

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of October 3, 2017

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, October 3, 2017. Chairman David Dumeyer and Board members Frank Burkhart, Edward Fisher and Kent Gardner were present. Also in attendance were: Township Manager Andrew Stern; Brenda Baumbach, Finance/Personnel Director; Public Works Director Dale Getz; Zoning Officer Jodi Heffner; Chief of Police Mark Pugliese I; and Judy Carrier, Recording Secretary. Naomi Martin was not present for the meeting.

CALL TO ORDER.

Chairman David Dumeyer called the meeting to order at 7:30 p.m. and led with the Pledge of Allegiance.

I. APPROVAL OF MINUTES.

A. September 5, 2017 regular meeting.

- **Motion:** Moved by Edward Fisher and seconded by Frank Burkhart to *approve* the Board's September 5, 2017 regular meeting minutes as presented. Motion unanimously carried, (4-0).

II. COMMUNICATIONS.

A. BOARD OF SUPERVISORS.

1. Kent Gardner reported that Pequea has joined the LIMC making a total of nine (9) members. The next meeting is scheduled for 8:00 a.m., Wednesday, October 11, 2017.
2. Frank Burkhart commented that it was a humbling experience to read all the kind words expressed in the newsletter. He thanked everyone for the trust and honor shown to him in the passing of his wife.

B. TOWNSHIP MANAGER.

INTERNAL MATTERS

1. **Worker's Compensation Awards:** Brenda and I attended the Susquehanna Municipal Trust annual meeting September 27, 2017. West Hempfield Township received awards for "zero loss days" (2016) and for second place in Risk Management (2016). **Andrew Stern then presented the plaque to the Board.**

2. **Worker's Compensation Rates:** We have been informed that our rates for Worker's Compensation will NOT increase for 2018 (through the Susquehanna Municipal Trust, which does NOT include the volunteer firefighters). They are included in a different fund. **Mr. Stern also announced the Township is going to receive an \$8,748.00 dividend/refund for the prior years' outstanding claim record.**

3. **Comp Plan:** The Planning Commission would like to hold a joint session with the Board on October 19, 2017, immediately following their meeting, to discuss the draft Urban Growth Boundary Map. Our Planning Commission has made their recommendation and I have met with LCPC staff to discuss it. Once the Board gives your consent I would like to send it to LCPC for a formal review and recommendation. This will set the tone for our Comp Plan moving forward.
 - ❖ **Kent Gardner stated he will not be available on October 19. The Board agreed that this is one of the most important parts of the comp plan and it is preferable that all Board members be present for the joint session. Mr. Stern will contact the Planning Commission regarding alternate dates and advise the Board, after which he will advertise the meeting.**

4. **RHRA:** The 2013-2017 police contract set up a Retirement Health Reimbursements Arrangement for new police officers hired after January 2013, in lieu of post-retirement healthcare. A plan document had not been created. I have been working with ICMA-RC to get things set up correctly. ICMA-RC currently administers our employee 457 plans. **Mr. Stern expects to have a Resolution available for the November 9, 2017 meeting.**

5. **Lightning Strike:** All equipment has been replaced. Total damage was \$15,529.73. Our insurance covered all of this, except our \$1,000 deductible.

EXTERNAL MATTERS

1. **UGI – Stony Battery Road:** Work on the UGI project continues. The detour had some issues the first couple of days. Rettew worked with PennDOT to adjust signal timing at Marietta and Stony Battery which has appeared to help. **Mr. Stern reported he was told today (10/3/17) that PennDOT's Marietta Avenue paving contractor had made things more difficult with lane closures on top of our detour and that will last for the next couple of days. The Township was unaware until this morning that this was to occur so we had gridlock for a few hours.**

2. **Williams Pipeline:** We anticipate work starting on the pipeline soon. On September 8, we met with representatives from St. Anne's and from Lancaster Against Pipelines and their attorneys. The purpose of this meeting was for everyone to meet each other and obtain contact information in the event any problems arise.

PERSONNEL

1. **Police Contract.** I would like to update the Board during an executive session and hopefully finalize a contract for consideration at your November meeting.
2. **Zoning Officer.** Jodi Heffner has resigned effective Monday, October 9, 2017, as Zoning Officer and BCO. Ms. Heffner started with the Township on October 8, 2012. I am asking the Board to appoint Dwayne Steager as Zoning Officer effective October 9, 2017, and to appoint myself as Deputy Zoning Officer. I am also asking that Ed Fisher be appointed acting BCO until another employee is able to take the certification test. These are agenda items.

