

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING  
Minutes of May 7, 2024

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 Barry Carter, Edward Fisher, Kent Gardner and Robert Munro were present at the meeting. Also in attendance were Township Manager Andrew Stern; Asst. Manager Amy Slutter, Director of Land Use Dwayne Steager; Planning Director Lindsay McElhenny; Public Works Director Dale Getz, Chief of Police Lisa Layden, and Township Engineer Melissa Kelly. Recording Secretary Judy Carrier, was in attendance remotely via Zoom.

Chairman Dumeyer announced the following:

- An Executive Session will be held immediately following tonight's Supervisors meeting to discuss a personnel issue.
- There will be no Municipal Authority meeting this month.

A. CALL TO ORDER – Chairman Dumeyer called the meeting to order at 7:00 p.m. with a moment of silence and the pledge of allegiance.

B. POLICE MATTERS

1. National Police Week Proclamation, May 12-28, 2024. Chairman Dumeyer read the proclamation designating May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week and recognizing the men and women of the law enforcement agency of West Hempfield Township who increasingly provide a vital public service.

- **Motion** was made by Edward Fisher and seconded by Barry Carter to *approve* the Proclamation designating May 15 as Peace Officers' Memorial Day and the week of May 12-18, 2024 as National Police Week. The motion carried (5-0).

A moment of silence was taken to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty and to recognize and pay respect to the survivors of our fallen heroes.

2. Police Department Awards and Commendations. Police Chief Lisa Layden shared a few remarks about National Police Week after which she and Captain Douglas Ober presented the following awards:

- ***Excellence in Criminal Investigation:*** Officer Ruhama Lamure
  - ***Commendations:*** Officer Darryl Marcus, Officer Geoffrey Hohman, Officer Dan Bell – CBPD, Chief Scott Ryno, Captain Justin Misal, Firefighter Jordan Goodman and Firefighter Matt Reifsnnyder of the Columbia Fire Department.
  - ***Excellence in Training Initiative:*** Officer Chris Pfeiffer.
  - ***Outstanding Volunteerism:*** Corporal Rich Bowermaster, Officer Darryl Marcus, Officer Geoffrey Hohman, Officer Cameron Powers.
  - ***Officer of the Year 2024:*** Officer Ben Johnson for his dedication to being an excellent Crime Scene Tech, an active advocate at the rehabilitation facility, and the Department’s Peer Support Officer.
3. Promotion, Corporal Karl Hartranft to Sergeant. Chairman Dumeyer announced the promotion of Corporal Karl Hartranft to the rank of Sergeant. Chief Layden shared Corporal Hartranft’s background, numerous commendations, and his commitment to the Mission and Values of the West Hempfield Township Police Department and presented Corporal Hartranft with his Sergeant’s badge. Karl’s father pinned his badge onto his uniform.

The Board congratulated and thanked each recipient for their outstanding achievements. A brief recess was taken at 7:17 p.m. to allow time for family members and guests of the officers to repair to the small conference room for photographs and refreshments. The meeting reconvened at 7:20 p.m.

#### B. APPROVAL OF MINUTES

1. April 2, 2024
  - **Moved** by Robert Munro, second by Barry Carter to **approve** the April 2, 2024 meeting minutes as commented. Motion carried (5-0).

#### C. COMMUNICATIONS

1. Board of Supervisors – None
2. Township Manager – Andrew Stern added the following information to his written May 2024 Manager’s report:
  - ❖ Copies of the official liquid fuels audit report for 2020, 2021 and 2022 were provided and a few minor item classification adjustments for clarification purposes were explained. The report will be posted on the Township’s website.
  - ❖ Recent information indicates EIT revenues should start going up next month, exceeding projections countywide.
  - ❖ A recent tour of the Columbia library facility and discussion with the library’s administrator and 2 board members was very impressive and informative.

- ❖ LCBC Impact Day May 18 project. 70 volunteers have registered on-line and a total of 100 are anticipated. Potential parking issues are being worked out.

