

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of February 7, 2017

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, February 7, 2017. Chairman David Dumeyer and Board members Frank Burkhart, Edward Fisher, Kent Gardner and Naomi Martin were present. Also in attendance were: Township Manager Andrew Stern; Chief of Police Mark Pugliese I; Public Works Director Dale Getz; Zoning Officer Jodi Heffner and Judith Carrier serving as Recording Secretary. Brenda Baumbach, Finance/Personnel Director was not present for the meeting.

I. CALL TO ORDER:

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

II. APPROVAL OF MINUTES:

A. **December 15, 2016 Joint PC/BOS Meeting**

Motion: Edward Fisher moved, seconded by Kent Gardner to *approve* the December 15, 2016 Joint Planning Commission/Board of Supervisors minutes as presented. Motion carried, 5-0.

B. **January 3, 2017 Reorganization and Regular Meeting**

Motion: Frank Burkhart moved, seconded by Kent Gardner, to *approve* the Board's January 3, 2017 re-organizational and regular meeting minutes as presented. Motion carried, 5-0.

III. COMMUNICATIONS

A. BOARD OF SUPERVISORS

1. Kent Gardner reported the Clean Water Consortium and the Lancaster County Conservancy are joining together in planning a 'Water Week' June 3-10, 2017. They are planning different activities related to storm water to promote public awareness. West Hempfield Township is a member of LIMC and LIMC is a major sponsor of the Clean Water Consortium. That week will probably count toward MS4 education and outreach and he will provide the week-long agenda when it becomes available.
2. David Dumeyer commented that he appreciated the Public Works report and thanked Dale Getz for taking the lead in replacing the floor drain in the public works garage.

B. TOWNSHIP MANAGER:

Township Manager Andrew Stern reported on the following items which are not included in his report:

- **Williams Pipeline** – We are still trying to negotiate with them. They have sent us an agreement that we are working on.

- **External Auditors** have been here this week to conduct a liquid fuels audit. We also had an additional random audit. It is Mr. Stern's understanding that each year one municipality from each county is selected for a random audit. We passed with flying colors . . . they were unable to find anything wrong. Mr. Stern credited Brenda and Dale for doing a fine job.
- **Joint Planning Commission/Board of Supervisors Meeting – February 16, 2017.** Mr. Stern believes this meeting will be a continuation of the December 15, 2016 meeting. Please let him know if there is anything you would like to have addressed at this meeting.
- **Annual PSATS Convention – April 17- 20, 2017.** Anyone interested in attending was asked to please let either Andrew Stern or Brenda Baumbach know for registration information. Edward Fisher advised he would not be attending the convention.

TOWNSHIP MANAGER REPORT – FEBRUARY 7, 2017

1. INTERNAL MATTERS

- a. **Hiring of Board Meeting Secretary:** Andrew Stern introduced Judy Carrier who was present at the February 7 meeting to take minutes. Judy takes minutes for East Hempfield Township. Her hourly rate is \$18.28/hr. with approximately 12-18 hours a month, resulting in a cost of about \$220 - \$320/month (This includes 2 meetings a month for EHT). She is at this meeting due to Brenda being on leave. However, he would like to continue using her on a trial basis to free up time that staff has been spending preparing minutes. In the past, Brenda has been doing this, but she is overwhelmed with other duties and really does not have this time to spare. Other personnel would result in overtime costs which would exceed Judy's cost. Assuming the Board is ok with this, Mr. Stern is seeking a motion to create a new part time position, part-time board meeting secretary, with a rate of \$18.28/hr. Action on this request has been scheduled under Item VII–A on this evening's meeting agenda.
- b. **Financial Interest Forms:** Forms were recently sent to each Board Member. Please return them to Andrew at your earliest convenience.
- c. **Recycling Bins:** During the first several weeks of January, Republic delivered nearly 4,600 new 65 gallon recycling bins. A letter explaining that these bins would be delivered and our new recycling regulations were included in all trash bills sent January 6, 2017, one week prior to the delivery. We had 100 residents who were not happy with the new bins and have asked/demanded that we pick them up, which Republic has been doing.

