

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of March 1, 2022

The regular meeting of the Board of Supervisors was held at the West Hempfield Township Municipal Building, 3476 Marietta Avenue. The public was permitted to attend in-person or remotely via Zoom (video and audio), with instructions provided at the Township's internet website. The agenda posted to the Township's website and posted on the front window of the Township Building advised of the public's ability to attend in-person or remotely.

Chairman David Dumeyer and Board Members Kent Gardner, Edward Fisher, Robert Munro, and Naomi Martin were physically present at the meeting. Also in attendance were Township Manager Andrew Stern; Director of Land Use Dwayne Steager; Director of Public Works, Dale Getz; Police Chief Lisa Layden; Interim Director of Finance/HR, Amy Slutter; and Township Engineer Melissa Kelly. Recording Secretary Judy Carrier attended remotely via Zoom.

A. CALL TO ORDER - Chairman Dumeyer called the meeting to order at 7:30 p.m. and led with the Pledge of Allegiance.

1. Acknowledge Executive Session for Personnel Matter, Wednesday February 16, 2022, from 6:00pm to 7:00pm. Chairman Dumeyer acknowledged that an Executive Session was held Wednesday, February 16, 2022 from 6:00 p.m. to 7:00 p.m. to discuss a personnel Matter.
2. Police: Introduction of New Officer Aida Eminagic. Chief Layden introduced Aida Eminagic and provided her background. Chairman Dumeyer administered the oath and Officer Aida Eminagic was welcomed into the West Hempfield Township Police Department.
3. Police: Citizen Commendation: Catherine Weaver. Chairman Dumeyer read the letter recognizing Mrs. Catherine Weaver for her actions taken upon discovering a fire at 3600 Wildflower Lane, Mountville. Mr. Gregory Bierly and his son, Christopher, were home and sleeping at the time the fire was discovered and Mrs. Weaver's actions woke them and quite possibly saved them from being injured by the fire/smoke conditions in the home. In speaking with Mrs. Karen Bierly during follow-up to this incident, it is her strong belief that the actions taken by Catherine Weaver "saved her husband and son's lives". Mrs. Weaver was presented with a copy of the Letter of Commendation and a Citizen Commendation Award Certificate from the West Hempfield Township Police Department.

A two-minute recess was then taken to allow time for photographs.

B. APPROVAL OF MINUTES

1. February 1, 2022. **Moved** by Robert Munro and second by Kent Gardner to **approve** the Minutes of the February 1, 2022 Meeting as amended. The motion carried (5-0).

C. COMMUNICATIONS

1. BOARD OF SUPERVISORS – None
2. TOWNSHIP MANAGER

INTERNAL MATTERS

1. **Revenues.** Update on EIT and LST. Distributions from LCTCB are shown below.

	2020 YTD	2021 YTD	2022 YTD
EIT	\$496,185	\$541,562	\$583,799
LST	\$71,557	\$106,695	\$67,939
OTHER	\$1,721	\$364.67	\$289.65
NON-RESIDENT	\$114	\$6,748	\$12,132
TOTAL	\$569,577	\$655,369.67	\$664,159.65

*Above numbers are the amounts distributed to us, net of LCTCB fees.

2. **Ballfields.** A meeting was held February 10, 2022 with Hempfield Rec., the Township, and 3 baseball leagues to discuss use of fields at Silver Spring and Fairview. I believe the meeting was a success. The leagues will be working together to propose upgrades to the Silver Spring field to make it more flexible for players of all ages. The leagues will be contributing for a large portion of the project.
3. **Farmdale/Ferndale.** A neighborhood meeting was held on February 21 with staff and the contractor. About 40 people attended. The meeting went well. Construction should begin March 14. The contractor has been very clear that this will be a very invasive project with very large and deep holes. The contractor has promised that his crews will be as helpful as they can to get people in and around the construction. The biggest logistical issue will be once curbs are poured, residents will not be able to use their driveways for several days. The contractor will work with residents to accomplish this the best they can.
4. **NFWF Grant Chiques/Jonas Stoltzfus Project.** We are working with Rettew to finalize a schedule put this project to bid and begin construction. The schedule is attached.
5. **Centerville Road Project.** The engineering for East Hempfield Township’s Centerville Road widening project is wrapping up. PennDOT has asked West Hempfield to sign the traffic signal plans, as part of the project is to link the signals from Oyster Point down to Manor Township. We are awaiting revisions to the plans based on a recent Teams meeting and comments from East Hempfield.
6. **PSATS.** Reminder – you are registered for the PSATS Convention April 24-27 in Hershey.

EXTERNAL MATTERS

1. **Columbia-Wrightsville 462 Bridge.** The February 15 meeting with the municipalities and PennDOT was cancelled by PennDOT. PennDOT has now agreed to maintain the sidewalks and bike lane. The municipalities have declined to take on the new under-bridge LED lighting system, so we await PennDOT's decision on whether to leave the lights in the project or not. Columbia has offered to pay for a portion of the lights on a per-day basis for holidays and special events.