### MAY 2024 TOWNSHIP MANAGER'S REPORT

#### INTERNAL MATTERS

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

	2022 YTD	2023 YTD	2024 YTD
EIT	821,635	834,008	825,137
LST	84,245	81,285	85,913
OTHER	776	5,595	8,272
NON-RESIDENT	12,483	6,379	8,433
<b>TOTAL</b>	<b>\$919,139</b>	<b>\$927,267</b>	<b>\$927,755</b>

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

2. **Lancaster Public Library.** On April 19, we hosted an informal meeting with representatives from the Lancaster Public Library (Trustee Renee Gallagher, Director of Donor Giving Jon Heinly, and ED Lissa Holland). Representatives from EHT, WHT, Manor, and Mountville attended.
3. **Columbia Library.** As a result of the April 19 meeting, I met with Heather Beury (Administrator), Steve Sherk (Board President), and Kayla Wilkinson (Board Member). I received a tour of their facility and discussed their operations, policies, services, funding, and service area. I found the meeting to be extremely beneficial and have asked that they attend a future Board meeting to share some of their information with all of you.
4. **LCBC Impact Day. Reminder -** LCBC Church plans to provide a significant number of volunteers on Saturday, May 18, 2024, to help spread out the stone in Gribb Lake park.
5. **Traffic/Transportation Engineer.** The Board appointed HRG as our Traffic/Transportation Engineer and Arro as our Alternate. We have been unable to come to an agreement with HRG. Josele is involved. I have reached out to Arro, but their Traffic Engineer has left them, so they are currently unable to assist us.
6. **Parks.** On April 23, Managers and Assistant Managers from EHT, WHT, Mountville, and East Petersburg met with Hempfield Rec to discuss our parks. As you know, WHT was the first to partner with Hempfield Rec to maintain and provide programming in our parks. We are hoping some or all of our municipal partners will join us in some capacity to work together to make all of our parks even more awesome!

#### EXTERNAL MATTERS

1. Nothing new to report.

**PERSONNEL**

1. **Staffing.** We remain fully staffed for all positions. Since the last meeting, we lost two public works employees. They have since been replaced. Former employee Joe Ney is returning, along with new employee Zachary Bicevskis. Both will start May 13.
2. **Land Use.** Our new Assistant Director of Land Use, Heather Fawber, started April 8. She is replacing Linda who will be retiring in June. Heather came to us from the Lancaster County Property Assessment Office.
3. **Training.** Amy Slutter and I attended the Texas A&M Senior Officials Emergency Management course on April 18. Amy also attended the Lancaster County Society for Human Resource Management spring training conference April 19.

**OUTSIDE BOARDS AND COMMITTEES**

1. **LIMC.** Millersville Borough will be hosting LIMC at 7:30 am, Wednesday, June 12, 2024. Please feel free to join us.

**CORRESPONDENCE**

1. **Lancaster Farmland Trust.** A report has been provided to us and is in your packet.
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 had nothing further to add to her report. Barry Carter asked if there has been any response to resident concerns regarding the stop signs at the intersection of South Fifteenth and Manor Street and Andrew Stern responded the concerns were minimal and that is back in Columbia's hands.

Public Works - Dale Getz reviewed his written report and is happy to be finished with all the mud clean-up at Grubb Lake that was a result of the ground water issues. Edward Fisher commented on the very good job that has been done and he likes the outfall. Andrew Stern reminded the Board that the Public Works crew saved the Township at least \$100,000 by doing this project in-house rather than bidding it out.

Zoning/Land Use – Dwayne Steager reviewed his written report and noted that the Stony Battery Road project has been completed. He and Lindsay did a walk-through of the project today and they are very pleased with the work that has been done. Andrew Stern commented that Dwayne has been doing a great job selling rain barrels and reported that a new shipment of barrels was delivered today.

Fire – A written report was received from West Hempfield Fire & Rescue and Mountville. There were no comments or questions.

EMS – Andrew Stern reported that everything has been going well and they are constantly working on keeping their staffing up.

5. Township Engineer’s Report – Melissa Kelly reviewed her written report. There were no comments or questions.
6. Residents – None

D. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

**1. WHT 11-2023 DDP Enterprises, Inc. (90 Day 7-16-24)**

**Preliminary/Final Subdivision Plan**

**Applicant: DDP Enterprises, c/o Dennis Funk**

**Location: Klinesville and Kinderhook Roads**

**Zone: Rural Residential 45.6 acres**

There are three (3) parcels located in the Rural Residential Zone. The lot lines of two (2) of the existing parcels will be reconfigured to make them conforming lots and the other parcel will be subdivided into five (5) lots for a total of seven (7) lots. All lots will be served by on-lot water and public sewer. The sewer lines will also be extended to neighboring properties that wish to connect. Three (3) of the lots will be served by existing driveways, the other four (4) lots will utilize a shared driveway which was granted approval by the Zoning Hearing Board on May 9, 2023 and March 12, 2024.

Todd Vaughn, DM/A explained the reconfiguration of the plan in general and reviewed the modification requests on behalf of the Applicant, DDP Enterprises. He stated they have no exceptions to the Township’s review letter and assured questions and concerns from the Board pertaining to depth of culvert pipe and street trees will be addressed and they are ready to submit a proposal pertaining to the HOA and the shared driveway access to the Township and Solicitor.

