

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of March 6, 2018

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, March 6, 2018. Chairman David Dumeyer and Board members, Edward Fisher, Kent Gardner, Naomi Martin and Robert M. Munro were present. Also in attendance were: Township Manager Andrew Stern; Chief of Police Mark Pugliese I; Zoning Officer Dwayne Steager; and Judy Carrier, Recording Secretary. Public Works Director Dale Getz and Brenda Baumbach, Finance/Personnel Director were 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. February 6, 2018 – Regular meeting.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* the Regular meeting minutes as presented. Motion carried, (5-0).

III. COMMUNICATIONS.

A. BOARD OF SUPERVISORS.

1. Kent Gardner reported the Chiques Water Shed meeting has been moved to Thursday, March 8th at Penn Township due to impending snow storm.

B. TOWNSHIP MANAGER.

Andrew Stern presented the following additional topics which are not included in his monthly report:

DNCR Grant Application for the Acquisition of the Northwest River Trail Preserve Property. Following review of information received from Jennifer Teson, Land Protection Coordinator, Lancaster County Conservancy, regarding the DCNR Grant Application for the Acquisition of the Northwest River Trail Preserve Property, the following action was taken:

- ❖ **Motion:** Kent Gardner moved, seconded by Naomi Martin, to *authorize* the Township Manager to send a letter of support of this application on behalf of West Hempfield Township. The motion passed (5-0).

Draft Memorandum of Understanding between East Hempfield Township and West Hempfield Township – East Hempfield Township and West Hempfield Township common areas of responsibility under MS4 regulations. A draft MOU was reviewed and discussed. Melissa Kelly, Rettew Associates, was present and is acting as West Hempfield Township advocate. Following discussion, the Board agreed to *authorize* Andrew Stern to forward the West Hempfield Township’s Draft MOU, along with East Hempfield’s, to PADEP.

DEP Technical Reviews of Pollutant Reduction Plans. Informational “heads-up” letter received from Melissa Kelly, Rettew Associates, was reviewed and discussed. Rettew and all other engineers and managers in the Chiques and other water sheds will be meeting together within the next few weeks.

MANAGERS REPORT – FEBRUARY 28, 2018

INTERNAL MATTERS

1. **Fire Hydrant Assessment:** As a result of the County Re-assessment, we have been unable to update our financial software with the new assessments. As a result, our hydrant assessment bills are now delayed. Our finance software vendor is advising that we either need to purchase a new land management module or pay them to custom code a solution, for which they cannot guarantee success. Having staff update the assessments would be a very time consuming process with a potentially high error rate.

It appears we are one of the last municipalities in Lancaster County to use a hydrant assessment (East Cocalico still does, but they have a tax collector, so it is done differently). The second class township code allows for it and in times past it was believed to be a more fair way to reimburse municipalities for hydrant expenses. However, in our Township, even properties without a hydrant near their home are most likely served by a hydrant – as the fire company uses hydrants to fill their tankers prior to and during fires in non-hydranted areas. And tankers cost the Township money too!

Before we move forward and spend time and money, I would like to discuss hydrant taxes in general.

- ❖ *Following discussion, the Board **unanimously agreed** to send this year’s bills out based on the assessments we have and then work out in the budget whether to move to a general fund or set up a separate fire tax.*
2. **HARC – ACTIVITIES:** I have been working with HARC to encourage more activities for residents of our Township without the need for a HARC membership. Attached is a DRAFT list of additional activities HARC is working on for this upcoming summer. We are also continuing our discussions regarding other recreational opportunities in our Township.

