

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of January 2, 2024

The reorganizational meeting and regular monthly Board of Supervisors meeting was held at the West Hempfield Township Municipal Building, 3476 Marietta Avenue, Lancaster, Pennsylvania on Monday, January 2, 2024 at 7:00 p.m. 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 Barry Carter, Kent Gardner, 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, Director of Finance/HR Amy Slutter; Public Works Director Dale Getz; and Police Chief Lisa Layden. Recording Secretary Judy Carrier was in attendance remotely via Zoom.

REORGANIZATIONAL MEETING

- A. CALL TO ORDER – David Dumeyer called the Reorganizational meeting to order with a moment of silence and the pledge of allegiance.
- B. Oath of Office.
Andrew Stern administered the Oath of Office to Re-elected Supervisor Robert Munro and newly-elected Supervisor Barry Carter.
- C. Nomination and election of officers.
Kent Gardner moved, seconded by Barry Carter to *elect* David Dumeyer as Chairman and Edward Fisher as Vice-Chairman. Motion passed (5-0).
- D. Appointment of Secretary/Treasurer and Assistant Secretary/Treasurer.
Kent Gardner moved, seconded by Robert Munro to *appoint* Andrew Stern, Township Manager, as Secretary/Treasurer and to *appoint* Amy Slutter as Assistant Secretary/Treasurer. Motion carried (5-0).
- E. Appointment of Township Solicitor.
Robert Munro moved, seconded by Kent Gardner to *appoint* Josele Cleary of Morgan, Hallgren, Crosswell & Kane as Township Solicitor. Motion carried (5-0).
- F. Appointment to the West Hempfield Township Municipal Authority.
Robert Munro moved, seconded by Kent Gardner to *accept* resignation of Naomi Martin. Motion carried (5-0).
Robert Munro moved, seconded by Edward Fisher to *appoint* Kent Gardner to the West Hempfield Township Municipal Authority, term to expire December 31, 2028 and Barry Carter to the West Hempfield Township Municipal Authority, term to expire December 31, 2026. Motion carried (5-0).

- G. Appointment of Special Counsel for Labor Matters.
Robert Munro moved, seconded by Kent Gardner to **appoint** Post & Schell, P.C. as Special Counsel for Labor Matters. Motion carried (5-0).
- H. Appointment of Township Engineer.
Kent Gardner moved, seconded by Robert Munro to **appoint** Rettew Associates Township Engineer and C. S. Davidson as Alternate Township Engineer. Motion carried (5-0).
- I. Appointment of Traffic/Transportation Engineer.
Robert Munro moved, seconded by Kent Gardner to **appoint** HRG Primary Traffic/Transportation Engineer and Arro as Alternate Traffic/Transportation Engineer. Motion carried (5-0).
- J. Appointment of Sewage Enforcement Officer and Alternate.
Kent Gardner moved, seconded by Robert Munro to **appoint** South Penn Code Consulting (Keith Hunnings) SEO and Rettew Associates as Alternate SEO. Motion carried (5-0).
- K. Appointment of Building Code Official.
Robert Munro moved, seconded by Kent Gardner to **appoint** Josh Nelson BCO, Commonwealth Code Inspection Service, Inc. as Building Code Official. Motion carried (5-0).
- L. Appointment of Zoning Officer.
Barry Carter moved, seconded by Kent Gardner to **appoint** Dwayne Steager, BCO, as Zoning Officer, Lindsay Gerner as Assistant Zoning Officer and Linda Ringer as Assistant Zoning Officer. Motion carried (5-0).
- M. Appointment to the Planning Commission
1. Edward Fisher moved, seconded by Kent Gardner to **appoint** Rick DelGiorno to the Planning Commission effective January 4, 2024, term to expire December 31, 2027. Motion carried (5-0).
 2. Robert Munro moved, seconded by Kent Gardner to **adopt** Resolution 1-24 appointing Robert Skuya Alternate to the Planning Commission, term to expire December 31, 2027. Motion carried (5-0).
 3. Kent Gardner moved, seconded by Robert Munro to **adopt** Resolution 2-24 appointing Susan Dicklich-Nelson, Alternate to the Planning Commission, term to expire December 31, 2027. Motion carried (5-0).
- N. Appointment to Zoning Hearing Board.
Robert Munro moved, seconded by Kent Gardner to **adopt** Resolution 3-24 appointing Ciro Gambone to the Zoning Hearing Board, term to expire December 31, 2028. Motion carried (5-0).

- O. Appointment of Solicitor to Zoning Hearing Board.
 - a. Kent Gardner moved, seconded by Robert Munro to **appoint** Nikolaus & Hohenadel as Zoning Hearing Board Solicitor and to **appoint** Julie Miller, Russell Kraft & Gruber as Alternate Zoning Hearing Board Solicitor. Motion carried (5-0).

- P. Appointment of Open Records Officer.

Robert Munro moved, seconded by Kent Gardner to **appoint** Linda Ringer as Administration Open Records Officer and to **appoint** Kerri Sensenig as Police Department Open Records Officer. Motion carried (5-0).