**Requested Modifications:**

**SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

**A. 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 **recommend approval** of the requested Modification of Section 305-Preliminary Plan Processing based upon the justification provided with the condition that the applicant satisfy all preliminary and final plan requirements to the satisfaction of the Township. The motion carried (5-0).

**B. Section 602.K.6.b – Improvement of Existing Streets**

The applicant is requesting a waiver of the requirement to reconstruct Klinesville Road and Kinderhook Road based on the minor nature of the proposed subdivision, the road has recently been repaved by the Township, driveway access exists for the three proposed lots, and no new driveways are proposed. Kinderhook Road is a state road and improvements will be dictated by PennDOT in their review.

The Township Engineer recommends that the Township deny the request to waive the reconstruction of Klinesville Road and Kinderhook Road but allow the applicant to defer the roadway improvements based on the justification provided and 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 months of the date of notice to do so.”

**Action Required**

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **deny and defer** the requested Modification of Section 602.K.6.b-Improvements of Existing Streets. The motion carried (5-0).

**C. Section 602.M – Curbing**

The applicant is requesting a waiver from the requirement to install curbing along Klinesville Road and Kinderhook Road based on the minor nature of the proposed subdivision, additional stormwater would need to be addressed, and there would be a need to create additional disturbance to a road that has recently been paved by the Township. PennDOT will determine if curbing is needed along Kinderhook Road.

The Township Engineer recommends that Township deny the request to waive curbing along Klinesville Road and Kinderhook Road but allow the applicant to defer the curbing based on the justification provided and 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 months of the date of notice to do so.”

**Action Required**

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **deny and defer** the requested Modification of Section 602.M – Curbing. The motion carried (5-0).

**D. Section 602.N – Sidewalks**

The applicant is requesting a waiver from the requirement to install sidewalk along Klinesville Road and Kinderhook Road with the justification that the proposed residential subdivision is minor in nature and no sidewalks exist adjacent to the site.

The Township Engineer recommends that the Township deny the request to waive sidewalks along Klinesville Road and Kinderhook 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 months of the date of notice to do so.”

**Action Required**

- **Motion** was made by Edward Fisher and seconded by Robert Munro to **deny and defer** the requested Modification of Section 602.N – Sidewalks.

The motion carried (5-0).

**E. Section 609.E.8 – Street Trees**

The applicant has requested a modification of the requirement to provide street trees along the entire length of Klinesville Road with the justification that the right-of-way frontage includes existing vegetation, woods, and overhead power lines. In the alternative, street trees are provided along the frontage of Klinesville Road at Lot 6, outside the area of power lines and existing vegetation. 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 *deny and defer* the requested Modification of Section 609.E.8 – Street Trees based upon the justification and alternative provided with the understanding there will be a notation on the plan. The motion carried (5-0).

**STORMWATER MANAGEMENT**

**F. Section 122-48A.2.c – Loading Ratios**

The applicant is requesting a waiver from the requirement for volume control facilities in non- karst areas to have a maximum allowable total drainage area to infiltration area of 8:1. The applicant states that the request is justified due to well-drained soil conditions, dewatering times within the allowable 72 hours, and space constraints on the site. In the alternative the applicant has provided Infiltration Trenches with total drainage area to infiltration area ratios of 23:1 for Rock Bin 3, 20.5:1 for Rock Bin 2, 17.5:1 for Rock Bin 4, and 16.5:1 for Rock Bin 5.

The Township Engineer recommends approval of the modification subject to the condition that the applicant include the proposed loading ratio information in the Post Construction Stormwater Management Report.

**Action Required**

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *recommend approval* of the requested Modification of Section 122-48A.2.c-Loading Ratios subject to the condition that the applicant include the proposed loading ratio information in the Post Construction Stormwater Management Report. The motion carried (5-0).

**APPROVAL OF PLAN**

- **Motion** was made by Edward Fisher and seconded by Robert Munro to *approve* the DDP Enterprises, Inc. Plan with the condition that all remaining comments be satisfied to the satisfaction of the Township Staff and Township Engineer. The motion carried (5-0).