As a result of the new bins being made available, we are now charging \$6 to replace the old green bins if they blow away (as the new blue bins will not blow

away!). This is what we pay LCSWMA for the bins. In the past, we had been giving these bins away for free, which cost the Township \$2,375 for 2016.

- d. **Public Works Garage:** The floor drain replacement project is complete. Special thanks to Dale who took the initiative to recycle the old grates, bringing \$445.25 of revenue back to the Township. Photos are in Dale's report.
- e. **Purchasing Policy:** Mr. Stern prepared a draft purchasing policy for Board review. It is on this evening's meeting agenda for discussion.
- f. **Patriot Towing:** On January 23, 2017, Judge Jeffery Wright dismissed West Hempfield Township from the pending lawsuit.
- g. **Delinquent Taxes:** As of December 31, 2016, we had 45 properties delinquent with a total outstanding tax of \$6,598.23, plus interest.
- h. **Prospect Street Railroad Underpass:** At a prior Board meeting, a concern was raised by residents about the safety of the underpass. Since that time, our Public Works Department has installed new signs. Photos are included with Dale's report. Mr. Stern believes this will have a positive impact on the problem.
- i. **LASA:** We have been working with LASA and our Solicitor to finalize agreements and documents for the sale of our sanitary sewer system to LASA. We anticipate seeking approval of these documents by the Board at the March meeting.
- j. **Raintree:** LASA has provided preliminary design drawings. This will be a major project. At this time we anticipate the need to prepare a bid for the boring under Marietta Avenue and the rental of a TESMEC rock trencher and operator to assist our public works department. We have met with Springfield Contractors to discuss the project and they have confirmed their equipment will be able to handle this job.
- k. **New Building Solar:** After further review of the Third Sun Solar proposal, Mr. Stern found a major mathematical error. Third Sun has since revised their proposal which he is reviewing. He has also been consulting with other managers about their successes with solar.
- l. **Traditional Village Zoning:** Mr. Stern met with Mr. and Mrs. Shopf as well as Mr. Snyder to discuss the possibility of rezoning the current Township building, the new Township building, the Schopf property, and the Snyder property to the Traditional Village Zone. This will be brought to the Planning Commission in March or April to begin the process.
- m. **New Building:** The bid documents have been advertised and are available for contractors through PennBid.
 - Pre-Bid Meeting, mandatory on February 15th 2017
 - Bids Due March 15th 2017

- Signed contracts to be approved at Township Board meeting April 4th 2017
- NTA/NTP sent to contractors on April 5, 2017
- Construction Complete/Owner Occupied August 5, 2018

AJ, our interior designer, made several changes to the plans in an effort to reduce costs. Interior finishes will be very similar to Manheim borough's new police station – nice, but not inappropriately lavish.

Mr. and Mrs. Heisey, the property owners behind our new building, have agreed to provide us a storm water easement. It is on this meeting's agenda for approval by the Board.

Mr. Stern has selected Randy Maurer with ABI as our third party UCC plan reviewer/inspector for the new building. They have already started working with our architect. Their fee is approximately \$16,000.

- n. **Phones:** Our new phone system has been installed and is working well.
- o. **MS4 Little Conestoga:** Rettew is working full speed on our 2017 MS4 obligations. Dwayne Steager in Public Works is assisting with this process in an effort to reduce some of our costs. Dwayne will be working overtime to help with mapping of our BMP's and pipes within developments. Rettew's MS4 schedule was attached to this report.
- p. **Kames Hill Culvert & Eby Chiques Road:** These two projects are on this meeting's agenda for discussion and direction by the Board.

2. EXTERNAL MATTERS

- a. **Summit Living Traditional Village Zoning Text Amendment Request:** Our Solicitor and the LCPC both had significant comments and concerns regarding the Summit Living request for a zoning text amendment. Andrew and Jodi have since met with the applicants and they are working to revise their request. He hopes to have the new proposal before the Planning Commission at their February 16 meeting.
- b. **UGI:** East Hempfield, West Hempfield, and PennDOT have been meeting to discuss the Stony Battery and Marietta UGI project. At this time, East Hempfield has elected to postpone their Centerville Road project to 2018. As such, the following appears to be the construction schedule for the area:
 - **Now:** UGI will continue to patch and repair Stony Battery Road as weather permits.
 - **February – October 2017:** PennDOT will be repaving Marietta Avenue from the City to Corporate Blvd. in West Hempfield Township.

