

**FRANKLIN TOWNSHIP
BOARD OF SUPERVISORS
WORKSHOP MEETING
September 13, 2008**

CALL TO ORDER

Present were Supervisors Donald Lerew, John Shambaugh, Edward Campbell, and Gary Brown. Also present was Township Engineer Timothy Knoebel and Secretary Nancy Zentmeyer. The meeting was called to order at 8:00 a.m. at the Township Municipal Building, 150 Century Lane, Dillsburg, York County, PA.

INSURANCE PRESENTATION, JONATHAN STOUGH

Mr. Stough gave his presentation to the Board of Supervisors on insurance coverage. Mr. Stough presented a letter to be sent to HDH requesting copies of all the losses for the last 4 years and regarding the workers compensation coverage.

The Township had signed a 4-year commitment with MRM which has been fulfilled.

Option #1 would be with Keystone Municipal Insurance Trust (KMIT). Obligations would be joint & several liability, 2-year commitment to maintain stability, must have a safety contact, must provide a provider panel, and offer light duty to get injured workers gainfully occupied. The premium would be a cost of \$5,893.

Option #2 would be with EMC Insurance Company. It is a standard market, largest writer of municipalities in PA, proven track record of excellent service to both Townships and Boroughs. The premium would be a cost of \$6,332.

The Township's workers compensation policy expires on October 1, 2008. The current policy is through MRM and contains a clause that you must provide 90-days notice prior to October 1st renewal.

Mr. Stough suggested the course of action for the Board of Supervisors:

1. Authorize Kilmer Insurance Agency to move forward with the placement of the Townships workers comp coverage, subject to the following items: a) send a letter to MRM notifying them of the Townships intent to switch carriers as of October 1, 2008. The Board would have to determine if they prefer KMIT or EMC; b) if MRM responds back that the Township did not give them the required 90-day notice, the Township would then follow-up with a notice that the Township will be switching as of January 1, 2009.

Mr. Stough noted that the Township would be saving over \$3,000. by making the switch especially with the workers compensation insurance. There was discussion on if the Supervisors do a letter to leave MRM either before October 1st or January 1, 2009 these letters should be reviewed by the Township Solicitor. Chairman Lerew noted that there is a 2-year commitment instead of a 4-year but would still need the 90-day notice. Mr. Stough noted that EMC is the perfect fit for Franklin Township.

There was discussion on dividends and it would depend on losses and how profitable the year was. Supervisor Brown noted that the Trust seems well protected. The PSAB endorses these programs. There are premium audit reports done.

Supervisor Campbell noted that this discussion would have been better in May as the Supervisors need time to review and that he is reluctant to jump into this as it needs to be investigated. The documentation from the Trust should be given to Solicitor MacNeal for review and to get her feedback. Again discussed was the September 13th letter Mr. Stough drafted but suggested that the Township does not let HDH see the quotes he submitted.

Motion: Supervisor Brown made a motion for a letter stating the January 1, 2009 option with workers compensation and have Solicitor MacNeal look at the current contract and the KMIT information. **Seconded** by Chairman Lerew. The motion carried unanimously

PONDEROSA PARK SITE IMPROVEMENT BID

Engineer Knoebel handed out the completed bid tabulation sheet and reviewed it with the Supervisors. It was noted adjustments may be needed with the earth moving and parking lot. Also discussed was the site with cutting rock and excavation and the minimum/maximum slopes with the athletics fields. Engineer Knoebel reviewed the bid tabulation sheet and that there may be a need to bring some fill in plus trucking costs. Engineer Knoebel thought the bids would be lower. The parking lot will consist of crushed stone. There was discussion regarding the trucking in of dirt with the prices too high, Engineer Knoebel was asked if this price is right for the plan and he noted that the contractor knows the price of hauling, cutting etc. There is no rock clause in the bid documents but may have to make adjustments. Engineer Knoebel stated that he does not know if the prices will go down but the Township could either re-bid or wait until next year. Engineer Knoebel stated that he has no problem with the low bidder. This project is site grading, bringing in new dirt plus moving existing dirt and it should not take long.

There was discussion on finances and the concern about the amount of money being spent on this project and narrow options of other items including Twin Hills. Chairman Lerew stated that Twin Hills would be done after Ponderosa, as that may be more money than expected. Vice Chairman Shambaugh stated it is unfortunate that there were no grants for this, but there is money in the budget. The park and recreation budget will probably not be as much next year.

Motion: Supervisor Brown made a motion that the Township should move forward on this with Lobar Associates the lowest bidder of \$147,400.00 with the make up of funds from the general funds. **Seconded** by Vice Chairman Shambaugh. Mr. Fahey noted that with Twin Hills the Township needs to get a right-of-way from Russ Goodling. Supervisor Brown noted that the Township should work with the low bidder to see if we can get the price down. Engineer Knoebel stated that they will go forward with that effort. Chairman Lerew noted to get the project completed before winter. Also with Franklin Township's 200th anniversary coming up next year Ponderosa Park would be a good place to have the celebration. There was discussion on various volunteer groups to help out. The motion carried unanimously.