OUTSIDE BOARDS AND COMMITTEES

1. **NWLCRT.** Naomi Martin and I attended a meeting of the Northwest Lancaster County River Trail the evening of September 26, 2017. Two items to note:
 - a. The participating municipalities have agreed that the trail will fall under Lancaster County Parks policy for ADA and Accessibility. This is not an issue for us as our part of the trail is entirely within the County park property and would fall under this policy anyway.
 - b. The participating municipalities have agreed to have the trail designated as part of the Susquehanna Greenway.

CORRESPONDENCE

1. **LCATS Annual Convention.** The 2017 LCATS Fall Convention will be Monday, November 6, 2017, 8:00 a.m., at Yoder's Family Restaurant in New Holland. Please let me know if you want me to register you for this.
2. **Donnerville Road.** We have been notified by David Miller/Associates of a connection to the existing sanitary sewer on Donnerville Road. This is a typical Act 14 notification allowing us the opportunity to comment.

OTHER

1. **Personal Request.** Mr. Stern stated that he teaches a class three Thursday evenings usually once a year. Because of his certifications and position, he is required to ask the Board's permission and approval to do this. The three evenings will be between October 12 – 26, 2017 and do not conflict with any Township meetings. The Board unanimously acknowledged and approved Mr. Stern's request.

C. TREASURER’S REPORT: AUGUST 2017 FINANCIALS.

General Fund	\$ 2,900,798.39
Sewer Fund	\$ 270,933.92
Refuse Fund	\$ 373,694.84
Street Light Fund	\$ 29,868.68
Fire Hydrant Fund	\$ 68,768.34
TDR Fund	\$ 427,506.52
State Liquid Fund	\$ 535,324.49
Police Pension Fund	\$ 6,266,072.34
Non-Uniform Pension Fund	\$ 2,138,494.45
Recreation	\$ 15,378.01
Highway	\$ 832,161.73
Post Retirement	\$ 25,031.85
Health Care (HRA)	\$ 22,514.07
Fulton Bank	\$ 2,174,493.63
Total All Funds August 2017	\$ 16,081,041.26

Andrew Stern reported that the Township is doing very well. He and Brenda Baumbach are presently working on a few CD’s and accounts, trying to bring them into the Township’s ordinary financial accounts. He has received Pension Fund proposals and will hold them until the re-organization meeting.

D. DEPARTMENT REPORTS: PUBLIC WORKS, ZONING/LAND USE, FIRE AND POLICE DEPARTMENTS.

Written reports were received and discussed. The high number of police calls led to a discussion pertaining to drugs and protection of officers. It was noted that fire calls are still up – averaging six per month. The firemen relief checks will be going out any day now. The Board complimented the Public Works Department on the Kames Hill recovery project.

E. RESIDENTS – Justin Baker, a student at Lancaster Catholic High School, was present at tonight’s meeting for a school project.

III. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES.

BRIEFING ITEM:

- A. **Iron Ridge - David & Sarah Wolfe WHTPC 9-17 (90 Day 12/5/17)
 Preliminary/Final Subdivision Plan
 Location: 4022 Marietta Avenue
 Zone: R-1 Acreage: 19,081**

The applicant is proposing to subdivide this parcel into six (6) total lots. The six proposed lots will each have road frontage and common driveway access onto Marietta Avenue. One of the six lots will encumber the existing single-family detached dwelling and barn which currently occupies the parent tract. PennDOT has requested that only two driveway accesses be proposed onto Marietta Avenue, so a common driveway to Lots 1, 2 and 3 is proposed and a second common driveway to Lots 4, 5 and 6 is proposed. The lots will be served by public water and sewer. The storm water facilities and improvements are located on the plan.

On May 9, 2017 the West Hempfield Zoning Hearing Board approved Case #1256 for variances for lot width and shared driveway.

On September 21, 2017 the Iron Ridge Preliminary/Final Subdivision Plan was presented to the Planning Commission as a briefing item.

On October 3, 2017, Jodi Heffner provided the Plan to the Board for review and discussion.

AGENDA ITEMS:

A. 4190 Nolt Road – WHTPC 1-16
Request for Release of Financial Security
Location: 4190 Nolt Road

The applicant is requesting a full release of their financial security. The Township Engineer recommends that the financial security be released for \$1,992.10.

