

**WARWICK TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES**

Warwick Township Municipal Office

December 21, 2016

Chairman W. Logan Myers, III convened the December 21, 2016 meeting of the Board of Supervisors at 7:00 p.m. Present were Supervisors Herbert Flosdorf, Michael Vigunas, Kenneth Eshleman, and C. David Kramer. Also in attendance were Daniel L. Zimmerman, Township Manager; Dean Saylor, Public Works Superintendent; Tom Zorbaugh, Zone and Coding Officer; Chuck Haley from ELA; Nelson Peters of 6 Pebble Creek Drive, Lititz; Jonathan Wakefield representing Christian Brothers Automotive; Denise Freeman of 603 Woodcrest Avenue, Lititz; Carrie Nase of 2700 Kelly Road, Ste. 300, Warrington, PA; Kristin Holmes representing Christian Brothers Automotive; and Dan Cicala representing Lititz Land Trust.

APPROVAL OF MINUTES: On a motion by Flosdorf, seconded by Eshleman, the Board unanimously approved the November 2, 2016 and November 16, 2016 minutes as submitted.

TREASURER'S REPORT: On a motion by Vigunas, seconded by Kramer, the Board unanimously approved the Treasurer's Report.

PAYMENT OF BILLS: On a motion by Eshleman, Seconded by Flosdorf, the Board unanimously approved the Payment of the Bills.

MANAGER'S REPORT: NLCRPD: See attached report.

WESC: See attached report.

Wetland Project: The project was finalized and closed out. The Township will receive reimbursement from the Watershed Consortium in the 2017 Fiscal Year.

PW Contract Negotiations: The contract is scheduled to be finalized at this meeting.

MS 4 Program: Manheim Township has agreed to participate on the split share to submit a joint application for the Lititz Run segment.

Strategic Plan: The Housing and Economic Committee met on Thursday, December 15, 2016 at 7:00 a.m. at Elizabeth Township. See attached tentative discussion topics for 2017.

2017 Budget: This is an agenda item for tonight's meeting. The Township recently received word that it has been granted the DCNR Grant for the renovation of the inline hockey court at the Rothsville Lions Park. In addition, the WRRRC received a draft from the pool feasibility study.

TAX COLLECTOR'S REPORT: Zimmerman stated the Township's revenue will exceed what was projected. Some additional payments could be received until December 31, 2016.

On a motion by Vigunas, seconded by Eshleman, the Board unanimously approved the Tax Collector's Report.

PUBLIC WORKS REPORT: The truck that was purchased in 2016 was used to help clear the roads during the winter weather on Saturday, December 17th. Saylor stated there is the request for the purchase of a used paver with Ephrata Township (a joint purchase) in the 2017 budget to replace the one owned currently. The two Townships are working with a local paving contractor for a used paver that is to be sold. Saylor stated that West Earl Township made an offer of \$2,000.00 to purchase the paver currently owned by Warwick and Ephrata Township. Ephrata Township was in agreement with this offer.

On a motion by Flosdorf, seconded by Kramer, the Board unanimously approved the sale of the paver for \$2,000.00 to West Earl Township and to split the cost with Ephrata Township.

Flosdorf inquired what type of material Saylor is using to clear the roads this winter. Saylor stated sodium chloride is used for salting. This type of material is cheaper and is safe to the environment.

POLICE DEPARTMENT REPORT: See attached report. Zimmerman noted the passing of Sgt. Groff who was a 25 year plus veteran of the department.

ZONING OFFICER'S REPORT: Zorbaugh would like to discuss the number sequencing along W. Sixth Street. This was brought to light with the new construction that is occurring at Moravian Manor. When coming off of 501 the first number is 151 then goes to the 700's then back to the 400's. There are approximately 30 houses that would require the number change. In addition, the odd and even numbers will need to be switched as they are currently on the wrong side of the street.

Myers stated the Township needs to be conscience of the tax dates and to give the residents notification that a number change will be occurring.

The Board was in agreement with moving forward with changing the numbers on W. Sixth Street.

WESC/EMC REPORT: Attached report was reviewed.

DA OFFICE: Attached report was reviewed.

GMS SOLUTIONS: Zimmerman informed the Board GMS Solutions are the consultants on the Sixth Street Grant Project.

PSAT BULLETIN: Attached report was reviewed.

ROTHSVILLE FIRE COMPANY: Attached report was reviewed.

CONSIDER THE CONDITIONAL USE DECISION FOR LITITZ LAND TRUST,LLC: A copy of the Conditional Use Decision with the staff's recommendations was reviewed by the Applicant who is in agreement with the recommendations therein.

On a motion by Eshleman, seconded by Vigunas, the Board unanimously approved the Conditional Use Decision for Lititz Land Trust, LLC.

