

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of July 6, 2023

The regular meeting of the Board of Supervisors was held at the West Hempfield Township Municipal Building, 3476 Marietta Avenue.

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

A. CALL TO ORDER - Chairman Dumeyer called the meeting to order at 7:00 p.m. and led with the Pledge of Allegiance.

B. POLICE

1. New Police Officer – Oath of Office, Aaron Steager. Chief Layden shared a brief biography and Officer Steager and was sworn into office by Chairman Dumeyer.
2. Police Promotion – Chief Layden announced the promotion of Detective Robert L. Bradfield to the rank of Detective Sergeant, effective immediately, and shared a brief biography. Detective Sergeant Bradfield’s family participated in the ceremony and photographs were taken.

A brief recess was taken while the families and police officers present adjourned to the police department for refreshments.

C. APPROVAL OF MINUTES

1. June 6, 2023. **Motion** was made by Edward Fisher and seconded by David Dumeyer to **approve** the June 6, 2023 Regular Meeting Minutes as distributed. The motion passed (3-0-1) with Robert Munro abstaining due to not being present at the meeting.

D. COMMUNICATIONS

1. Board of Supervisors – Chairman Dumeyer announced an Executive Session will be held immediately following the Board of Supervisors meeting to discuss a police personnel matter.
2. Township Manager - Andrew Stern reviewed his written report and thanked Staff for all the work done on the new phone project which was a big cost savings. He also noted the change in office hours will be a great help to residents. Edward Fisher clarified the date of National Night Out is Tuesday, August 1.

INTERNAL MATTERS

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

	2021 YTD	2022 YTD	2023 YTD
EIT	1,300,939	1,416,087	1,486,133
LST	179,083	140,277	157,145
OTHER	977	1,658	9,856
NON-RESIDENT	13,356	22,082	21,697
TOTAL	1,494,355	1,580,104	1,674,831

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

2. **Phone Project.** Conversion to our new phone system will occur Friday, June 30, 2023.
3. **National Night Out.** Tuesday, August 21, 2023, at Leisure Lanes, 6pm – 8pm. Please join our police and other staff. This has been an awesome event in prior years. Please wear your WHT shirts and mingle with our residents!
4. **Office Hours.** We will start our experimental summer office hours the week of July 10, 2023. Our hours will be Monday-Thursday 7am-5:30 pm. Our office will be closed Friday. We will be tracking visitors and phone calls during the early and late hours.
5. **DROP.** We have been advised by our labor council that our DROP (Deferred Retirement for our Police) ordinance will need to be updated due to changes in state law. She is preparing the ordinance for our August or September meeting.

EXTERNAL MATTERS

1. **462 Bridge Project.** PennDot held a “final” incident management meeting with the affected municipalities and emergency responders last week. Most notable is that the bridge should not be closed until 2026 or 2027. The project should start late 2024, but the first 20 months will be structural work under the bridge while the bridge is open to traffic.

PERSONNEL

1. **Police.**
 - a. Officer Aaron Steager started June 26, 2023.
 - b. Detective Bradfield has been promoted to Detective Sergeant effective June 4, 2023.
 - c. We have one officer out on Heart/Lung due to a training injury. He should return to light duty in several weeks. Full duty might be 12 weeks or more.
2. **Staffing.** We remain fully staffed for all positions.

OUTSIDE BOARDS AND COMMITTEES

1. **LIMC.** A meeting was held June 14, 2023, at East Lampeter Township. The next meeting will be August 9 at Lancaster City Hall.

CORRESPONDENCE

1. **Columbia Water.** We have received their 2022 Annual Water Quality Report.
3. Treasurer's Report - Current Month-to-Date and Prior Month Detail Reports were submitted and reviewed.
4. Department Reports: Police, Public Works, Zoning/Land Use, Fire, EMS. Written reports were submitted and reviewed. Police Chief Lisa Layden clarified abbreviations and codes pertaining to thefts in response to Robert Munro's request.
5. Township Engineer's Report – There were no questions or comments.
6. Residents.
 - o Donna Bushong, Meadow Road, had questions regarding the 462 Bridge closing and asked if it may be possible to ask for guidance when the time comes closer. She also expressed concern with maintenance of empty lots. The Board will remind the owners of their obligations.

E. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

1. **WHT 03-2023 Chinese Bible Church (90 days: July 26, 2023)**
Preliminary/Final Land Development Plan
Applicant: Chinese Bible Church
Location: 4050 Marietta Ave, Columbia
Zone: R-1 – 3.5 acres

Mr. Thomas Matteson, Diehm & Sons, summarized the project and reviewed the requested modifications.

The applicant received a Special Exception approval (case 1337) in December 2022 to allow for the expansion of the existing fellowship building on the property. The site presently contains a 4,673 SF church building and a 1,671 SF fellowship building. The plan proposes a 6,411 SF addition onto the existing fellowship hall. The lot will continue to be served by Columbia Water and LASA.

Requested Modifications:

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

1. **Section 305 – Preliminary Plan Processing**
The applicant has requested a modification of the requirement to process a preliminary plan and in the alternative proceed directly to final plan.

The Township Engineer recommends approval of this modification based upon the justification provided with the condition that the applicant satisfy all preliminary and final plan requirements to the satisfaction of the Township.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **approve**, the requested Modification of Section 305 Preliminary Plan Processing based upon the justification provided. The motion carried (4-0).

2. Section 402 – Feasibility Report on sewer and water facilities.

The applicant has requested a waiver of the requirement to submit a Feasibility Report based on the justification that feasibility reports are typically required to determine the feasibility of connecting a project to public utilities. In this case, public utilities are available to the site, and the site, including the building being added onto, are already connected to public utilities.

The Township Engineer recommends approval of this modification based upon the justification provided.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **approve** the requested Modification of Section 402 – Feasibility Report on sewer and water facilities based on the justification provided. The motion carried (4-0).

3. Section 403 – Traffic Impact Study

The applicant has requested a waiver of the requirement to submit a traffic impact study. The applicant has indicated that the building addition is not for expanding the church's capacity. The capacity of the church is capped at 140 by the sanctuary in the main building. The purpose of this project is to provide space for the congregation to have a meal together. The current fellowship hall can only hold approximately 70 people maximum. The project will not generate any additional traffic.

The Township Engineer recommends approval of this modification based upon the justification provided with the condition that the applicant pay a fee-in-lieu of a traffic impact study.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **approve**, the requested Modification of Section 403 based on the recommendation of the Township Engineer and with the **condition** that the applicant pay a fee-in-lieu of a Traffic Impact Study. The motion carried (4-0).

4. Section 404.A.1- Plan Scale

The applicant has requested a modification of the requirement to provide a plan at a scale of one inch equals 20 feet (1"=20') or one inch equals 50 feet (1"=50'). In the alternative, the applicant has provided a plan scale at one inch equals 30 feet (1"=30').

The Township Engineer recommends approval of this modification based upon the justification and alternative provided.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **approve**, the requested Modification of Section 404.A.1- Plan Scale based on the justification provided and the fact that the Township has not updated SALDO. The motion carried (4-0).

5. Section 602.K.6.b – Improvements of Existing Streets

The applicant is requesting a waiver of the requirement for the improvement of the two existing adjacent state highways, Marietta Avenue (SR 0023) and Prospect Road (SR 4001). The applicant states that the streets were improved in the past when the traffic signal was installed, and the project only involves the expansion of the fellowship hall and not an increase in the intensity of the use or additional traffic.

