

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of May 1, 2018

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, May 1, 2018. Chairman David Dumeyer and Board members, Edward Fisher, Kent Gardner and Naomi Martin and Robert Munro were present. Also in attendance were: Township Manager Andrew Stern; Chief of Police Mark Pugliese I; Public Works Director Dale Getz; Zoning Officer Dwayne Steager and Judy Carrier, 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. EXECUTIVE SESSION.

Chairman Dumeyer reported an Executive Session was held prior to tonight's meeting regarding personnel matters that are scheduled on tonight's meeting agenda.

III. APPROVAL OF MINUTES.

A. April 3, 2018 regular meeting.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* the Board's April 3, 2018 regular meeting minutes as presented. Motion unanimously carried, (5-0).

IV. COMMUNICATIONS.

A. BOARD OF SUPERVISORS.

- NATIONAL POLICE WEEK PROCLAMATION.

Chairman Dumeyer read the 2018 Township of West Hempfield Police Week Proclamation recognizing National Police Week calling upon all citizens of West Hempfield Township and upon all patriotic, civic and educational organizations to observe the week of May 13-19, 2018 as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens. The Proclamation further calls upon all citizens of West Hempfield Township to observe May 15, 2018, as Peace Officers' Memorial Day in honor of 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.

- ❖ **Motion:** Moved by Kent Gardner and seconded by Robert Munro to *ratify* the West Hempfield Township 2018 Police Week Proclamation. The motion passed unanimously (5-0).

- POLICE DEPARTMENT: PRESENTATION OF COMMENDATIONS AND RECOGNITIONS.

Chairman Dumeyer opened the West Hempfield Township Board of Supervisors Awards and Commendations Ceremony by announcing that each year the West Hempfield Township Board of Supervisors recognizes members of our police department and/or citizens in our community for actions that they had taken during the previous year that are believed to have been above what is expected of them and in some instances, have helped save or prolong a life of another individual. In addition, the Board of Supervisors will also be recognizing two officers whose dedication to assist others with debilitating diseases by organizing an annual fundraiser. A service organization and a local business will also be recognized for their support of our police department by way of making monetary donations for equipment. On behalf of the Board of Supervisors, Chairman Dumeyer welcomed the family and guests of all the award recipients as well as the Police Chiefs, Board Members and elected officials from our neighboring municipalities.

Although not being presented with certificates tonight, on behalf of the entire Board of Supervisors, Chairman Dumeyer acknowledged four (4) officers who were involved in saving the lives of six individuals who overdosed on drugs and had to be administered “Naloxone.” All individuals survived because of the officers’ quick action as well as the fact that they were in possession of Naloxone. The officers being congratulated were as follows:

- **Officer Michael Murray (two incidents)**
- **Officer John Schwab (two incidents)**
- **Corporal Douglas Ober**
- **Officer Karl Hartranft**

Chairman Dumeyer asked that any of these officers present stand in place and be recognized.

Additionally, Chairman Dumeyer announced that earlier this year the United States Marine Corps Reserve honored three (3) officers for their assistance with the 2017 Toys for Tots program.

- **Corporal Douglas Ober**
- **Officer Bart Hollis**
- **Officer Ben Johnson**

Chairman Dumeyer read a letter received from Gilbert L. Bixler, Chairman, Toys for Tots, Lancaster County Detachment Marine Corps League in which he reported the Toys for Tots Program was a huge success and helped make Christmas a little brighter for 12,415 needy children throughout Lancaster County. The three officers were asked to stand in place to be recognized.

The following 2017 West Hempfield Township Awards and Commendations were then presented:

- **Life Saving Award:**

The Life Saving Award is awarded to individuals whose actions that, if not performed, would, beyond a reasonable doubt, have resulted in the death of a person or persons.

- **Officer Robert L. Small (unable to attend)**
- **Officer Karl J. Hartranft**

On Friday, August 25, 2017, officers were dispatched for a suicidal person at the Mainstay Hotel on Primrose Lane in West Hempfield Township. Upon arrival, Officers Small and Hartranft found a subject in his hotel room holding a pistol to his head. The officers were able to evacuate the surrounding area and protect other emergency responders while attempting to talk to the individual. The officers were able to successfully defuse the situation. In the words of their on-scene supervisor; "I truly believe that because of Officers Small and Hartranft's bravery, professional demeanor, quick thinking, and their ability to calm the suicidal individual down, had without a doubt, defused a deadly situation." The individual was taken into custody and transported to a local hospital for evaluation. Chairman Dumeyer noted that both officers are trained members of the Lancaster County Crisis Intervention Team.

Officer Karl J. Hartranft and Officer Robert L. Small (in absentia) were then awarded the West Hempfield Township Police Department's Life Saving Award, certificate and bar.

- **Life Saving Award:**

This Life Saving Award is being presented to two (2) officers who were off-duty at the time of the incident along with one of their wives.

