

**FRANKLIN TOWNSHIP YORK COUNTY PA  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
November 10, 2021**

**FINAL**

**1. Call to Order**

The November 10, 2021, Franklin Township Board of Supervisors (BOS) Meeting was called to order at 7:00 PM by Chairman Mark Wenrich. The meeting was held via Zoom and in person at 150 Century Lane, Dillsburg, PA. Visitors in attendance are listed on the meeting sign-in sheet.

**2. Roll Call**

**Present:**

Chairman Mark Wenrich  
Vice Chairman Brian Galbraith  
Supervisor David Buckwash  
Solicitor Bret Shaffer  
Engineer Phillip Brath  
Secretary Traci Kauffman  
Treasurer/Asst. Secretary Pam Williams

**Absent:**

Supervisor David Christensen  
Supervisor Naomi Decker

**3. Pledge of Allegiance and Prayer**

Pledge of Allegiance and Prayer was led by Chairman Mark Wenrich.

**4. Approval of Minutes**

**4.1 Approval of August 11, 2021, BOS Regular Meeting Minutes**

**4.2 Approval of September 8, 2021, BOS Special Meeting Minutes**

**4.3 Approval of September 8, 2021, BOS Regular Meeting Minutes**

**A motion was made by** Supervisor Chairman Mark Wenrich to approve the August 11, 2021, BOS Regular Meeting Minutes with the correction in Section 12.2 the last line should read "part of a" not part of aa".

**Second by:** Supervisor Dave Buckwash

**Discussion:** There was no discussion.

**The minutes were approved as corrected.**

**The motion carried.**

**A motion was made by** Chairman Mark Wenrich to approve the September 8, 2021, BOS Special Meeting Minutes as written.

**Second by:** Supervisor Dave Buckwash

**Discussion:** There was no discussion

**The motion carried.**

**A motion was made by** Chairman Mark Wenrich to approve the September 8, 2021 BOS Regular Meeting Minutes as written.

**Second by:** Supervisor Dave Buckwash

**Discussion:** Supervisor Dave Buckwash inquired regarding the motion from last month's meeting if the signs were purchased by BCO Jeff Gardner. Treasurer Pam Williams said she was not aware of any being purchased. Supervisor Dave Buckwash then asked if when they were purchased would they remain the property of the Township. Treasurer Pam Williams said they would.

**The motion carried.**

**5. Public Comment (*written request pertaining to Agenda items only*)**

There was no public comment.

## **6. Organization Reports**

### **6.1 Police –**

- A. A written report was submitted for the October 2021 meeting
- B. A written Activity Report for October 2021 from Chief Lash was submitted
- C. A copy of the 2022 Draft NYCRPD Budget was submitted.
- D. A copy of the Northern York County Regional Board of Commissioners Meeting to be held on November 16, 2021 was submitted

Chief Lash discussed the portable unit at Ponderosa Park.

Chief Lash asked about adding additional hours of service. Discussion ensued regarding additional hours of police service being talked about at the next Budget Meeting on November 17, 2021.

Chief Lash discussed the NYCRPD proposed budget and gave the cost for additional service hours. He discussed a proposal for a new, completely donated police department building.

### **6.2 Fire –**

- A. A written report was submitted for October 2021.

Chief Hector Morales presented his report for the month of October with fifty calls and the total for the year being 456. They ran fifteen calls in the township. This year's total calls for the township are 125. Chief Morales discussed the new member who will be completely certified within the week. No further action will be taken on the dual dispatch problem. Discussion ensued about how Farmer's Fair went.

Chief Morales discussed an email regarding Glenview Drive, Glenview Circle and Glenview Circle Extended. That will be discussed and handled under new business.

### **6.3 EMS –**

- A. A written report was submitted for October 2021.

### **6.4 DAA –**

- A. Minutes for September 17, 2021 were submitted as a written report.

### **6.5 Emergency Management – No written report.**

Laurin Fleming reported CERT teams will be exercising over the weekend and cross training with other teams to work with and fill in for those that do not have enough manpower.

Sometime in September 2022 a full township wide exercise will be completed. There will be more information forthcoming.

He would also like the township supervisors to choose a date to for their CERT training.

### **6.6 Route 15 Transportation – No Written Report.**

Engineer Phil Brath indicated that Century Lane and the jug handle turn arounds will be open by November 19, 2021. This completes the work for this year and work will resume in March 2022. Discussion ensued if they were leaving the jersey barriers up for winter and Engineer Brath did not know the answer. He said he will find out.

### **6.7 Engineer's Report –**

- A. An October 2021 written report was submitted.

Engineer Brath answered more questions from DEP regarding Water Street. It should be approved shortly.

Engineer Brath indicated there will be no fee increase for this year from Gibson-Thomas Engineering.

## **7. Approval & Payment of Bills**

**A Motion was made** by Chairman Mark Wenrich to approve and pay the bills.

**Second by** Supervisor Brian Galbraith

**Discussion:** There was no discussion

**The motion carried.**

## **8. Treasurer's Correspondence**

### **8.1 Treasurer's Report**

### **8.2 Treasurer's Memorandum**

Treasurer Pam Williams reminded the Board of Supervisors the date of the Budget Meeting on November 18, 2021 at 6:00 PM.