PERSONNEL

1. **Staffing – Public Works.** We are currently interviewing for the open position in Public Works.
2. **Staffing – Finance.** We are still determining our staffing needs with respect to the recent vacancy in the Finance/HR Department.
3. **Staffing – Police.** New Police Officer Aida Eminagic has started with the Township and was officially sworn in by DJ Bixler February 22. New Officer Darryl Marcus will be officially sworn in by DJ Bixler on February 28.
4. **Notary.** Amy Slutter was sworn-in as a PA Notary February 3. Congrats to Amy! She is on the agenda to be appointed Assistant Secretary, so her notary commission will be very helpful for us.
5. **COVID.** We now have COVID tests available for our employees as a result of a donation of at-home test kits from LGH.

OUTSIDE BOARDS AND COMMITTEES

1. **LIMC:** Our next meeting will be April 13, 2022, 7:30 am, at East Hempfield Township.

CORRESPONDENCE

1. **Talen Energy.** We have received the annual downstream notification for chemical storage at Brunner Island.
2. **Lancaster Farmland Trust.** We have received a letter and map identifying all farms preserved through the LFT program.
3. **Lancaster County EDC.** We have received a "thank you" letter from the EDC for our annual membership dues payment.

3. TREASURER’S REPORT

Treasurer’s Report: Balances a of 2-24-2022		
(NEW for this period, reports are current balances!)		
Fulton:	2/24/2022	
Escrow Account	\$	1,615,625 (includes ARPA funds, for now!)
MS4 Stormwater	\$	184,090
Refuse	\$	824,031
State Liquid Fuels	\$	409,003
Street Light	\$	14,694
General Fund	\$	2,886,943
Fire Tax	\$	78,718
Fire Hydrant	\$	202,138
PLGIT:		
General Fund	\$	1,198,154
Liquid Fuels	\$	520,027
Highway Capital	\$	991,437
Recreation	\$	32,113
Refuse	\$	195,321
Health Care	\$	39,869
TDR	\$	744,168
Charles Schwab:		
Police Pension	\$	8,908,287
Non-Uniformed Pension	\$	3,003,733
	\$	<u>21,848,351</u>

4. DEPARTMENT REPORTS: POLICE, PUBLIC WORKS, ZONING/LAND USE, FIRE, EMS – Written reports were received and reviewed. Chief Layden had nothing further to add to the Police Report; Dale Getz reviewed the Public Works Report; Mr. Fisher remarked that he appreciates the Land Use Department’s use of webinars for cross-training education for Mandy and Jenn; there was no discussion on Fire Department reports and Andrew Stern reported on several changes that will make EMS more efficient.
5. TOWNSHIP ENGINEER’S REPORT – Melissa Kelly submitted a written report. She had nothing further to add and there were no comments or questions from the Board.

6. RESIDENTS: PUBLIC COMMENT ON NON-AGENDA ITEMS

- Tim Kreider, Prospect Road, Columbia – Expressed his continuing concern regarding trucks speeding and turning around where they're not supposed to 24 hours a day. Mr. Fisher recommended he contact the District Justice.
- James Swartz, Prospect Road – reported tractor trailers are turning around at his intersection and on his right-of-way and there is crazy speeding traffic 24/7.

D. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES.

*In the past, my SALDO memo identified projects as either **BRIEFING** or **ACTION**. With the recent passage of Pennsylvania Act 65, I am no longer identifying projects in this manner. They will simply be agenda items. In my recommendations below, I will suggest whether they are ready for action or not. By identifying them as BRIEFING, Act 65 may prevent you from acting on the plan even if an applicant requests it and it is ready by the meeting time.*

1. **620 Sycamore WHTPC 16-2021 (90 Days 3/2/2022)**

Final Subdivision and Land Development Plan

Location: 620 Sycamore Drive

Zoned: R2

Lot Size: 54.60 Acres/2378,376.0 ft²

The applicant, 620 Sycamore Drive Associates, LLC, the equitable owner of a +/- 56.32 acre tract fronting on Pitney Road and Sycamore Drive in West Hempfield Township, Lancaster County, Pennsylvania utilizing the open space design option and consisting of one hundred single family dwellings more or less.

Claudia Shank, Esq., McNees Wallace Nurick, counsel for the applicant, provided background. Todd Kurl, RLA, RGS Associates, reviewed Rettew Associates February communications and was available to answer any questions.

Action Required

- **Motion** was made by Edward Fisher and seconded by Kent Gardner to **approve with Conditions** the Final Subdivision and Land Development Plan and that all remaining outstanding engineering comments are resolved to the satisfaction of Township Staff and the Township Engineer. The motion passed (5-0).

E. UNFINISHED BUSINESS – Andrew Stern referred to his memo dated February 24, 2022 and provided staff's recommendations based on bid results and the following actions were taken:

1. Sale of 2003 GMS Sierra Truck to Highest Municibid Bidder - **Moved** by Edward Fisher and seconded by Kent Gardner to **approve** the sale of the 2003 GMS Sierra Truck to the Highest Municibid of \$7,200. The motion passed (5-0).