Action Required:

- ❖ **Motion:** Motion was made by Edward Fisher and seconded by Kent Burkhart to approve the request of 4190 Nolt Road to release Financial Security for \$1,992.10 with the condition that the applicant pays any outstanding invoices. The motion passed (4-0).

B. 3909 Abel Drive – WHTPC 15-14
Request for Reduction of Financial Security
Location: 3909 Abel Drive

The applicant is requesting a reduction in their financial security. The Township Engineer recommends that the financial security amount of \$212,331.90 be reduced by \$137,371.81 leaving a new outstanding balance of \$21,233.19.

Action Required:

- ❖ **Motion:** Motion was made by Edward Fisher, seconded by Frank Burkhart and passed by the Board (4-0) to *approve* the request of 3909 Abel Drive to reduce the

applicant's financial security amount of \$212,331.90 by \$137,371.81 for a new outstanding balance of \$21,233.19. This amount is adequate to cover the costs of the remaining work and should be conditioned on satisfying the following Township Engineer's comments:

1. The slant curb north of the building needs to be removed and replaced with vertical curb per the approved plan. (Record the as-built plan with the condition that there will be no parking/storage).
2. The landscaping needs to be installed.
3. Two (2) bollards need to be installed at the west side of the building near the door.
4. The basin needs to be converted to its permanent conditions.
5. The trash racks need to be installed on the basin outlet structure.
6. A portion of the downstream pipe inside inlet 1-2 is cracked and appears to be close to falling out. This needs to be addressed. The underdrain and outlet pipe connections at the outlet structure need to be grouted. In addition, the outlet pipe at endwall EW-2 needs to be grouted.
7. The site needs to be seeded and stabilized.
8. An as-built plan meeting the requirements of Section 122-59 of the West Hempfield Township Storm Water Management Ordinance along with routings that compare the as-built outflows to the design outflows needs to be provided prior to the final release of the financial security.

**C. Bardon Development LP
Cooper-Booth Wholesale Warehouse Expansion
(Bardon/Cooper-Booth)
Fee-in-Lieu of Traffic Study**

Andrew Stern presented the Additional Modification Request dated September 14, 2017 received from D.C Gohn Associates, Inc. on behalf of Bardon Development LP. Brian R. Cooley, D. C. Gohn was present on behalf of the applicant.

Action Required

- ❖ **Motion:** Motion was made by Frank Burkhart and seconded by Kent Gardner to accept \$10,000.00 Fee-in-Lieu of preparation of a traffic study as discussed. The motion passed (4-0).

IV. NEW MUNICIPAL COMPLEX.

A. UPDATE.

Andrew Stern discussed highlights of his new building update memorandum dated September 28, 2017 and noted we remain ahead of schedule and under budget. Completion date has again moved up to April 26, 2018. To date we have received nearly \$300,000 in credits from the contractors.

B. SANITARY SEWER

Andrew Stern reported the sanitary sewer issue has almost been resolved. At the last meeting the Board agreed to the use of a pumped system. David Miller/Associates has worked with PennDOT and LASA to obtain approval to head west, but on the north side of Marietta. This will result in a savings to the Township.

V. UNFINISHED BUSINESS - None

VI. NEW BUSINESS

A. ACCEPT RESIGNATION OF JODI HEFFNER, ZONING OFFICER, EFFECTIVE OCTOBER 9, 2017.

❖ **Action:** Motion was made by Edward Fisher and seconded by Kent Gardner to **accept**, with regret, the formal notice of resignation received from Jodi Heffner, Zoning Officer, to be effective October 9, 2017 as submitted. The motion passed (4-0). The Board unanimously expressed their appreciation and great respect to Jodi and thanked her for all her time and effort during the past five years. She will be missed and the Board congratulated her on her new opportunity.

B. APPOINT DWAYNE STEAGER ZONING OFFICER, EFFECTIVE OCTOBER 9, 2017.

❖ **Action:** Motion was made by Kent Gardner and seconded by Edward Fisher to **appoint** Dwayne Steager Zoning Officer effective October 9, 2017. The motion passed (4-0).

C. APPOINT ANDREW STERN DEPUTY ZONING OFFICER, EFFECTIVE IMMEDIATELY.

❖ **Action:** Motion was made by Kent Gardner and seconded by Frank Burkhart to **appoint** Andrew Stern Deputy Zoning Officer, effective immediately. The motion passed (4-0).

