

**WARWICK TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**Warwick Township Municipal Building**  
February 7, 2018

W. Logan Myers, III convened the February 7, 2018 Warwick Township Board of Supervisors meeting at 7:00 a.m. In attendance were Supervisors Herbert Flosdorf, Michael Vigunas, Kenneth Eshleman, and Andrew Spade. Also in attendance was Daniel L. Zimmerman, Township Supervisor; Tom Zorbaugh, Code and Zoning Enforcement Officer; Duane Ober, Emergency Services Coordinator; Wade Hartz of 1015 Log Cabin Road, Leola; Mark Hackenburg from RGS Associates; and Mike Stoner from United Zion.

**GUEST RECOGNITION:** Wade Hartz of 1015 Log Cabin Road, Leola wanted to discuss an issue he has with a neighboring property. He stated there is a small cabin on this property that sits on approximately ½ acre. A company called Log Cabin Holdings LLC is the owner. From the outset of this new ownership it has been used as a non-owner occupied Bed and Breakfast. W. Hartz's complaint is that there is no control over who comes and goes. The renters go on his property and walk in his barn and in his fields. W. Hartz knows it is against zoning to have a non-occupied Bed & Breakfast. He stated he contacted T. Zorbaugh, the Zoning Officer, in December and a letter was sent out to Log Cabin Holdings LLC however nothing has changed. W. Hartz feels the owner of the property should have some type of Conditional Use for an owner occupied Bed & Breakfast. W. Hartz feels an absentee landlord nightly rental has become a safety issue with people in barns and storage facilities tinkering with farming equipment.

L. Myers thanked W. Hartz for bringing this to the Board's attention. L. Myers asked T. Zorbaugh if he could comment on this issue. T. Zorbaugh stated a courtesy letter was sent to the owner of the property. The property owner called him immediately and a Special Exception for a Bed & Breakfast is going to be applied for which will go before the Zoning Hearing Board in March. T. Zorbaugh stated typically the step to shut something down is not taken if the property owner responds to the letter in a timely fashion and no safety issue exists. D. Zimmerman inquired what the status is for B&B's in an Ag Zone. T. Zorbaugh stated B&B's are allowed by Special Exception. T. Zorbaugh stated the Special Exception will request for a use not provided for as the Township does not allow AirBNBs at this time. AirBNBs will be addressed later this year when the Township reviews its rental program. L. Myers inquired if a ruling needs to be given at the March Zoning Hearing meeting. D. Zimmerman stated the company has been cited for a violation so they do need to appear before the Zoning Hearing Board as they are the ones who interpret the Zoning Ordinances.

W. Hartz inquired why the B&B was allowed to continue if they are in violation of a zoning ordinance. T. Zorbaugh stated there is a process that must be followed and if the process is not followed then a cease and desist would be given. W. Hartz thanked the Board for their time and stated he be will attending the March Zoning Hearing Board meeting.

**INTRODUCTION OF NEW TOWNSHIP ASSISTANT MANAGER:** D. Zimmerman introduced the new Assistant Manager to the Board, Pat Barrett. He will start his new position on Monday, February 12<sup>th</sup>.

**THANK YOU-GOLDMAN:** S. Goldman thank-you for serving on Zoning Hearing Board.

**THANK YOU-KRAMER:** D. Kramer thank-you for serving on Board of Supervisors.

**THANK YOU- CODY RHOADS:** C. Rhoads thank-you for interview for Assistant Township position.

**ROTHSVILLE FIRE COMPANY:** Annual report for 2017.

**CONSIDER THE REVISED FINAL PLAN FOR UNITED ZION RETIREMENT COMMUNITY, PREPARED BY RGS ASSOCIATES, DATED 8/18/2017:** Mark Hackenburg from RGS Associates presented the plan to the Board. M. Hackenburg stated on the original final plan there were a series of building additions that were taking place one of which is a nursing wing addition designed to accommodate up to 10 apartments. At the time the original final plan was presented to the Board, the approvals for capacity certification were in the process of being completed. This revision is to now add the 10 apartment units, to address the compliance for sewer and water and to add additional employee parking spaces. Hackman acknowledged that any future improvements made on the campus would require a comprehensive traffic impact study be completed.

M. Hackenburg is requesting approval of the following waivers:

Section 285-11 Preliminary Plan Application: The Applicant would like to submit this project directly as a Final Plan.

Section 285-14 Traffic Impact Study: A Trip Generation Memorandum provided outlines the additional traffic generated from the project is an increase of two trips per day during the PM peak hour and with one additional residential retirement unit.