- **Sometime in 2017:** UGI will close Stony Battery Road and detour traffic via Marietta and Corporate. This will be coordinated with PennDOT and West Hempfield.
- **June-August 2017:** Marietta will be closed at the Chiques Creek for a bridge replacement.
- **Summer 2017:** Kames Hill Road may be closed for a culvert replacement.
- **Summer 2017:** West Hempfield will be working along the shoulder of Marietta from Bridge Valley to Raintree for the sanitary sewer project.
- **April – September 2018:** East Hempfield Township will be closing Centerville Road and detouring all traffic via Marietta, Stony Battery, and Church.

3. PERSONNEL

- a. See Police Chief's report.

4. OUTSIDE BOARDS AND COMMITTEES

- a. **Northwest Lancaster County River Trail (NWL CRT):** Mr. Stern attended the committee meeting on January 24 in Conoy Township. The Susquehanna Greenway designation, the addition of some informative signage, and the coordination of event/use permits for the trail were discussed. The only portion of the trail which goes through West Hempfield Township is on County land. As such, he indicated that we do not have to approve all trail permit requests – we'd only be interested in very large or controversial events which may require Township resources.
- b. **HARC:** Ed Fisher attended the HARC Board meeting on January 25. Since then, HARC has supplied us with financial documents which were attached to this report.

5. CORRESPONDENCE

- a. **Worley & Obetz, Inc.:** We received our annual notice by Storb Environmental of the existence of two 300,000 gallon above ground fuel oil tanks located at their facility in Penn Township.
- b. **Lefler Energy:** We received our annual notice by Storb Environmental of the existence of two 20,000 above ground fuel oil tanks and one 20,000 above ground off-road diesel tank located at their facility in Mt. Joy Township.
- c. **Hershey Company:** We received a letter from Hershey notifying us of their two 12,000 gallon above ground Jet A Fuel tanks at Harrisburg Airport.

- d. **Watchtower:** We received a letter from Watchtower expressing concern about how our Police handle ‘public ministry’ by Jehovah’s Witness. Our Chief has assured him that our procedures are consistent with the law. After consulting with our Solicitor, our Chief has provided a response.
- e. **Williams/Atlantic Sunrise:** We received a letter from Williams notifying us that FERC issued its Final Environmental Impact Statement (FEIS).
- f. **Lancaster Water:** We received notification from DEP that they received a water allocation application from the City of Lancaster. (Lancaster’s request was included in last month’s report). We also received notice of a drinking water violation.
- g. **Susquehanna Valley Chamber of Commerce:** We received a letter from Ms. Weaver and Ms. Dickerson concerning four 2017 events planned for the 462 Veteran’s Memorial Bridge.
- h. **Lancaster County Drug Task Force:** Fourth quarter and year-end 2016 report was provided to the Board.
- i. **Mountville Fire Company:** Year-end 2016 report was provided to the Board.

C. DEPARTMENT REPORTS

1. POLICE

Chief of Police Mark G. Pugliese provided and reviewed the January 2017 monthly report for West Hempfield Township and Mountville Borough and highlighted the following items of particular interest:

- a. The new computer server is now up and running; two police vehicles have been ordered and he is in the process of ordering equipment.
- b. Monies to pay for a Smith & Wesson Military & Police AR patrol rifle, Aimpoint sight and six (6) ballistic helmets w/multi hit face shields have been donated by American Legion Post 372 in Columbia.
- c. One officer is being assigned to the drug taskforce and this will leave the patrol division short one officer during the time of this assignment which may result in an increase in overtime due to the staffing shortage.
- d. An email regarding the Lancaster County “Cobra.net Information Aggregation and Sharing System” was discussed that outlined three important issues:
 - 1) Confirmation of commitment to joining this information sharing network through signing of an MOU for a 5-year Subscription Term License for an annual fee of \$2,000.