Supervisor Buckwash asked about the cost on an invoice for windshield washer solvent. Treasurer Williams indicated there were other items listed along with that item and it does not show on the printed copy.

**A motion was made by** Supervisor Mark Wenrich to accept the Treasurer's Report.

**Second by** Supervisor David Buckwash

**Discussion:** There was no discussion.

**The motion carried.**

## **9. BCO / Zoning Officer Report-**

**10.1** An October 2021 Written Report & Invoicing from Land and Sea was submitted

**10.2** An October 2021 Written Report from Barry Isett & Assoc./Jeff Gardner was submitted.

## **EXECUTIVE SESSION**

An Executive Session was requested by Chairman Mark Wenrich and was held from 7:23 PM to 7:29 PM on the Lexington Fields Subdivision.

## **10. Subdivision and Land Development**

### **10.1 Lexington Fields**

Mr. Phil Garland indicated he had his own stenographer present. Supervisor Wenrich informed him that no decision would be made tonight because two of the Board members were not present. Mr. Garland inquired that since no decision was being made if he approaches the Board of Supervisors for an extension, would one be given. The Board of Supervisors indicated it would be given. Mr. Garland informed everyone the plan was filed March 4, 2005, this March will be seventeen years. Mr. Garland discussed the comments made by Mr. Sprigg at the last Board of Supervisors meeting regarding the SALDO page Mr. Sprigg handed out. He provided pages that were from a current SALDO and pages 9 & 10 of a court order. He discussed the items on those pages. Mr. Garland spoke regarding the email presented last month that Engineer Phil Brath provided with regard to ByPass Road and 194. Solicitor Bret Shaffer asked if Mr. Garland would like the Board to set a Scoping Meeting and have everyone present. Mr. Garland indicated he would like the traffic engineers to be able to go forward with the traffic study. Solicitor Shaffer asked Mr. Garland to clarify whether he intended that a vote to proceed with the traffic study would bind the Board to using the proposed access, when the Board is still learning about the proposed access and alternatives. Mr. Garland indicated that he thought it would be binding. Discussion ensued between Mr. Garland and Engineer Brath regarding the options of ByPass Road. Solicitor Shaffer indicated a final decision is one that the Board will have to make.

## **11. Solicitor –**

**11.1** The PERCS Agreement had been signed and finalized.

**11.2** Solicitor Bret Shaffer indicated the Revised EMS Agreement/Penn State agreement was being delayed due to their new facilities opening. The Township is still covered by their old agreement.

**11.3** Follow up is being done on the Clint and Joann Williams subdivision. There is a discrepancy in the recording of the plan, and they may need to ask for an extension. Discussion ensued regarding if the Board of Supervisors already gave them an extension. Discussion continued regarding other documents that were recorded and if they were done correctly. Solicitor Shaffer will be discussing these things with their attorney.

**11.4** 3-5 Meadowview-Lorin & Sandra Stough to Russell and Kathryn Mason. The bonds provided by Mr. Stough have been identified. A portion of the funds provided were applied to outstanding

fees and will need to be replenished. Solicitor Shaffer will discuss this with the new owners and let them know they are bound by the terms of the previous owner.

**11.5** Solicitor Shaffer looked over the contract for Zelenkofske, Axelrod LLC to aid in using the Recovery Act funds. Discussion ensued regarding the cost. Discussion continued regarding guidance for using the ARPA money and if there were any other companies that provide assistance. Solicitor Bret Shaffer said he could reach out to other CPA's to see if there are any other alternatives. No action was taken at this time.

**11.6** Russ Goodling is working on the driveway repairs requested and it was not fully completed but Roadmaster Andy Gibb will be checking the progress of the repairs on Friday.

**11.7** The Strayer driveway is also being repaired and Roadmaster Andy Gibb will check the progress of the repairs on Friday, also.

**11.8** No current information on the Records Resolution

**11.9** You do not need a Speed Limit Ordinance if you are not changing the speed limit. When you change the speed limit it has to be by ordinance. You have to have a traffic study done and PennDot may have an objection to the speed limit you want to use. Discussion ensued regarding if you are posting a sign and not changing the speed limit you may post the sign without an ordinance or traffic study. Solicitor Shaffer suggested the Board of Supervisors should sign a resolution because this is the first time there will be anything on a written record about Furman Drive. Solicitor Bret Shaffer indicated that it was already voted on as a resolution. The Board of Supervisors agreed, and it will become Resolution 2021-7.

Solicitor Bret Shaffer requested that Engineer Phil Brath be given permission to collaborate with Secretary Traci Kauffman regarding a Right-to-Know request that involves 515/517 Range End Road. It is a rather large file, and the request is for specific documents and Engineer Phil Brath would be able to help her identify those documents. The Board of Supervisors indicated they had no problem with Engineer Phil Brath helping to find the requested information.