Section 285-27 Access Drives: The Applicant is requesting allowance for building expansion within 30 feet from cartway edge of an access drive. M. Hackenburg stated this condition exists largely throughout the entire property.

Section 285-28.C(1)-Curbing: The Applicant is proposing wheel stops in lieu of curbing. There is no curbing throughout the community. M. Stoner does have the Letter of Credit and the Storm Water Management Agreement in his possession.

M. Vigunas inquired where the retaining wall was located. M. Hackenburg stated there is a retaining wall around a cooling tower that is part of the plan.

On a motion by M. Vigunas, seconded by A. Spade, the Board unanimously approved the following waivers: Section 285-11, Section 285-14, Section 285-27, and Section 285-28C.(1) as outlined in the ELA letter dated January 31, 2018.

On a motion by A. Spade, seconded by M. Vigunas, the Board unanimously gave conditional approval for the revised Final Plan for United Zion Retirement Community, prepared by RGS Associates, dated 8/18/2017.

**CONSIDER REQUEST FOR REDUCTION OF LETTER OF CREDIT FOR LITITZ RESERVE PHASES 5 & 6:** On a motion by K. Eshleman, seconded by H. Flosdorf, the Board unanimously approved the request for reduction of Letter of Credit for Lititz Reserve Phases 5 & 6 as outlined in the ELA letter dated February 1, 2018.

**CONSIDER REQUEST FOR REDUCTION OF LETTER OF CREDIT FOR WHITMER TRACT:** On a motion by M. Vigunas, seconded by H. Flosdorf, the Board unanimously approved the request for reduction of Letter of Credit for the Whitmer Tract in the amount of \$6,125.00 as per the ELA letter dated January 31, 2018.

**CONSIDER RESOLUTION 02-07-18-01 AUTHORIZING WARWICK TOWNSHIP TO PARTICIPATE IN CO-OPERATIVE BIDDING AND PROCUREMENT OF ROAD WORK:** D. Zimmerman stated this is done annually with 13 other municipalities and has been very beneficial for the Township.

On a motion by H. Flosdorf, seconded by K. Eshleman, the Board unanimously approved Resolution 02-07-18-01 authorizing Warwick Township to participate in co-operative bidding and procurement of road work.

**CONSIDER MOTION TO BID FOB ROAD MATERIAL FOR WARWICK TOWNSHIP:** On a motion by K. Eshleman, seconded by A. Spade, the Board unanimously approved to bid FOB for road material for Warwick Township.

**WARWICK EMERGENCY SERVICES COMMISSION-2017 YEAR-END REPORT:** D. Ober highlighted points from each section of the report:

-Recruitment and Retention of Volunteers: There were 50 new applicants interested in joining as a volunteer firefighter in 2017 with 28 actually becoming members.

-Pre-Incident Planning: D. Ober stated Rock Lititz and Luther Acres were instrumental in improving plans already in place. Signage will be updated for emergency services on existing businesses.

-Plan & Property Reviews: Through Mike Smith, the Deputy Chief of Lititz Fire Co., D. Ober will be involved with the Wilbur Redevelopment project. D. Ober also reached out to Elizabeth Township offering assistance with the new Tractor Supply/Dollar General project.

-Incident Reporting and Statistic Reporting Analysis: D. Ober completes the incident reports for Brunnerville Fire Co.

-Fund Drives: All the fire companies exceeded last year's fund drives. L. Myers inquired if D. Ober had an approximation of how many residents donate to the fire companies. D. Ober stated Brunnerville and Rothsville are between 35-40% and Lititz is around 30%.

-Emergency Management Duties: D. Ober continues to update plans and keep records up-to-date. There was an exercise in November with all the municipality's emergency services doing a scenario based drill.

-Meetings: In the past the WESC meetings were held every other month however this year they will start being held quarterly with the option to hold special meetings if needed.

-Fire Prevention and Fire Safety Presentations: Over 3,000 students were approached with fire safety measures. Free smoke detectors along with batteries continue to be provided to Township residents. There is \$2,000.00 left from the original donation.

-Publicity: Profiles have been provided to the Lititz Record for "Meet Your First Responder". A WESC Facebook page has been created.

-Misc. WESC Projects: Apparatus replacement plans are in the process of being completed for all three fire companies.

-Training: There have been multiple joint trainings with all four fire companies.

-Summary: A feasibility study will be completed in 2018 to help determine the best direction for the fire companies to proceed in the future.

**ADJOURNMENT:** With no other business to come before the Board, the meeting was adjourned at 8:07 a.m.

Respectfully submitted,

Daniel L. Zimmerman  
Township Manager