- Q. Appointment of voting delegate for the PSATS state convention.

Edward Fisher moved, seconded by Robert Munro to **appoint** David Dumeyer as voting delegate for the PSATS state convention and to **appoint** Kent Gardner as the Alternate Voting Delegate for the PSATS state convention. Motion carried (5-0).

- R. Designation of depository for Township funds.

Robert Munro moved, seconded by Kent Gardner to **designate** Fulton Bank, ACNB Bank, PLGIT, and Charles Schwab as depository for Township funds. Motion carried (5-0).

- S. Set 2024 mileage reimbursement rate to be IRS standard rate.

Robert Munro moved, seconded by Kent Gardner to **set** 2024 mileage reimbursement rate to be IRS standard rate/mile. Motion carried (5-0).

- T. Adopt 2024 Purchasing Policy.

Robert Munro moved, seconded by Kent Gardner to **adopt** the 2024 Purchasing Policy. Motion carried (5-0).

- U. TDR Fair Market Value.

Robert Munro moved, seconded by Kent Gardner to **adopt** Resolution 4-24 (per Ordinance 03-2021) establishing Estimated Fair Market Value of a Transferable Development Right for 2024. Motion carried (5-0).

- V. Setting bond amount for Treasurer and Assistant Treasurer.

Robert Munro moved, seconded by Barry Carter to **set** the 2024 bond amount for the Treasurer and Assistant Treasurer at \$1,500,000 each. Motion carried (5-0).

- W. Chairman Dumeyer adjourned the organizational meeting into regular meeting at 7:45 p.m.

REGULAR MONTHLY MEETING

- A. CALL TO ORDER – Chairman Dumeyer called the meeting to order at 7:45 p.m.
- B. APPROVAL OF MINUTES – December 5, 2023.
Moved by Edward Fisher and second by Robert Munro to *approve* the Minutes of December 5, 2023 as presented. The motion carried (5-0).
- C. COMMUNICATIONS
 - 1. Board Of Supervisors – None
 - 2. TOWNSHIP MANAGER – Andrew Stern reviewed his written report dated December 26, 2023. The date and time for the public meeting for the SBCC team to present their proposal for settlement of the SBCC Conditional Use Appeal was set for 6:00 p.m., January 15, 2024.

INTERNAL MATTERS

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

	2021 YTD	2022 YTD	2023 YTD
EIT	2,546,275	2,772,296	2,868,481
LST	328,501	287,686	320,453
OTHER	7,740	1,863	25,406
NON-RESIDENT	32,912	38,820	50,104
TOTAL	\$2,915,428	\$3,100,665	\$3,264,444

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

- 3. **SBCC Conditional Use Appeal.** The SBCC team is putting together exhibits to explain their proposed settlement. We are looking to schedule a public meeting sometime in January for them to present their proposal to the Board. The applicant’s team and our Solicitor are available the evenings of January 9, 15, 17, and 23. Staff’s best evening would be the 23rd.

Staff is seeking to resolve a date and time so we can advertise the meeting.
- 4. **PSATS Unemployment Insurance.** Due to our “commendable claims ratio for 2022,” PSATS has provided us with a \$1,497.54 dividend.

EXTERNAL MATTERS

1. **462 Bridge Project.** Recent inspections by PennDOT have discovered additional structural issues. As such, the new budget for the 462 project is about \$100 million more than before, for a new estimate of about \$235 million (in today's cost). At this point, the project is scheduled to be bid in 2027 with construction possibly starting in 2028. Due to the increased scope of work, we anticipate the bridge being closed for much longer than originally planned. The MPO has the additional funds identified on the Draft Transportation Improvement Program. While the funds are available, using them all for this project could deplete all other projects of funding for the next few years. Therefore, the MPO is looking into other funding options to address this bridge without ignoring the rest of the system.
2. **Prospect Road at Fairview.** The safety improvements were split into two projects by PennDOT. The first part will be done in the spring of 2024. A contract was awarded by PennDOT to Ram Construction. This part of the project will be a surface treatment – high friction pavement, new lines, etc. The second part, which will include more safety improvements, is funded, but still waiting assignment by PennDOT to an engineer.

PERSONNEL

1. **Staffing.** We remain fully staffed for all positions.
2. **Retirement.** Detective Ziegler will be retiring effective January 6, 2024. We will plan to recognize him at the February Board meeting.
3. **Payroll.** A reminder that our new payroll provider is starting January 1 with their first payday being January 12. A special thank you to Amy Slutter who has led this conversion process, which has required a significant amount of time gathering all required data for the new provider.

OUTSIDE BOARDS AND COMMITTEES

1. **LIMC.** Manor Township will be hosting LIMC at 7:30 am, Wednesday, February 21, 2024. Please feel free to join us.
2. **PSATS.** The 2024 PSATS Educational Conference will be April 14-17 in Hershey. Please let me know if you would like me to register you.