3. **HARC – AGREEMENT:** At the February 6, 2018 meeting the Board voted to move forward with a revised HARC agreement. East Hempfield Township still has concerns with one sentence in the proposed agreement relating to minimum funding. A meeting has been scheduled for March 20, 2018 at 7:00 at East Hempfield Township. Ed Fisher and Rob Munro have agreed to be our two elected representatives to the meeting.
4. **LCATS:** The Spring LCATS Conference is to be held on Tuesday, March 27, 2018 at Four Seasons. Please let me know if you plan to attend.
5. **Grubb Lake:** We are working to acquire insurance for Grubb Lake Park to fill a gap in coverage. I hope to have details by prior to the meeting.
6. **PennDot Connects:** On February 21, 2018, I attended a PennDot Connects meeting at the LCPC. PennDot Connects is a new PennDot initiative to involve local government more in transportation planning. For more information visit www.paconnects.org.
7. **Comprehensive Plan:** Our Comprehensive Plan has slowed down significantly, primarily due to us waiting to see the County's new Comprehensive Plan and due to my limited availability while finalizing construction of the new building. On February 28, 2018, I attended a meeting where LCPC staff presented their draft plan. The plan is VERY short and concise, as I believe a Comprehensive Plan should be. I am optimistic that we can soon put together a draft of our own which will be very short and concise and mirror the County's plan on a local level.

EXTERNAL MATTERS

1. **Lancaster EDC:** The Economic Development Company of Lancaster County (EDC) has asked that we consider becoming a member with an annual fee of \$500. The EDC has been working with us on economic development opportunities and planning. They are currently working with the LCPC and numerous Townships, including ours, on a plan for the 283 corridor. **I am seeking approval to become a member of the EDC for \$500.**
 - ❖ **Action:** *Motion was made by Kent Gardner and seconded by Robert Munro to approve the Township Manager to become a member of the EDC for \$500.00. The motion passed (5-0).*

PERSONNEL

1. **Hiring:** We have hired Joe Ney as our new public works employee to replace Dwayne Steager. As you know, Joe is our fire chief with WHFR. Joe already has his CDL and once familiarized with our equipment should be up and running.

OUTSIDE BOARDS AND COMMITTEES

1. **LIMC:** The next meeting will be April 11, 2018, at 8:00 am, here at West Hempfield Township.
2. **CLC-COG:** The next meeting will be March 28, 2018, at 8:00 am, at East Hempfield Township. Meeting dates were changed to the fourth Wednesday of every other month, to avoid conflicts with LIMC.

CORRESPONDENCE

1. **District Attorney's Office:** We have received the Lancaster County Drug Task Force fourth quarter 2017 and year end 2017 report.
2. **Lancaster Farmland Trust:** We have received a letter and list regarding preserved farms in our Township.
3. **Storb Environmental:** We have received a downstream notification and public notice for Leffler Energy, 15 Mt. Joy Street, Mt. Joy regarding three 20,000 gallons of fuel oil and diesel.
4. **Springettsbury Township:** We have received a downstream notification and public notice for Springettsbury Township Wastewater Treatment Facility, 3501 North Sherman Street, York, regarding their storage of ferrous sulfate, diesel, clarifloc NE-2058 polymer, and mineral spirits.
5. **Exelon Generation:** We have received a downstream notification and public notice for Three Mile Island regarding storage of fuel oil, sodium hydroxide, sulfuric acid, lubricating oil, water treatment chemicals, zinc phosphate, and sodium hypochlorite.
6. **Defense Logistics Agency:** We have received a downstream notification and public notice for Defense Logistics Agency, New Cumberland, regarding their storage of heating oil and diesel.
7. **LASA:** We have received notice of LASA's intent to amend its NPDES permit for their Susquehanna Water Pollution Control Facility in order to transfer its nutrient capacity from the Columbia Wastewater facility to LASA's wastewater facility in Manor Township.

C. TREASURER'S REPORT

JANUARY 2018 FINANCIALS

West Hempfield Board of Supervisors
 March 6, 2018 Minutes

General Fund	\$ 2,439,321.72
Sewer Fund	\$ 273,786.69
Refuse Fund	\$ 367,055.98
Street Light Fund	\$ 9,181.94
Fire Hydrant Fund	\$ 43,486.96
TDR Fund	\$ 588,524.13
State Liquid Fund	\$ 474,391.71
Police Pension Fund	\$ 7,565,003.16
Non-Uniform Pension Fund	\$ 2,376,383.83
Recreation	\$ 15,441.00
Highway	\$ 845,484.61
Post Retirement	\$ 25,128.47
Health Care (HRA)	\$ 17,146.96
Fulton Bank	\$ 684,239.32
Total All Funds January 2018	\$ 15,724,576.48

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

Written monthly reports were received from all departments.