KPI is to write the letter of “Notice of Intent to Award” the contractor needs to submit bonds and then sign the agreement, which would be in 2 to 3 weeks.

200th YEAR ANNIVERSARY

IT was suggested that the Recreation Committee take the lead to help with this celebration. It was suggested to put this in the budget and to get the residents of the Township interested. It was noted that something will be put in the next newsletter to ask for volunteers and organize a committee. Peggie Williams noted that she will get some historic information to the Township so it can be put in the newsletter. Ms. Williams noted that Franklin Township has a very rich history. It will also be placed on the Board of Supervisors agendas under committees.

CHAINSAW ROAD

Vice Chairman Shambaugh noted about a year ago the Township did work on Chainsaw Road regarding drainage because of the slope of the lots. Vice Chairman Shambaugh indicated that the Township needs to send letters to residents to take care of the run-off. The driveway ordinance will be included with the letter so the residents are aware of discharging onto township roads. Engineer Knoebel noted that this is also erosion related which YCCD would also investigate and some of the steep driveways need swales. Supervisor Campbell questioned if the Township can offer assistance on what needs to be changed. It was noted that this is maintenance issue. Vice Chairman Shambaugh stated that letters need to be written and if nothing is done then the Township can bring in Solicitor MacNeal to get these issues corrected.

CELL PHONES

Road master Gary Ocker has talked with the Township’s current cell phone carrier and the Township can get a good deal on renewing plus a reduction on cost. Currently the Township is paying \$128.00 per month for 3 cell phones but with the new plan it would be \$80.00 per month for the 3 cell phones. The phones, chargers, and direct connect will be free. Currently the road crew is using 300 minutes but they have a cap of 2500 minutes and with the new plan it will be 700 minutes which is also saving money.

Motion: Chairman Lerew made a motion to approve this request. **Seconded** by Supervisor Campbell. The motion carried unanimously.

FUEL OIL BID

Vice Chairman Shambaugh suggested that the Township put out a fuel oil bid to see if the Township can lock in a price for the oil heating season. It would be for one bay in the garage. The Township is currently getting the fuel oil from Leffler.

Motion: Vice Chairman Shambaugh made a motion to authorize the Secretary to advertise for fuel oil bids. **Seconded** by Chairman Lerew. It was noted that the bids will be opened at the October Board of Supervisors meeting with the bid price to run from October 1, 2008 through July 1, 2009. The motion carried unanimously.

SET BUDGET MEETING DATES

It was decided that the budget meeting dates will be October 16, 2008 beginning at 9:00 a.m. and October 29, 2008 beginning at 7:00 p.m.

ARCHITECT PROPOSALS FOR EXPANSION OF THE TOWNSHIP BUILDING

Chairman Lerew noted that the Township needs to decide on an architect and that the Township Solicitor thought it was a good to have an architect to oversee things.

Mr. Robert Yerger, as a member of the building committee, requested that until the Township can meet and he can give some ideas to the Board as to how we gather information that the Township tables any action on the proposals until the next Board meeting and the building committee can have some discussions. Mr. Yerger noted that the Township may not have to incur any costs for an architect at this time separate from the bid solicitation.

Mr. Yerger reviewed what he did when he was employed by the Commonwealth/

The Board took a recess at 10:43 a.m.

The Board reconvened at 10:55 a.m.

Mr. Yerger at this time presented handouts of diagrams in designing the future using strategic planning with environmental factors. It was suggested that the Township get information and focus on the building, such as getting information from stakeholders (residents). Figure out who is and will be using the building. There was information received from Mr. Kober and Mr. Eichelberger with suggestions like a long range plan, analysis, and finances. It was suggested that a letter go out to the stakeholders, employees, and heads of committees to receive their input for the specifications. Mr. Yerger will compose such a letter.

Supervisor Campbell discussed that with doing drawing and specifications that the Township needs help as the Supervisors do not have the expertise and the need for someone to focus on this. It was noted that RFP's to design/build firms were sent, now there is this process and to follow through. It was noted that this could save the Township anywhere between \$3,000.00 and \$10,000.00. The specification would need to meet the needs of the Township. Mr. Yerger also talked about the possibility of a grant through the environmental green council.

There was discussion on moving forward with Mr. Yerger's proposal or discuss this at the October meeting.

Vice Chairman Shambaugh stated that a letter should be sent to the architects that the Township will be doing some of the initial work, to thank them and that the Township will be in contact with them at a later date. There will be information placed in the next newsletter on the expansion of the building with a half page form so residents can respond with their ideas. There is a need for different people for what is needed in the operation but in the meantime get someone to go after grants or a loan from DCED. Also discussed was moving the emergency management out the recycling center and into the new Township building. There may be a need for sub-committees of the building committee. Supervisor Brown stated that the Township needs a long range plan for the future. Vice Chairman Shambaugh asked that all e-mails Mr. Yerger received should be forwarded to the Township for their review. This project will be updated at each Supervisors meeting.

ADJOURNMENT

Motion: Supervisor Campbell made a motion to adjourn the meeting at 10:40 a.m... **Seconded** by Chairman Lerew. The motion carried unanimously.

Respectfully submitted,

Nancy Zentmeyer
Township Secretary