- 2) Cloud Storage Fees - Free in the 1st year and \$636.00 per agency in years 2 through 5 (assuming all 17 agencies listed in the email participate).
- 3) Listing in the PCCD Grant application for 2016 JRI Innovative policing funds which, if awarded, will cover a portion of the first year Cobra fee, \$2,000 per department for that first year only.

Chief Pugliese remarked that the District Attorney's Office is attempting to create a bridge for all police departments in the county and seventeen agencies have committed to participating. Mr. Stern stated he is willing to go along until or unless things fall apart. Edward Fisher commented that he believes this bridge could work but, like Andrew, he is apprehensive. Also, there is a 5-year commitment and the \$2,636.00 price is locked in for 2018 through 2021. The Board feels that the 5-year commitment is a necessity for the DA's office but not for the Township. Frank Burkhart commended the Police Task Force on their efforts.

Motion: Moved by Kent Gardner and seconded by Frank Burkhart to *support* the Lancaster County "Cobra.net Information Aggregation and Sharing System" grant through commitment and willingness to participate with discretion to withdraw if there is a problem with the cost going out of control. The motion carried, 5-0.

Chief Pugliese concluded his report with advising that the 2016 year-end reports for both West Hempfield Township and Mountville Borough should be completed and in hand by the March Board meeting.

2. PUBLIC WORKS

Dale Getz provided and reviewed the January 2017 Monthly West Hempfield Township Public Works Department Report which highlighted a weekly summary of events for each week of January along with photographs for the Prospect Road Railroad Underpass and replacement of the floor drain at the Maintenance Building.

3. ZONING/LAND USE

Zoning/Code Enforcement Officer Jodi Heffner provided and reviewed the January 2016 Zoning Officer Report. She reported that Dollar General did receive their business registration renewal and their Certificate of Occupancy and will have their Grand Opening this weekend (Starting Saturday, February 4, 2017). She commented favorably on the property and recommended that the Board members visit. Edward Fisher remarked that he is well pleased with it. There was discussion regarding signage and closing time was determined to be 10:00 p.m.

4. FIRE

- a. West Hempfield Fire and Rescue – Fire Chief Joseph S. Ney provided the Board with a comprehensive monthly report for January 2017, reviewed highlights of the

report and noted there were no reportable injuries recorded for the month of January. A copy of the 2016 year-end report will be forthcoming.

- b. Mountville Fire Company No. 1 – Fire Chief Dean R. Gantz, Jr. provided a copy of the 2016 Year End Report. He reported there was a moderate fire on Foxwood the beginning of January this year and there were no injuries and no loss of life. An end-of-month report will be submitted going forward.

D. RESIDENTS

1. Mr. Charles Davis, 366 Caraway Drive, Mountville was present. He wished to discuss a LED lighting issue at Highland Commons as he felt the lights were excessively bright. During discussion, he and the Board felt that this could be due to not having shielding or perhaps the proper color. Missing screening was brought up a year ago but has not been reinstated; however, the Sylvan View issue has been resolved. Everyone agreed that LED lighting problems are caused not only by wattage but also color and new regulations are needed for LED lighting.
2. Jeff Book, Executive Director of Hempfield Area Recreation Commission was present. He shared his 11-year background with HARC, and provided an update on projects, goals and initiatives. He assured the Board he is concentrating on his new executive director role and is no longer on the fitness end. His goal is to build upon his good relationship with HARC's Board of Directors and improve communication with the Township Boards and school district with a focus in three areas: Finance, Marketing, Operations/organizational structure. He reported on the replacement of a boiler which was an unplanned \$25,000 improvement and the one outstanding major project of replacing the pool dehumidification system. They have just switched to a Club Software system which is working great and allows member tracking/demographics and improved financial reporting. Financial documents for 2014, 2015, and 2016 have been submitted to Mr. Stern and provided to the Board. Edward Fisher noted they are working very diligently and things are looking much more productive than they have for several years. Frank Burkhart stated he liked their report. Chairman David Dumeyer thanked Mr. Book and requested that he re-visit the Board with an update in six months.

IV. SUBDIVISIONS/LAND DEVELOPMENTS, AND PLANNING MODULES

- A. TRETZARK II, LP - STONY BATTERY COMMERCE CENTER PHASE IV - WHTPC 8-2016 (90 DAY: 2/7/2017) Final Land Development Plan - Location: 316 Primrose Lane; Zone: C-2; Acreage: 13.347.