1. POLICE: Police Chief Pugliese presented highlights of the department's annual report, briefed the Board on actions for the Williams Pipeline Project that is being constructed through the Township, and a thank you letter and placque received from the Marine Corps League for supporting the 2017 Toys for Tots Christmas program.
2. ZONING: Reflectivity of signs was questioned. Dwayne Steager reported on options that were explored . . . Cost of a meter for a few weeks to evaluate reflectivity is prohibitive whereas evaluating the age of signs will meet requirements for determining if standards are met. He has begun the process of tracking the life spans of signs which will ensure that West Hempfield's signs meet the standards, keep us in compliance, and reduce cost.
3. FIRE: Columbia Borough Fire Chief Doug Kemmerly, reviewed the Borough's Annual Report, highlighting incidents and fund raising.
4. PUBLIC WORKS: The monthly report was reviewed. Dale Getz was absent from the meeting in order to prepare for another forecasted snow event.

E. RESIDENTS - None

F. VISITORS: Owen Jorich, a student of Lancaster Catholic High School was present to observe the meeting.

IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES.

A. Gregory Whitney and Natalie Burk
Request for release of Financial Security
Location: 733 High Ridge Road

The applicant is requesting a full release of financial security for the site work at 733 High Ridge Road. The Township Engineer recommends that the Township approve a full release of the original amount of \$ 20,025.72, there being no other reductions previously.

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro to *approve* the full release of financial security for the site work at 733 High Ridge Road in the amount of \$20,025.72. The motion carried (5-0).

B. Ken and Lauren Uhrich
Minor Land Disturbance Storm Water Management Agreement
1582 Silver Spring Road

- ❖ **Motion:** Ed Fisher moved, seconded by Kent Gardner to *approve* signing the 1582 Silver Spring Road Minor Land Disturbance Stormwater Management Agreement and Declaration of Easement “Appendix G”. The motion carried (5-0).

V. NEW MUNICIPAL COMPLEX.

Andrew Stern presented the following report:

1. We are no longer ahead of schedule! We are still under budget! At this point, the general contractor has indicated that they MAY need to use all of the time permitted by contract – meaning completion just prior to the July 6, 2018 deadline. There were delays due to weather, especially with the completion of the roof, and the approval of submittals for items needing to be purchased from vendors. The other three primes are ahead of schedule and may be done before the general builder. We will also be working with the inspector with respect to delivery and setup of furnishing prior to a final C/O in order to gain back a couple of weeks.

At present we are still tracking about \$350,000 below budget. HOWEVER, there are two items which were NOT in the original budget – audio/visual and window treatments. Audio visual is noted below. Window treatments will be addressed next month (original plans included blinds within the windows, which we decided to remove and address separately due to cost and maintenance concerns).

2. Lift. We have purchased a 20' JLG Electric Lift from LIFT, Inc. here in WHT for \$9,500 with the fire company and Township each paying \$4,750. This will be used for general building maintenance, in addition to reaching high storage areas in the fire station and police station.
3. Electrical: A number of electrical design issues have arisen recently. We have been working closely with the architects to resolve these. We anticipate the need for an additional 200 amp service panel in the fire station to accommodate their SCBA compressor and vehicle exhaust ventilation system. We had believed the electrical requirements were already included in the plans, but they were not. **I am seeking Board approval for a change order for an additional electrical panel in the fire station in the amount of approximately \$ 31,642.00.**

❖ **Motion:** *Kent Gardner moved, seconded by Robert Munro to approve expansion of the electrical needs as presented and discussed to cover the for copper electric SCBA and future reserve. The motion carried (5-0).*

