off material for free however there would be an initial fee of \$10.00 for the fob and tag. Non-residents would be required to purchase a fob and tag and would also be charged \$15.00 per visit. When all the visits have been used, the fob can be reprogrammed to add more.

The facility will be closed for two months from January 15, 2017 and reopening on March 15, 2017 during which time the fob system will be implemented. Saylor stated the fob reader would be located approximately half-way out to the road. There will be the ability to leave the site prior to getting to the gate should someone try to access the site when it is closed. The gate will be locked after hours and the camera system will stay in place.

In order to publicize the changes there will be signs placed at the site, a notice will be placed in the newspaper, and letters will be mailed to the residents with all pertinent information on how the system will work and how to obtain a fob. In order to obtain a fob, a form needs to be filled out. This information will then be placed into the computer which will enable the Township to monitor how often the fob is used and to monitor if there is any illegal dumping occurring. If a fob were to get lost, there would be a fee to receive a new one. The fobs are durable and should not need to ever be replaced.

Vigunas questioned having Warwick Township residents pay a fee after their initial free visits are used as the site was originally created for the residents to be able to use for services the Township does not provide. Zimmerman stated a fee would hopefully deter passing the fob around to nonresidents if they only got a set number of free visits per year. Flosdorf suggested in the mailing to the residents the form to obtain a fob also be enclosed with the

information letter. The form and check can then be returned to the Township and a fob will be mailed to them. When all the visits are used up the Township would then reprogram the fob for additional visits. Any nonresident will have to pay for each visit. The fob can be programmed for any number of visits either in bulk or just as needed.

Vigunas questioned if identification such as a driver's license could be implemented instead of using fobs. This would give all the information needed and prevent people from calling the Township with fob complaints. Saylor stated one problem with using a driver's license or other card type of identification would be the address will be listed as Lititz not Warwick Township. Saylor stated there needs to be a differentiation between a resident and nonresident to try to reduce the volume of material that is brought to the site. Zorbaugh stated West Earl Township has been using this type of system for 10 years. Their residents get 15 trips per year. West Earl shares their site with Upper Leacock Township who pays West Earl Township for cards to give to their residents and then the resident is sent a bill. The residents go to the office when their visits are up to renew.

Saylor stated if the fob is given to a non-resident and the Township finds this out the resident would be essentially banned from the site.

The Board recommended giving a resident 20 free visits per year. Any visits not used can be carried over to the next year or until all the visits are used. When all 20 visits have been used the resident may get 20 more visits programmed for a \$5.00 charge.

Saylor mentioned a large volume of material comes from commercial businesses such as Luther Acres, Stauffer's, and United Zion. Zimmerman feels these institutions should be given a certain number of visits free and pay for any additional visits. The Board felt commercial visits should have a fee and be given a "commercial fob." Flosdorf suggested homeowners be limited to a pickup size truck load to be free and for larger loads there would be a fee.

CONSIDER RESOLUTION 12-07-16-01 AMENDING FEES FOR THE ON-SEWAGE SYSTEMS: Zimmerman stated he is very pleased with the work Len Spencer has been doing. The amendment adjusts the fees for 2017.

On a motion by Vigunas, seconded by Kramer, the Board unanimously approved Resolution 12-07-16-01.

OTHER BUSINESS TO COME BEFORE THE BOARD: Zimmerman wanted to discuss again the issue of handicap parking on Oak Street. There are currently two handicap parking spaces on Oak Street. Because Oak Street is a public street anyone with a handicap permit may utilize these spaces, they are not strictly for any one resident. In addition, handicap parking spaces are provided internally within the complex. Zimmerman stated the resident who is complaining about the parking was told by the Township to petition the complex to request additional handicap spaces.

ADJOURNMENT: With no other business to come before the Board the meeting was adjourned at 8:17 a.m.

Respectfully submitted,

Daniel L. Zimmerman
Township Manager