Zoning Officer Jodi Heffner submitted the following background information:

- The applicant is proposing 3 commercial units and 15 multi-family attached units. The lot will be served with public water and sewer. There are several waivers being requested.

- On April 12, 2016 the Zoning Hearing Board approved the maximum density for an additional 7 residential units for a maximum of 15 residential units.
- On August 2, 2016 the Tretztark II, LP Final Land Development Plan was presented to the Board of Supervisors as a briefing item.
- On August 18, 2016 the Tretztark II, LP Final Land Development Plan was presented to the Planning Commission as an agenda item. The Planning Commission recommended approval of the Preliminary Plan Processing and of the Feasibility Report.
- On September 15, 2016 the Tretztark II, LP Final Land Development Plan was presented to the Planning Commission as an agenda item. The Planning Commission recommended approval of the 5 waivers and the Final Land Development Plan.
- On October 4, 2016 The Tretztark II, LP Final Land Development Plan was on the Board of Supervisor's Agenda but there was no representation so the plan was tabled.

John Poff, Engineer, Light-Heigel & Associates, Inc. was present to address the requested waivers and modifications and recommendations received from Rettew and answer any questions or concerns. Jodi Heffner distributed copies of the Final Land Development Plan and a copy of Rettew's January 31, 2017 review of the plan. The itemized comments submitted by Rettew for consideration were fully read and discussed after which the following actions were taken:

WAIVER REQUESTS:

- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver 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 (4-0-1) with Edward Fisher abstaining.
- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver of Section 402 – Feasibility Report on Sewer and Water Facilities based upon the justification that the site will be served by public water and sewer. The motion carried (4-0-1) with Edward Fisher abstaining.
- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver of Storm Water Management Ordinance Section 122-36.1.B – Profile Scale based upon the justification and alternative provided. The motion carried (4-0-1) with Edward Fisher abstaining.

- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver of Storm Water Management Ordinance Section 122-43.19.C – Regional Facility Volume and Rate Control Standards based upon the alternative and justification provided. The motion carried (4-0-1) with Edward Fisher abstaining.
- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver of Storm Water Management Ordinance Section 122-43.1.D.4 – Finished Floor Elevation Above 100-year Water Surface based upon the alternative and justification provided. The motion carried (4-0-1) with Edward Fisher abstaining.
- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the waiver of Storm Water Management Ordinance Section 122-48 – Volume Control based upon the justification and the alternative provided. The motion carried (4-0-1) with Edward Fisher abstaining.

LAND DEVELOPMENT PLAN APPROVAL

- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the Stony Battery Commerce Center – Phase IV Final Land Development Plan with the condition that the applicant satisfies all outstanding comments and requirements to the satisfaction of the Township Engineer and Township Staff. The motion carried (4-0-1) with Edward Fisher abstaining.

STORMWATER MANAGEMENT AGREEMENT APPROVAL

- **Motion:** Motion was made by Kent Gardner and seconded by Frank Burkhart to *approve* the Stony Battery Commerce Center – Storm Water Management Agreement and Declaration of Easement. The motion carried (4-0-1) with Edward Fisher abstaining.

V. NEW MUNICIPAL COMPLEX

1. HEISEY PROPERTY: STORMWATER EASEMENT

Andrew Stern reviewed the background and particulars regarding the Easement Agreement dated January 20, 2017 and attached Joinder by West Hempfield Fire and Rescue Company dated January 26, 2017. He noted for the record that Mr. and Mrs. Heisey have been extremely cooperative and helpful.

Motion: Kent Gardner moved, seconded by Frank Burkhart to *adopt*, with all its provisions, the Storm Water Easement Agreement dated January 20, 2017 between Rodney M. Heisey and Teresa K. Heisey and West Hempfield. The motion passed, 5-0. The Board will convey their thanks to the Heiseys.