4. Furniture: We will need to begin ordering furniture prior to the April Board meeting. We had budgeted \$150,000 for police and administration furniture. This number was based on early estimates from two local vendors. Our interior Designer is working with these vendors and others to finalize our purchases. Purchases will be from Costars vendors, or in accordance with state purchasing requirements. **I am seeking Board approval to purchase furniture for the new building in an amount not to exceed \$150,000.**

❖ **Motion:** *Kent Gardner moved, seconded by Edward Fisher to approve purchase of furniture for the new building as presented in an amount not to exceed \$150,000. The motion passed (5-0).*

5. We held a meeting with the sign company for the new building. I felt the proposed signs were excessive. The sign company concurred. I have reduced the sizes of the signs by 1/3. We anticipate a price credit from this change. The fire company has requested that we look at erecting a digital display in front of the new building and use the credit along with some of their recruitment grant funds. We will be exploring our options.
6. As mentioned to you at recent Board meetings, audio-visual systems for the new building had not been included in the new building budget. Over the past few months, Mark and I have been working with vendors to obtain estimates. Our lowest quote until recently was \$109,000, which we felt was unreasonable. Since then, we have split up the work and obtained more reasonable price quotes:

- a) Board Room, EOC/Training Room, Community Room: \$21,093.01

We propose to have Berkshire Systems do this work. Berkshire is the subcontractor for security and fire alarms in the building. Work will include:

- Board room audio recording, microphones, and speakers as well as HDMI splitters for the video monitor.
- Community Room (Fire Station Multi-Purpose Room): Motorized projection Screen and ceiling mounted LCD projector with inputs.
- EOC/Training Room: Video inputs and cabinet

b) TV's and Monitors: \$10,000 +/-

We are working with Staples and BestBuy. This will include mounts and televisions/monitors throughout the building for conference rooms, the Board room, EOC and Training Room, and throughout the fire station. We will most likely be installing the mounts and monitors with our own personnel.

TOTAL FOR AUDIO/VISUAL: \$31,000 +/-

We anticipate slight changes as we purchase the various components. We also anticipate a credit from the electrician for some data wiring which was in the bid but not needed. *The above amounts INCLUDE audio/visual needs for the fire station.*

I am seeking Board approval to approve change orders and approve purchases for audio/visual products for the new building at an amount not to exceed \$35,000.

- ❖ **Motion:** *Kent Gardner moved, seconded by Robert Munro to **approve change orders and purchases for audio/visual products for the new building at an amount not to exceed \$35,000 as presented.** The motion passed (5-0).*

7. We need to install a guard rail on the fire station mezzanine. The builder erected a temporary wood rail to meet OSHA regulations. In order to keep costs down, Dale has worked with me to have a local welder construct a permanent rail system for \$2,385.
8. We have met with Frey Lutz about a service contract for the newly installed HVAC system. We received a full service proposal for \$6,168/year. After discussion with Dale, we asked that they remove items our Public Works Department can handle and have received a revised agreement for \$3,900. Given the cost and complexities of these HVAC systems, we recommend approval of this agreement. There is a separate agreement for the computerized HVAC control system which will start in two years at a cost of \$4,510/year through NRG Controls.

I am seeking Board approval to enter into a service agreement with Frey Lutz for maintenance on the HVAC systems in the new building at an amount \$3,900 for the first year.

- ❖ *Following comments and questions by the Board, this matter was **tabled** to allow time for further discussion.*

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS.

A. Appoint Representative to LCTCB: Andrew Stern

- ❖ **Motion:** Kent Gardner moved, seconded by Edward Fisher to *appoint* Andrew Stern as Representative to LCTCB. The motion passed (5-0).

B. Appoint Alternate Representative to LCTCB: Karen St.Clair (East Petersburg).

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *appoint* Karen St. Clair as Alternate Representative to LCTCB.