The Township Engineer recommends denying the request to waive the reconstruction of Marietta Avenue and Prospect Road to its centerline but allow the applicant to defer the improvements based on the justification provided with the condition that the following note is added to the plan: "The West Hempfield Township Subdivision and Land Development Ordinance (SALDO) requires Road Widening at all locations where the property abuts a public street. Upon owner's request for modifications, the obligation to complete the Road Widening at such locations has been deferred by the Township subject to the condition that the Board of Supervisors may, at any time at the Board's sole discretion, direct that such improvements be constructed and completed in accordance with the applicable standards required by the Township at the time of such direction by the Township, at the sole expense of the owner of the property at the time of such direction by the Township. The owner of the property shall be required to complete such construction, as directed by Township Officials, within six months of the date of notice to do so."

Action Required

- **Motion** was made by Edward Fisher and seconded by Kent Gardner to **deny** the requested Modification of Section 602.K.6.b – Improvements of Existing Streets and **defer** until such time it is necessary to make improvements. The motion carried (4-0).

6. Section 602.M – Curbing

The applicant is requesting a waiver of the requirement for the installation of curbing along the adjacent two state highways, Marietta Avenue (SR 0023) and Prospect Road (SR 4001). The applicant states that the streets were improved in the past when the traffic signal was installed. At that time curb was installed for a distance along the frontage of the site along both roadways. The project only involves the expansion of the fellowship hall and not an increase in the intensity of the use or additional traffic.

The Township Engineer recommends denying the request to waive curbing along Marietta Avenue and Prospect Road but allow the applicant to defer the curbing based on the justification provided with the condition that the following note is added to the plan: “The West Hempfield Township Subdivision and Land Development Ordinance (SALDO) requires construction of curbs, sidewalks, and road widening at all locations where the property abuts a public street. Upon owner’s request for modifications, the obligation to complete the curbs, sidewalks, and road widening at such locations has been deferred by the Township subject to the condition that the Board of Supervisors may, at any time at the Board’s sole discretion, direct that such improvements be constructed and completed in accordance with the applicable standards required by the Township at the time of such direction by the Township, at the sole expense of the owner of the property at the time of such direction by the Township. The owner of the property shall be required to complete such construction, as directed by Township Officials, within six (6) months of the date of notice to do so.”

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *deny* the requested Modification of Section 602.M – Curbing and *defer* until such time as it will be required. The motion carried (4-0).

7. Section 602.N – Sidewalks

The applicant is requesting a waiver of the requirement for the installation of sidewalks along the adjacent two state highways, Marietta Avenue (SR 0023) and Prospect Road (SR 4001). The applicant states that the streets were improved in the past when the traffic signal was installed. There is no sidewalk anywhere in the vicinity of the project. The project only involves the expansion of the fellowship hall and not an increase in the intensity of the use or additional traffic.

The Township Engineer recommends denying the request to waive sidewalks along Marietta Avenue and Prospect Road but allow the applicant to defer the sidewalks based on the justification provided with the condition that the following note is added to the plan: “The West Hempfield Township Subdivision and Land Development Ordinance (SALDO) requires construction of curbs, sidewalks, and road widening at all locations where the property abuts a public street. Upon owner’s request for modifications, the obligation to complete the curbs, sidewalks, and road widening at such locations has been deferred by the Township subject to the

condition that the Board of Supervisors may, at any time at the Board's sole discretion, direct that such improvements be constructed and completed in accordance with the applicable standards required by the Township at the time of such direction by the Township, at the sole expense of the owner of the property at the time of such direction by the Township. The owner of the property shall be required to complete such construction, as directed by Township Officials, within six (6) months of the date of notice to do so."

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *deny* the requested Modification of Section 602.N – Sidewalks and *approve* deferment until such time as the Township requires it. The motion carried (4-0).

8. Section 602.R- Clear Sight Triangles

The applicant has requested a modification of the requirement to provide a 100' clear sight triangle at the intersection of the existing driveway and Marietta Avenue. In the alternative, a 100' triangle along Marietta x 45' triangle along the existing driveway is proposed. The access is existing and has adequate sight distance in both directions.