**11.10 Executive Session will be held at the end of the meeting regarding the two items below**

A. Water Street Litigation

B. Bennington/Lexington Fields Plan Litigation/Legal Concerns

## **12. Municipality Reports**

### **12.1 Parks & Recreation –**

A. The August 17, 2021 Minutes were provided.

B. Ponderosa Park with the portable unit was discussed earlier under Section 6.1 with Chief Lash.

Chairman Mark Wenrich indicated that a resident wants the road crew to pull out the dead items along the fence and remove a pile of cinder blocks in the far back corner of Ponderosa Park. Chairman Mark Wenrich said that property is posted along the fence because it belongs to a private property owner. He said there was no reason to spend money sending the road crew out.

C. At Ponderosa Park the spiral slide has a hole in it. It has been blocked off for safety. Discussion ensued regarding how it happened and whether or not there is a warranty. Chairman Mark Wenrich called Roadmaster Andy Gibb to see which slide would be preferred to replace the one with a hole in it. Roadmaster Andy Gibb indicated this slide is from 2006 with a 10-year warranty that has run out. Discussion ensued regarding what other types of slides are already in the park. Chairman Mark Wenrich called Terry Hoffman to find out her preference. Discussion continued regarding the various kinds of slides or equipment. No action was taken until a new accessory piece could be found to match what is there. Terry Hoffman requested to purchase a Book Library and the Board of Supervisors indicated that it had been voted on at another meeting and could be purchased.

### **12.2 Roadmaster –**

A. A written report from Roadmaster Andy Gibb was provided in the Treasurer's packet.

- B. Speed Limit signs were posted for E. Greenhouse Road, Twin Hills Road and Century Lane.
- C. A letter was sent to the property owner regarding a concrete trough to be removed from 12 Franklin Church Road.

### **12.3 Planning Commission –**

- A. The October meeting was cancelled and there is no report.  
Engineer Phil Brath commented we have one plan, just received a second plan and another plan is coming in the following weeks.

### **12.4 Zoning Hearing Board**

- Zoning Hearing Board Minutes were provided as a courtesy.

## **13. New Business**

### **13.1 One Lane Bridge/171 Lost Hollow Road**

- A resident inquired if the road and bridge were going to be widened and if there would be trees removed that are causing problems seeing around a curve. Engineer Phil Brath indicated it will stay a one lane bridge. The deck will be replaced, and some trees will be removed. The work is scheduled for next year.

### **13.2 Fee Schedule/Barry Isett & Associates, Inc.**

- Discussion ensued regarding the increase of the fee schedule for next year. This was tabled until the Budget meeting.

### **13.3 Glenview Drive/ Glenview Circle/Glenview Circle Ext./911 Emergency Services**

- Discussion ensued regarding these roads and the different names that Franklin Township and Franklinton Borough use. Emergency services indicated a problem and some confusion with the Borough and the Township having their own name for the roads. There are two options

- being considered to fix this problem. The road name or the house number can be changed. The Board of Supervisors decided to send a letter to the residents and invite them to our next meeting to help decide what will work best for everyone involved.

### **13.4 Observation of Christmas Holiday**

- Christmas is on Saturday this year and the handbook states that the township office should be closed the Friday before, but the Friday before Christmas (Christmas Eve) in the handbook states that the township office should be closed for a half day.

**A motion was made by** Supervisor Dave Buckwash to celebrate the 2021 Christmas Holiday on Friday and the Thursday before will be celebrated as the Christmas Eve observance.

**Second by** Chairman Mark Wenrich

**Discussion:** There was no discussion.

**The motion carried**

### **13.5 Christmas Party/Luncheon**

- The Board of Supervisors indicated that the township Christmas party could be held this year. The date is to be determined.

### **13.6 Question/RTK Procedure/715 & 717 Range End Road**

- Already addressed in the Solicitors Report 11 above.

## **14. Old Business**

### **14.1 Pest Control already addressed under 9.2 Treasurer's Memorandum**

- Discussion ensued regarding the bids received for pest control. It was decided that we will stay with Terminix.

### **14.2 Franklinton Grant Letter Request**

- The letter was completed and mailed.

### **14.3 Announcement of New Planning Commission Member**

- An official written affirmation was received from Kevin Cummings to be placed on the Planning Commission.

- 14.4** LowV Security System Update/Camera moved/Need to set a date for training  
The Board of Supervisors (BOS) requested the training date be set before the next BOS meeting on December 8, 2021.
- 14.5** Carpet Replacement Information-no current information available
- 14.6** Records Retention Policy/Resolution for Disposal of Records  
Solicitor Bret Shaffer is working on this resolution.

**15. Correspondence**

There was no correspondence.

**16. Public Comment (Resident Concerns)**

No public comments.

**17. Executive Session**

An Executive Session was requested by Solicitor Bret Shaffer pertaining to Water Street and was held from 8:34 PM to 8:44 PM. This was an informational meeting only and no decisions were made.

**18. Adjournment**

**A motion was made by** Chairman Mark Wenrich to adjourn the meeting at 8:45 PM.

**Second by** Supervisor Dave Buckwash

**Discussion:** There was no discussion.

**The motion carried**

Respectfully submitted,

*Traci Kauffman*

Traci Kauffman  
Secretary  
Franklin Township