2. BUCHART HORN: ADDITIONAL SERVICE REQUEST \$9,844.

Andrew Stern presented the Additional Service Request dated January 5, 2017 received from Buchart Horn Architects in which Buchart Horn is asking for reimbursement of \$9,844.00 for professional services provided which are in addition to the services identified in their agreement dated March 24, 2016. He reviewed the itemized break-out of services and costs listed and recommended approval of the additional work and reimbursement of \$9,844.00 to Buchart Horn.

Motion: Kent Gardner moved, seconded by Frank Burkhardt to ***approve*** the additional work and reimbursement of \$9,844.00 to Buchart Horn as discussed and recommended. The motion passed, 5-0.

Discussion continued regarding the new municipal complex.

- ❖ Edward Heisey questioned the amount of funds remaining to date on the contract. Andrew will provide this information.
- ❖ The question was raised whether this would be a gravity service and Mr. Stern answered in the affirmative.
- ❖ Scott Loercher, Associate Vice President & Director of Design for Buchart Horn presented a current architectural rendering of the complex.
- ❖ Mr. Stern wished to thank Scott publicly for pulling everything together and for the two copies of the rendering, one for the Board and one for the Fire Department.
- ❖ Mr. Loercher provided some updated information on the bidding:
 - 144 companies have accessed the documents
 - 11 RFI's – regarding scope
 - Pre-Bid Meeting - 2/15/2017
 - Bid Review – 3/25/2017

Chairman David Dumeyer commented that having all municipal services combined in one facility is unique. Only four municipalities have done so . . . Cumberland, Dauphin, York and now Lancaster.

VI. OLD BUSINESS

- A. KAMES HILL CULVERT: Authorize David Miller/Associates to prepare bid documents.

Mr. Stern presented the proposal and contract agreement for professional services to prepare bidding documents for Kames Hill Culvert received from David Miller/Associates, Inc. and explained the revisions. Scott H. Hain, Principal, David

Miller/Associates, was present to explain the scope of services proposed, cost, and to answer any questions from the Board. The estimated cost for David Miller/Associates services will be \$4,750.00. This will not be 'turn-key' -- they will be taking the old out.

Motion: Moved by Frank Burkhart and seconded by Kent Gardner to *authorize* David Miller/Associates to prepare bidding documents for the Kames Hill Road Culvert Project. The motion passed, 5-0.

B. EBY CHIQUES IMPROVEMENTS: Authorize David Miller Associates to prepare bid documents.

Mr. Stern introduced the proposal and contract agreement for professional services to prepare bidding documents for Eby Chiques improvements submitted by David Miller/Associates, Inc. Scott H. Hain, Principal, David Miller/Associates was present and stated this project is a more complicated one. He presented and explained two proposals, provided visuals of the area and related construction cost opinions.

This is a rarely traveled, low volume road. Considering what kind of road it is, Andrew Stern stated he looking for a minimum plan to fix immediate problems. DEP Permitting was questioned. Mr. Hain described a process that would result in an exemption that would enable the Township to stay out of the permitting process. This would be both time and cost saving.

Also under discussion were safety concerns regarding the narrowing of the road, type of curbing and whether or not to install a guiderail. In addition, there is a storm water issue of driveway water coming down off the property and DM/A is proposing a storm sewer inlet and pipe to carry the water.

Advantages and disadvantages between the larger, more expensive plan versus the smaller less expensive plan were discussed as well as the potential liability in choosing the smaller plan.

No decision was forthcoming as the Board's preferences were halfway between the two proposals. Everyone present agreed that now is the best time of year to advertise for bids. It was agreed that Scott will redo the profile and work with Andrew and Dale over the next few weeks. He left the original drawings with the Board for further review and consideration. Frank Burkhart thanked Scott and said he liked what has been prepared.

C. VASQUEZ: Settlement of Lien:

Mr. Stern reviewed his memo to the Board dated January 30, 2017 which provided background, his recommendation and reasoning for settling this item.

Motion: Moved by Edward Fisher and seconded by Chairman David Dumeyer to *accept* a \$500.00 settlement of the lien against Nereida and Alex Vazquez for a prior zoning enforcement judgement dated December 5, 2011, for a property located at 100 Stone

House Lane as recommended by Mr. Stern and for the reasons so stated in his memo. The motion passed, 5-0.