The Township Engineer recommends approval of the modification request based on the justification and alternative provided.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *approve* the requested Modification of Section 602.R- Clear Sight Triangles based on the justification provided. The motion carried (4-0).

9. Section 609.E.8 – Street Tree Spacing

The applicant has requested a modification of the requirement to provide street trees spaced not less than 40' nor more than 60' apart along the entire street frontage. The location of an existing public water main and easement along Marietta Avenue and the proposed stormwater management facility and easement along Prospect Road limits the area for planting street trees. In the alternative, the applicant proposes a total of six new street trees as shown on the plan.

The Township Engineer recommends approval of the modification request based on the justification and alternative provided.

Action Required

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *approve* the requested Modification of Section 609.E.8 – Street Tree Spacing based on the justification provided and street tree spacing as discussed.

Action Required:

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **approve** the Land Development Plan of Chinese Bible Church with the condition that all remaining outstanding engineering comments are resolved to the satisfaction of Township Staff and the Township Engineer. The motion carried (4-0).

F. UNFINISHED BUSINESS

- 1. Traffic Engineer Proposals – Andrew Stern reported that three proposals were received and provided an update. Following discussion, the Board agreed to follow staff's recommendation to interview all three applicants.

G. NEW BUSINESS

- 1. Authorize Manager to sign Letter offering support for the LCPD 167 Plan. **Moved** by Edward Fisher, second by Robert Munro and carried (4-0) to **authorize** the Township Manager to sign Letter offering support for the LCPD 167 Plan.
- 2. Appointment of SEO, Keith Hunnings, South Penn Code Consultants and appointment of Alternate SEO, Rettew. **Moved** by Edward Fisher, second by Robert Munro and carried (4-0) to **appoint** Keith Hunnings South Penn Code Consultants, SEO and Rettew Associates, Alternate SEO.
- 3. Paving Change Order #1 Farmdale/Ferndale, \$37,347. **Moved** by Edward Fisher, second by Robert Munro and carried (4-0) to **approve** Paving Change Order #1 Farmdale/Fernale, \$37,347.
- 4. Purchase new trailer, not to exceed \$40,000, through COSTARS or similar purchasing program. **Moved** by Edward Fisher, second by Kent Gardner and carried (4-0) to **approve** purchase of new trailer not to exceed \$40,000 through COSTARS or similar purchasing program.
- 5. Sauder Strickler PRP Project
 - i. Authorize Rettew to Proceed with Project.
 - ii. Authorize to Rettew to let Bid**Moved** by Robert Munro, second by Edward Fisher and carried (4-0) to **authorize** Rettew Associates to proceed with the Sauder Strickler PRP Project and **authorize** Rettew Associates to let Bid.

H. ORDINANCES AND RESOLUTIONS

- 1. Resolution 9-23, Fee Schedule Update
 - i. SEO Services, updated
 - ii. Sketch Plan Fees, updated**Moved** by Robert Munro, second by Edward Fisher and carried (4-0) to **adopt** Resolution 9-23, Fee Schedule Update.

West Hempfield Board of Supervisors
July 6, 2023

I. APPROVAL OF PAYABLES - **Moved** by Kent Gardner and seconded by Robert Munro to **approve** payment of all bills between June 1, 2023 and June 30, 2023 and any residuals that may be forthcoming. Motion carried (4-0).

J. GOOD OF THE ORDER

- There will not be a municipal authority meeting this month.
- **UPCOMING MEETING:** Thursday, August 3, 2023 Regular Meeting.

K. ADJOURNMENT –

Chairman Dumeyer requested a motion to adjourn the Board of Supervisors meeting into Executive Session at 8:31 p.m. for a personnel matter.

- Robert Munro **moved**, second by Edward Fisher to **adjourn** the Board of Supervisors meeting into Executive Session at 8:01 p.m. for a police personnel matter. Motion carried (4-0).

Respectfully submitted,



Andrew Stern,
Township Manager