C. Bituminous Material (Paving): Award contract to Allan Myers, \$341,702.50, total.

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *award* the bid for the application of Bituminous Material (Delivered in Place, 4,100 ton) to Allen Myers, Malvern, PA for a unit price of \$68.90 ton, \$3.95 Milling, \$2.40 Sq. yd. Asphalt paving material for a total bid price of \$341,702.50. The motion passed (5-0).

D. Bituminous Material (Material): Award contract to Highway Materials, 25MM FOB \$43.75; 9.5MM FOB \$51.35.

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *award* the bid for the purchase of Bituminous Materials FOB, plant to Highway Materials, Lititz, PA at a total bid price of \$54,020.00. The motion passed (5-0).

E. 2A Modified (Material): Award contract to Pennsy Supply, \$7.10.

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *award* the bid of 1,200 ton 2-A Modified Stone Aggregate, to Pennsy Supply at \$7.10 ton. The motion passed (5-0).

F. Fire Police Authorization: Mountville Borough, May 26, 2018.

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro to *approve* assistance of the West Hempfield Township Fire Police to provide traffic control at the Memorial Day Parade; Saturday, May 26, 2018 from approximately 9:00 a.m. to 12:00 noon as requested by Mountville Borough. The motion passed (5-0).

VIII. ORDINANCES, RESOLUTIONS, AND AGREEMENTS.

A. Resolution 2-18 Disposition of Records

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *adopt* Resolution 2-18, a resolution of West Hempfield Township declaring its intent to follow the schedules and procedures for disposition of records as set forth in the municipal records manual approved on July 16, 1993. The motion carried (5-0).

B. Resolution 3-18 Destruction of Police Documents

- ❖ **Motion:** Kent Gardner moved, seconded by Edward Fisher to *adopt* Resolution 3-18, a resolution of West Hempfield Township declaring its intent to follow the schedules and procedures for disposition of records as set forth in the municipal records manual approved on July 16, 1993. The motion carried (5-0).

C. Resolution 4-18 Crash Scene Unit – Adding West Lampeter Township

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro to *adopt* Resolution 4-18, a resolution of the Board of Supervisors of West Hempfield Township acknowledging the joinder of a municipality to the agreement among the townships of East Hempfield, East Lampeter, Manor, and West Hempfield and the Borough of Columbia dated July 19, 2014. The motion carried (5-0).

D. Ordinance 2-18 Truck Restrictions - Boyce Ave., Coronet Ave., and Silver Spring Plaza

- ❖ **Motion:** Kent Gardner moved, seconded by Edward Fisher to *adopt* Ordinance 2-18, an ordinance to amend the code of ordinances of the Township of West Hempfield, Chapter 139, Vehicles and Traffic, to prohibit trucks on Boyce Avenue, Coronet Avenue, and Silver Spring Plaza. The motion carried (5-0).

IX. APPROVAL OF PAYABLES.

West Hempfield Board of Supervisors
March 6, 2018 Minutes

FUND	AMOUNT	CHECK #'S
Payroll and Taxes	\$ 192,256.05	EFT
General Fund	\$ 258,263.75	29914 - 30036
Fulton Bank	\$ 360,077.63	182 - 193
Refuse Fund	\$ 69,862.70	2574 - 2580
Street Light	\$ 4,557.76	426
WHT Escrow	\$ 3,377.96	203
State Fund	\$ 51,930.11	3200 - 3208
Total	\$ 940,325.96	

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro to *approve* payment of all bills between February 1– February 28, 2018 and any residuals. The motion passed (5-0).

X. GOOD OF THE ORDER

A. UPCOMING MEETINGS:


- April 3, 2018 - Regular Board of Supervisors Meeting

XI. ADJOURNMENT

Chairman Dumeyer asked for a motion to adjourn the regular Board of Supervisors meeting at 8:58 p.m. to executive session for a personnel matter.

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro to *adjourn* the regular Board of Supervisors meeting at 8:30 p.m. to executive session to discuss a personnel matter. Motion carried unanimously (5-0).

Respectfully submitted,


Andrew Stern,
Township Manager