VII. NEW BUSINESS

A. CREATION OF PART-TIME POSITION: BOARD MEETING SECRETARY

Motion: Kent Gardner moved, seconded by Edward Fisher, to *approve* the creation of a new part time position, part-time board meeting secretary, with a rate of \$18.28/hour as presented and discussed earlier in tonight's meeting. Motion carried, 5-0.

B. REQUEST TO PURCHASE AUTOMOTIVE EQUIPMENT AND TOOLS, NOT TO EXCEED \$12,000.00.

Mr. Stern reviewed his memo dated January 27, 2017 to the Board of Supervisors requesting approval to purchase the following pieces of equipment to function efficiently and safely maintain the township's vehicle fleet with the goal of making maintenance of our fleet more efficient and more cost effective:

6 ton BendPak post lift	\$ 5,595.00
30" Ranger Tire Changer	\$ 2,595.00
Ranger Wheel Balancer	\$ 2,137.00
Dell Laptop Computer	\$ 700.00
Air hose reels (3)	\$ 300.00
Oil Drain Container	\$ 150.00
Torque Sticks	\$ 50.00
TOTAL	<u>\$11,527.00</u>

Mr. Stern noted while these items were not specifically in the 2017 budget, Chief Pugliese has offered to use money included in his department's capital line item as we have surplus money due to the trade-in of our old police vehicles decreasing the net cost of his new police vehicles. In addition, we have \$18,800 budgeted for Police Vehicle Maintenance. We should be able to cut this amount in half for 2017 with this new equipment in place, thus saving about \$9,400. This equipment is a one-time expense, and our savings will be achieved annually moving forward.

Motion: Moved by Kent Gardner and seconded by Edward Fisher to *approve* purchase of automotive equipment tools at a cost not to exceed \$12,000.00 as presented and discussed. Motion carried, 5-0.

C. PURCHASING POLICY

Mr. Stern submitted the following Purchasing Policy for review and discussion:

POLICY FOR ALL PURCHASES

Over \$100,000	Formal bid required Except 'Professional Services' Board approval required Exempt from bidding if purchased through state contract 'piggyback' or COSTARS Prevailing Wage required for construction projects
Over \$25,000	Formal bid required Except 'Professional Services' Board approval required Exempt from bidding if purchased through state contract 'piggyback' or COSTARS Prevailing Wage required for construction projects, EXCEPT for locally funded highway and bridge projects qualifying as a "public work" (Act 89 of 2013)
Over \$19,700	Formal bid required Except 'Professional Services' Board approval required (except as noted below for Police and Public Works) *Except if purchased through state contract 'piggyback' or COSTARS *Per PA Second Class Code Section 3102 and PA Bulletin 16-2154
Over \$10,700	Requires price quotes from at least three (3) vendors Board approval required (except as noted below for Police and Public Works) *Except if purchased through state contract 'piggyback' or COSTARS *Per PA Second Class Code Section 3102 and PA Bulletin 16-2154
Less than \$10,700	Price quotes encouraged but not required. Board approval required for non-routine purchases, as determined by the Board and/or Township Manager.

POLICY FOR SPECIFIC PURCHASES (in addition to above policy):

Police Vehicles:	Subject to approval of Police Chief and Township Manager if approved in current budget and under \$35,000. Requires Board approval if over \$35,000 or not in current budget. Township Manager is to consult with at least two Board members prior to item being on Board agenda for action.
Public Works Vehicles:	Subject to approval of Public Works Director and Township Manager if approved in current budget and under \$35,000. Requires Board approval if over \$35,000 or not in current budget. Township Manager is to consult with at least two Board members prior to item being on Board agenda for action.
Emergency Expenditures:	Subject to Township Manager approval with ratification by Board at earliest opportunity. Consultation with Board is encouraged prior to expenditure if feasible.

- *In the event of conflict, ALL applicable sections of Article 31 of the Pennsylvania Second Class Township Code shall take precedence over this policy.*

Motion: Moved by Frank Burkhart and seconded by Kent Gardner to ***adopt*** the purchasing policy as prepared by Andrew Stern following State statutes and regulations. The motion passed, 5-0.