CONSIDER THE CHRISTIAN BROTHERS AUTOMOTIVE FINAL LAND DEVELOPMENT PLAN, PREPARED BY HC ENGINEERING, DATED AUGUST 2016: Carrie Nase, an attorney for the Applicant, Kristin Holmes, engineer for the project and Jonathan Wakefield from Christian Brothers Automotive were present. Nase gave a brief overview of the project. Flosdorf inquired if any changes had been made since the plan was last presented to the Board. Nase replied no changes were made. Nase explained a Special Exception was obtained in order to operate an automotive repair center on the property. A Land Development Plan was submitted and reviewed by the Township's Planning Commission and consultants. All of the comments in the review letter from the Township's engineer and the Conservation District have been complied with.

Nase stated there is one waiver being requested to allow for the Preliminary Plan to be submitted directly as a Final Plan.

Flosdorf inquired how storm water was going to be managed on the site. Holmes stated an underground seepage pit was being proposed behind the building. In addition, there are a series of inlets within the paved areas which will collect water and distribute it into the pit.

On a motion by Kramer, seconded by Flosdorf, the Board unanimously approved the Christian Brothers Automotive Final Land Development Plan, prepared by HC Engineering, dated August 2016 and approved the recommendations made by the Township's staff and the requested waiver.

CONSIDER RESOLUTION 12-21-16-01 TO ESTABLISH THE 2017 REAL ESTATE TAX: On a motion by Vigunas, seconded by Kramer, the Board unanimously approved to pass Resolution 12-21-16-01 as submitted.

CONSIDER FINAL ADOPTION OF THE 2017 FISCAL BUDGET: Zimmerman stated there was one change since the budget was first presented to the Board. The Township's donation to the three fire companies was allotted to the operating funds in the past. Through WESC an equipment schedule has since been created for the three fire companies. The Township's money will now go towards capital equipment replacement. This will allow the fire companies to focus on their fund drive monies going toward their operating funds, training, ect.

On a motion by Kramer, seconded by Eshleman, the Board unanimously approved adoption of the 2017 Fiscal Budget.

PRESENTATION-THE 2016 MS 4 ANNUAL REPORT: Zimmerman stated one requirement for MS 4 is an annual report is to be made to the Board. Documentation is required particularly with regards to private projects. Complete documentation on anything related to storm water is required. Each project gets a separate NPDES permit. The maintenance and operation of storm water also needs to be documented. There are six different control measures; see handout. Zimmerman stated strong areas for the Township are with public education and public involvement, construction site storm water runoff, and pollution prevention. Some areas in need of improvement are with the illicit discharge detection and with education and assistance of post-construction storm water management with facility administrators.

Flosdorf inquired if there was a penalty in place for property owners who do not comply. Zimmerman stated any penalties are spelled out in the storm water agreement form and the storm water ordinance.

One effort the Township has taken is GIS mapping of the entire system. Public and private systems need to be inventoried particularly with regards to the pipes.

2017 MS 4 goals includes the joint effort with Manheim Township and Lititz Borough, the inspection of the 122 farms located within the Township in conjunction with FarmLand Trust, continuation of the base mapping and the continuation of sending out newsletters.

REVIEW OF MODIFICATION PROGRAM FOR THE LEAF/WOOD SITE: Zimmerman stated some changes have been made since the original discussion. Originally the Board had discussed the number of visits a Warwick Township resident would be allowed to have at no cost and the only fee would be the cost for the fob. However, after looking into the system again a time frame can be established but not the number of visits. In the notification letter that will be sent out to Warwick Township residents, they will be required to fill out an application form and submit a \$12.00 fee which would cover the cost of the fob, and any handling and postage. This would allow the resident to go to the site for one year with unlimited visits. At the end of the year, which would run from March to March, a renewal letter would again be sent out and a fee of \$8.00 would be charged. This renewal fee could change after the first full year of having the fob system in place is completed. One advantage of using the fob system is it will allow the detection of any violations granting the Township to take the appropriate action.

Zimmerman stated for non-residents there will be a fee of \$60.00 for four trips during the time frame allotted. There will be a fee for any additional visits during this time frame.

A fee for Lititz Borough residents was discussed. Flosdorf stated the possibility of allowing Lititz Borough residents to use the site should be presented at a Lititz Borough Council meeting. If Lititz Borough would like to allow their residents to use the facility, they would need to help offset the cost of running the facility.

After some discussion, the Board decided not to allow any non-resident to use the facility other than Lititz Borough residents should their council choose to accept the offer. As far as commercial use, Zimmerman stated a limited number of visits would need to be established.

AUTHORIZE EXECUTION OF 3 YEAR CONTRACT WITH IBEW: On a motion by Vigunas, seconded by Kramer, the Board unanimously authorized the execution of a 3 year contract with IBEW.

GUEST RECOGNITION: Nelson Peters and Denise Freeman thanked the Board for doing a good job in the past year.

ADJOURNMENT: With no other business to come before the Board, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Daniel L. Zimmerman
Township Manager