CORRESPONDENCE

1. None at this time.

3. Treasurer’s Report. Current month-to-date and prior month detail reports were submitted and reviewed. There were no questions or comments.
4. Department Reports: Police, Public Works, Zoning/Land Use, Fire, Ems
 - Police – Chief Layden Layden reviewed her written report and explained threat investigation and emergency safety plans for the school districts.
 - Public Works – Dale Getz reviewed his written report and informed he expects to get the new truck in 6 weeks.
 - Zoning/Land Use – Dwayne Steager submitted a written report and Lindsay Gerner had nothing further to add.
 - Fire – Reports were received from West Hempfield and Mountville. There were no questions on the reports.
 - EMS – No representative was present and no report was received.
5. Township Engineer’s Report – There were no comments or questions on Melissa Kelly’s written report.
6. Residents: Public Comment on Non-Agenda Items – None

D. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES.

1. **4324 Marietta Ave/Turtle Race**
Financial Security – Final Release

The applicant is requesting the final release of their financial security.
Records indicate that the financial security status for this project is as follows:

Original Amount	\$ 377,384.00
Previous Reductions	\$ 222,100.00
Outstanding Balance	\$ 155,284.00

Based on a site visit and a review of the documentation, the Township Engineer recommends that the financial security for this development be released in its entirety.

Dwayne Steager, Director of Land Use, reviewed the request.

Action Required:

- **Motion** was made by Robert Munro and seconded by Kent Gardner to **approve** the financial security release for this development in the amount of \$155,284. The motion carried (5-0).

2. **WHT 10-2023 1037 Prospect Rd-Miller
Major Storm Water Management Plan**
Applicant: Layne and Kathryn Miller
Location: 1037 Prospect Road
Zone: R-A – 4.36 acres

The applicants are the owners of 1037 Prospect Road, a 4.36 acre lot located in the RA Zoning District. They are proposing a driveway expansion, garage addition, living room addition, deck, patio and associated stormwater facilities to their existing single-family dwelling. The lot is served by on-lot water and sewer. On January 6, 2014, a Conditional Use was granted for this property to allow for the construction of a single-family detached dwelling on a lot greater in size than is allowed by the West Hempfield Township Zoning Ordinance.

Lindsay Gerner, Director of Planning, presented an overview of the plan and responded to questions from the Supervisors.

Action Required:

No action required at this time.

E. UNFINISHED BUSINESS – None

F. NEW BUSINESS

1. Sauder/Strickler Streambank Restoration Project
 - i. Grant Contract to Aquatic Resource Restoration Company, \$69,960.00 – Dwayne Steager reviewed the tabulation of 7 bids and recommendations received from Rettew Associates on December 20, 2023. Following discussion, **motion** was made by Robert Munro, second by Kent Gardner to **award** the contract to Aquatic Resource Restoration Company, \$69,960.00. The motion carried (5-0).
2. Hempfield Youth Association Park Agreement – Andrew Stern distributed a copy of the Agreement. **Motion** was made by Robert Munro, second by Barry Carter to **approve** the Hempfield Youth Association Park Agreement as presented and discussed. The motion carried (5-0).
3. 2024 Paving, Authorize Bidding – Andrew Stern referred to his memo dated December 28, 2023 and provided a list of the roads that have been designated for paving. Following discussion, **motion** was made by Barry Carter, second by Robert Munro to **authorize** bidding for summer 2024 paving. The motion carried (5-0).

G. ORDINANCES AND RESOLUTIONS

1. Resolution 5-24, Paving Escalator. Andrew Stern explained the escalator clause. **Motion** was made by Robert Munro and seconded by Edward Fisher to **adopt** Resolution 5-24, for a price adjustment of bituminous materials for small quantities. The motion carried (5-0).

2. Resolution 6-24, Non-Uniformed Pension Asset Smoothing. Andrew Stern referred to his memo dated December 28th which explained the Resolution and attached email from pension advisor Ashley Wise, Conrad Siegel. **Motion** was made by Robert Munro and seconded by Kent Gardner to **adopt** Resolution 6-24 adopting a non-uniformed pension smoothing method for actuarial valuation. The motion carried (5-0).
 3. Resolution 7-24, Police Pension Asset Smoothing. Andrew Stern referred to his memo dated December 28th which explained the Resolution and attached email from pension advisor Ashley Wise, Conrad Siegel. **Motion** was made by Robert Munro and seconded by Kent Gardner to **adopt** Resolution 7-24 adopting a non-uniformed pension smoothing method for actuarial valuation. The motion carried (5-0).
- H. APPROVAL OF PAYABLES – **Motion** was made by Kent Garner and seconded by Robert Munro to **approve** payment of all bills between December 1, 2023 and December 31, 2023 and any residuals that may be forthcoming. The motion carried unanimously (5-0).

I. GOOD OF THE ORDER

UPCOMING MEETING: TUESDAY, FEBRUARY 6, 2024: Regular Meeting
beginning at 7:00 P.M.

K. ADJOURNMENT

- **Motion** was made by Robert Munro and seconded by Edward Fisher to **adjourn** the regular monthly Supervisors meeting and move into the Municipal Authority Reorganizational and Regular meeting at 8:30 p.m. The motion passed (5-0).



Respectfully submitted,

Andrew B. Stern

Andrew Stern,
Township Manager