D. AUTHORIZATION TO UPDATE CODE OF ORDINANCES, NOT TO EXCEED \$13,000.00

Mr. Stern reviewed the pricing estimate submitted by General Code.

Motion: Moved by Kent Gardner and seconded by Frank Burkhart to *authorize* General Code to proceed with the update of West Hempfield Township Code of Ordinances as discussed and not to exceed a cost of \$13,000. The motion passed, 5-0.

E. AUTHORIZATION TO SET UP ECODE 360 ONLINE CODE OF ORDINANCES \$1,195.00

Mr. Stern submitted the eCode360 proposal submitted by General Code and explained the process.

Motion: Moved by Kent Gardner and seconded by Edward Fisher to *authorize* set up of eCode 360 online code of ordinances as discussed at a set-up fee not to exceed \$1,195.00. The motion passed, 5-0.

F. AUTHORIZE TOWNSHIP MANAGER TO ENTER INTO CONTRACT WITH ENGIE FOR ELECTRIC SUPPLY FOR TOWNSHIP FACILITIES FOR 30 MONTHS STARTING MAY 2017 AT A PRICE OF APPROXIMATELY \$0.066/KWH. (FINAL PRICE TO BE SET ON DAY OF CONTRACT APPROVAL).

Mr. Stern distributed the Electric Supply Proposal pricing offer comparisons received from BidURenergy, Inc. He reviewed the various pricing offers listed as well as projected annual costs and an approximately \$11,000.00 savings that would be realized over the next 30 months by switching electric supply provider.

Motion: Moved by Kent Gardner and seconded by Frank Burkhart to *authorize* the Township Manager to enter into contract with Engie for electric supply for Township facilities for 30 months starting May 2017 at a price of approximately \$0.066/KWH (Final price to be set on day of contract approval). The motion passed, 5-0.

G. AUTHORIZATION TO BID 2017 PAVING

Motion: Moved by Frank Burkhart and seconded by Kent Gardner to *authorize* the paving bid legal notice as submitted by Mr. Stern to be advertised in the February 15, 2017 and February 22, 2017 editions of the Lancaster Newspaper. The motion passed, 5-0. Bids will be opened and read publicly at 10:00 a.m. on Tuesday, March 14, 2017.

VIII. ORDINANCES AND RESOLUTIONS

A. RESOLUTION 6-2017 PAVING BID ESCALATOR

Mr. Stern reviewed Resolution No. 6-2017, a resolution of the Board of Supervisors of West Hempfield Township, Lancaster County, Pennsylvania, to allow an escalator clause for bituminous material to be included as part of the proposal.

Motion: Moved by Frank Burkhart and seconded by Kent Gardner to *adopt* Resolution No. 6-2017, a Resolution of the Board of Supervisors of West Hempfield Township, Lancaster County, Pennsylvania, for a price adjustment of bituminous materials for small quantities. The motion passed, 5-0.

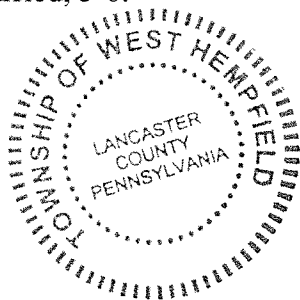
IX. APPROVAL OF PAYABLES

Motion: Kent Gardner moved, seconded by Frank Burkhart to *approve* payment of all bills between January 1 - January 31, 2017 and any residuals. Motion carried (5-0).

General Fund	\$ 154,337.99	Checks 28519 - 28610
Sewer Fund	\$ 5,115.60	Checks 3742
Refuse Fund	\$ 71,574.72	Checks 2449 - 2459
Fire Hydrant	\$ 26,150.18	Checks 216
Escrow Fund	\$ 5,337.41	Checks 176 - 177
State Fund	\$ 1,568.42	Checks 3120 - 3122

X. ADJOURNMENT – 9:53 p.m.

Motion: Chairman David Dumeyer called for a motion to *adjourn*. Frank Burkhart moved, seconded by Naomi Martin to adjourn the regular Board of Supervisors meeting at 9:53 p.m. Motion carried, 5-0.



Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Stern".

Andrew Stern,
Township Manager