D. APPOINT EDWARD FISHER ACTING BCO, EFFECTIVE OCTOBER 9, 2017.

- ❖ **Action:** Motion was made by Kent Gardner and seconded by Frank Burkhart to **appoint** Edward Fisher Acting BCO, effective October 9, 2017. The motion passed (4-0).

E. FIELD OF SCREAMS: REQUEST TO USE POLICE OCTOBER 14, 21, AND 28, 2017. Police Chief Mark Pugliese presented the request submitted by Jim Schopf requesting the presence of an officer at Field of Screams Haunted Attraction on Saturday, October 14, 2017 from 7:00 p.m. – 1:00 a.m.; Saturday, October 28, 2017 from 6:00 p.m.–1:00 a.m. and Saturday, October 28, 2017 from 6:00 p.m.–1:00 a.m.

- ❖ **Action:** Motion was made by Frank Burkhart and seconded by Kent Gardner to **provide** a police officer on the dates and times requested with the understanding that Field of Screams will reimburse the Township for the officer's time using their salaried rate and will add West Hempfield Township as additional insured on their liability insurance policy. The motion passed (4-0).

F. OPERATION HOUSE ID – PERMISSION TO PAINT ADDRESSES ON CURBS. Connor Bacha, Operation House ID, submitted a permit application requesting permission to solicit and paint house numbers on curbs.

- ❖ **Action:** Motion was made by Edward Fisher and seconded by Frank Burkhart to **permit** Connor Bacha to solicit and paint house numbers on curbs as requested. The motion passed (4-0). The Board clarified this action is giving permission. It is not an endorsement by the Township.

G. SCHEDULE ROAD TOUR

- ❖ **Action:** The Board agreed to schedule the Road Tour October 30, 2017 at 8:15 a.m. Mr. Stern was asked to advertise the Road Tour

H. SCHEDULE BUDGET WORKSHOP: NOVEMBER 6, 2017, 2:00 PM.

- ❖ **Action:** The Board agreed to schedule the Budget Workshop on November 6, 2017 at 2:00 p.m. Mr. Stern was asked to advertise the workshop.

I. PERSONNEL POLICY – PROPOSED CHANGE TO FAMILY SICK LEAVE.

Mr. Stern submitted proposed verbiage to amend the non-uniformed personnel policy manual to allow an exception for serious family illnesses.

- ❖ **Action:** Motion was made by Kent Gerhart and seconded by Edward Fisher to **amend** the non-uniformed personnel policy manual as read by Mr. Stern. The motion passed (4-0).

J. ICMA-RC: ADOPTION OF RETIREMENT HEALTH SAVINGS ACCOUNT.

❖ **Tabled** until the November 9, 2017 Board of Supervisors meeting.

K. 2018 MMO'S – Mr. Stern reported checks have been received:

1. Uniformed. \$349,872.
2. Non-Uniformed. \$124,811.

VII. ORDINANCES AND RESOLUTIONS – None

VIII. APPROVAL OF PAYABLES.

FUND	AMOUNT	CHECK #'S
Payroll and Taxes	\$ 279,822.73	EFT
General Fund	\$ 300,956.70	29397 - 29526
Fulton Bank	\$ 1,463,951.71	128 - 144
Refuse Fund	\$ 121,494.98	2523 - 2532
Escrow Account	\$ 11,771.31	193 - 196
State Fund	\$ 20,477.39	3166 - 3177
Total	\$ 2,198,474.82	

➤ **Motion:** Kent Gardner moved, seconded by Frank Burkhart to *approve* payment of all bills between October 1– October 30, 2017 and any residuals. The motion passed (4-0).

IX. GOOD OF THE ORDER

A. UPCOMING MEETINGS

1. October 19, 2017, Planning Commission Joint Meeting (tentative)
2. November 9, 2017, Regular Meeting

X. ADJOURNMENT.

Chairman Dumeyer asked for a motion to adjourn the regular Board of Supervisors meeting at 8:30 p.m. into Executive Session to discuss personnel issues.

➤ **Motion:** Kent Gardner moved, seconded by Edward Fisher to *adjourn* the regular Board of Supervisors meeting at 8:30 p.m. and convene into Executive Session to discuss personnel issues. Motion carried unanimously (4-0).



Respectfully submitted,

Andrew Stern,
Township Manager