2. Sale of 2008 GMC Canyon Pickup Truck to Highest Municibid Bidder – **Moved** by Kent Gardner and seconded by Robert Munro to **approve** the sale of the 2008 GMC Canyon Pickup Truck to the Highest Municibid of \$11,695. The motion passed (5-0).
3. Sealcoat Bid – Award to Highest Responsible Bidder – **Moved** by Robert Munro and seconded by Edward Fisher to **award** the Sealcoat Bid to the highest responsible bidder, Martin Paving for \$113,838. The motion passed (5-0).
4. Public Works Salt Shed – Authorization to prepare bid specs and put out to bid – Mr. Stern referred to his memo dated February 24, 2022 and asked for direction in order to prepare the specs. Following discussion, it was agreed that Andrew Stern, Dale Getz and Melissa Kelly would meet for purposes of clarification regarding the type of design.
 - **Motion** was made by Kent Gardner and seconded by Robert Munro to **authorize** Rettew Associates to work with Staff to prepare bid specs for the Public Works Salt Shed and put out to bid. The motion passed (5-0).

F. NEW BUSINESS

1. Appointment of Assistant Secretary, Amy Slutter
2. Appointment of Assistant Treasurer, Amy Slutter
 - **Motion** was made by Edward Fisher and seconded by Kent Gardner to **appoint** Amy Slutter to the positions of Assistant Secretary and Assistant Treasurer. The motion passed (5-0).
3. Heart & Lung Policy – Mr. Stern reviewed his memo dated February 25, 2022 and the Heart & Lung Policy prepared by Labor Attorney Angela Sanders which describes the process for a consistent internal policy to handle requests for Heart & Lung benefits.
 - **Motion** was made by Kent Gardner and seconded by Robert Munro to **approve** the Heart & Lung Policy as presented. The motion passed (5-0).
4. Severance Agreement: Baumbach
 - **Motion** was made by Kent Gardner and seconded by Edward Fisher to **approve** the Severance Agreement for Brenda Baumbach. The motion passed (5-0).

G. ORDINANCES, RESOLUTIONS, AND AGREEMENTS

1. Resolution 7-2022: Disposal of Documents – **Moved** by Robert Munro and seconded by Kent Gardner to **adopt** Resolution 7-2022: Disposal of Documents, a Resolution of West Hempfield Township, Lancaster County, Pennsylvania to dispose of records in accordance with the PA Municipal Records Manual. The motion carried (5-0).
2. Resolution 8-2022: Trick-or-Treat – **Moved** by Kent Gardner and seconded by Edward Fisher to **adopt** Resolution 8-2022: Trick-or-Treat, a Resolution of West Hempfield Township, Lancaster County, Pennsylvania, adopting the 2022 LIMC Trick-or-Treat Policy. The motion carried (5-0).

3. Resolution 9-2022: Fulton Bank Signatories – **Moved** by Robert Munro and seconded by Kent Gardner to **adopt** Resolution 9-2022: Fulton Bank Signatories, as presented. The motion carried (5-0).

H. APPROVAL OF PAYABLES

PAYROLL & TAXES	\$ 276,208.75	EFT
FULTON - GENERAL FUND	\$ 231,280.21	438A - 4481
FULTON - MS4	\$ 4,451.75	1055
FULTON - REFUSE	\$ 102,854.75	1158 - 1168
FULTON - STREET LIGHT	\$ 4,585.20	1052
FULTON - ESCROW	\$ 4,699.17	2054
FULTON - MUNICIPAL AUTHORITY	\$ 216.00	7
FULTON - STATE FUND	\$ 28,279.88	1251 - 1258
TOTAL	\$ 652,575.71	

Moved by Kent Gardner and seconded by Robert Munro to **approve** payment of all bills between February 1, 2022 and February 28, 2022, and any residuals that may be forthcoming. Motion carried (5-0).

I. CREDIT CARDS

Amy Slutter reported, via memo date February 24, 2022, they are researching better use of the Township's credit cards to pay recurring payments for utilities. There are opportunities to streamline some of the payments and take advantage of cash rebates. They are also working on a reporting mechanism that will allow for transparency of the credit card payments going forward.

J. GOOD OF THE ORDER

- **UPCOMING MEETING:** Tuesday, April 5, 2022: Regular Meeting – 7:30 p.m.

K. ADJOURNMENT

Chairman Dumeyer called for a motion to adjourn into Municipal Authority meeting, with Executive Session to discuss a personnel matter to follow. **Motion** was made by Robert Munro and seconded Kent Gardner to **adjourn** the Board of Supervisors meeting into Municipal Authority meeting, at 8:50 p.m. with Executive Session to discuss a personnel matter to follow. The motion passed (5-0).

Respectfully submitted,



Andrew Stern,
Township Manager