2. **WHT 04-2024 Goddard School  
Preliminary/Final Land Development Plan  
Applicant: Raj Suranpeneni  
Location: Indian Springs Drive, Lot 5  
Zone: I-1 Light Industrial with Business Campus Overlay District, 3.593 acres**

Lindsay McElhenny, WHT Director of Planning reviewed the following information:

The parcel is located in the Business Campus Overlay District of the I-1 Zone. Specific lots in the overlay district were designated to be used for “accessory commercial uses”. Approval was granted by the Board of Supervisors at the November 9, 2023 meeting to allow this accessory commercial use (a daycare) to be built on a non-accessory commercial use designated parcel. The plan proposes a 15,480 sq ft daycare center for approximately 180 children. The facility will be served by public water and sewer. The original plan proposed two (2) full access driveways and a Conditional Use approval would be needed for this design.

The original approval of the plan in November was cancelled and a copy of the altered plan, showing that one access driveway has been deleted, was reviewed and discussed. The Plan will now have one full access and, therefore, Conditional Use is no longer needed. Student drop-offs will be addressed as they do for their other Goddard Schools. There were no further questions or comments from the Board or audience and no action was required at this time.

E. UNFINISHED BUSINESS – None

F. NEW BUSINESS

1. Nomination for EMA Coordinator Position. Andrew Stern reviewed the letter of interest, resume and list of certifications received from Nick Oakes, MS, CSP, Mountville. Following discussion, **motion** was made by Barry Carter and seconded by Kent Gardner to **recommend/nominate** Mr. Nick Oakes for the open Emergency Management Coordinator position for West Hempfield Township subject to approval by the Local and State EMA and Appointment by the Governor’s office. The motion carried (5-0).
2. Authorize sale of 2016 Ram police truck, with 61,000 miles, through COSTARS or direct, to another municipal agency. Andrew Stern discussed. **Motion** was made by Robert Munro and seconded by Edward Fisher to **approve** the sale of the 2016 Ram police truck through Municibid or direct to another municipal agency as discussed. The motion carried (5-0).
3. Authorize Solicitor to advertise for bid six (6) TDR’s. Andrew Stern reviewed the information and request received from Claudia Shank Esq., McNees Wallace & Nurick, representing High Ridge Acquisitions, LLC in connection with the proposed development of a 36.973 acre property located at the southwest corner of Marietta Avenue and High Ridge Road. Following discussion, **motion** was made by Robert Munro and seconded by

Kent Gardner to **authorize** the Township Solicitor to advertise up to six (6) TDR's for bid. The motion carried (5-0).

4. East Hempfield Fire Police Requests. Andrew Stern reviewed the following Fire Police Requests received from Diane Garber, EHT.

I. Align Life Ministries Run Walk for Life, May 11, 2024

II. Amos Herr Flea Market, May 27, 2024

**Motion** was made by Edward Fisher, and seconded by Kent Gardner to **approve** the two Fire Police requests as submitted and discussed. The motion carried (5-0).

5. Memorandum of Understanding – East Hempfield Twp. Stormwater Grant. Andrew Stern explained the background of West Hempfield's Growing Greener Grant and the agreement that has been approved by DEP and EHT setting forth the guidelines and procedures agreed upon by both townships to use the remaining grant funds to finance the EHT Project within the same watershed as the original WHT project and grant. Following discussion, **motion** was made by Kent Gardner and seconded by Robert Munro to **approve** the Memorandum of Understanding by and between West Hempfield Township and East Hempfield Township as presented and discussed. The motion carried (5-0).

6. Sauder Strickler MS4 Project

- i. Ratify Approved Change Order #1, \$7,200, add 30 LF Boulder Wall. Lindsay McMcElhenny explained the reason for the change order. Following discussion, **motion** was made by Kent Gardner and seconded by Robert Munro to **ratify approval** of the Sauder Strickler MS4 Project change order No. 1 as submitted and discussed. The motion carried (5-0).

G. ORDINANCES AND RESOLUTIONS - None

- H. APPROVAL OF PAYABLES - **Moved** by Kent Gardner and seconded by Robert Munro to **approve** payment of all bills between April 1, 2024 and April 30, 2024 and any residuals that may be forthcoming. The motion carried (5-0).

I. GOOD OF THE ORDER

- **Upcoming Meeting:** Tuesday, June 4, 2024 Regular Supervisors Meeting 7:00 p.m.
- There will be **NO** Municipal Authority meeting this month.

- J. ADJOURNMENT – Chairman Dumeyer requested a motion to adjourn the Board of Supervisors meeting into Executive Session at 8:20 p.m. to discuss personnel issues.

- **Motion** was made by Robert Munro and seconded by Barry Carter to **adjourn** the regular monthly Supervisors meeting into executive session at 8:20 p.m. to discuss personnel issues. The motion carried (5-0).



Respectfully submitted,

Andrew Stern,  
Township Manager