- **Corpora Ryan Draper & Mrs. Erika Draper**
- **Officer William Ceravola, Reading Twp. Police Department**

On March 27, 2017 just after 6:00 p.m., Corporal Draper and his wife were traveling across the Rt. 30 Bridge between Columbia Borough and Hellam Township. In a separate vehicle was Officer Ceravola. They observed a vehicle stopped on the bridge and a female standing at the edge of the bridge. As Officer

Ceravola approached the subject, she warned him to stay away. Corporal Draper and Mrs. Draper also approached the subject. Attempts were made to talk the individual down. At one point while Corporal Draper and Mrs. Draper distracted the subject, Officer Ceravola grabbed the subject from behind and pulled her to the ground. The subject was subsequently transported to a local hospital for evaluation. Chairman Dumeyer noted that Corporal Draper is a trained member of the Lancaster County Crisis Intervention Team.

For their actions, Officer William J. Ceravola and Officer Ryan P. Draper were awarded the West Hempfield Township Police Department's Life Saving Award, certificate and bar, and Mrs. Erika Draper was awarded the West Hempfield Township Police Department's Life Saving Award Certificate.

- **Commendation Award**

The Commendation Award is awarded to an officer for an outstanding act that involved performance above and beyond their basic assignment.

- **Officer Richard Bowermaster, West Hempfield Twp. Police Dept.**
- **Officer William Watt, East Hempfield Twp. Police Dept.**

Since 2014, officers from across the county participate in a local fund drive that was started by Officer Watt of East Hempfield Township Police Department to raise money for local first responders and/or their families who are suffering from cancer or other debilitating disease or organizations that help these individuals and their families. Officers Watt and Bowermaster have been leaders in this effort known locally as the Beards for Brothers Campaign. Various police departments throughout the county now participate. Since 2014, approximately \$30,000 has been raised. Monies have gone to two different organizations and most importantly to a junior fire fighter from West Hempfield Fire & Rescue and the daughter of a Lancaster City Police Officer, both who have been suffering from rare diseases.

For their actions, Officer William M. Watt and Officer Richard C. Bowermaster, Jr. were awarded the West Hempfield Township Police Department's Commendation Award Certificate and Bar.

- **Commendation Award**

- **Corporal Douglas L. Ober**
- **Corporal Ryan P. Draper**

On January 30, 2017 just before 4:00 p.m., officers were dispatched to the Union Community Bank for a bank robbery that had just occurred. A description of the subject was broadcasted over the police radio. Corporals Ober and Draper were just returning to station from a training class and responded while still in civilian clothing and in an unmarked police vehicle. Corporals Ober and Draper checked

an area motel and were able to quickly determine the identity of the suspect. Further information determined that the individual had been seen in the area of the Shoppes at Prospect. Corporals Ober and Draper responded to the area and located the subject in a crowded restaurant. They were able to take the subject into custody without incident and with no other restaurant patrons being endangered.

For their actions, Corporal Douglas L. Ober and Corporal Ryan P. Draper were awarded the West Hempfield Township Police Department Commendation Award Certificate and Bar.

- **Perfect Attendance Award:**

The Perfect Attendance Award is awarded to an officer or Employee who takes no time off during a specific calendar year for injury or illness. Additionally, the officer is required to have reported for his/her scheduled shifts on time and prepared for duty.

- **Officer John J. Schwab**

For his perfect attendance record in 2017, Officer John J. Schwab was awarded the West Hempfield Township Police Department's Perfect Attendance Award, Certificate and Star for his current Bar.

- **Certificate of Appreciation:**

The Certificate of Appreciation is awarded to citizens, organizations or businesses that distinguish themselves through the accomplishment of an extraordinary act or service to the Department or to the community.

- **Paul Revere Leber Post #372 of the American Legion**
 - **Buckeye Corrugated, Inc., All-Size Division**

Each of the above organizations made significant contributions to the West Hempfield Township Police Department, which enabled the Department to purchase equipment, training supplies, community outreach and educational supplies, and first aid equipment/supplies to augment the department's current first aid supplies. All of this equipment or supplies is above and beyond what the department was able to budget for in its 2018 expenditures. There is no doubt that the officers and the community will benefit from these contributions.

For their contributions, the Paul Revere Leber Post #372 of the American Legion and BCI All Size Division were presented the Certificate of Appreciation. There were no representatives present from the Paul Leber Post #372. Ms. Pam Snader accepted the certificate for BCI All-Size.

- **2017 Officer of the Year:**

Officer of the Year is awarded to an officer who distinguished him/herself through either an accumulation of exceptional contributions or a single incident, and whose actions clearly place the individual well above others of equal rank or grade. Areas of recognition include, but are not limited to: extraordinary valor, positive community impact, administrative accomplishments, crime prevention, training programs, traffic safety and innovative approaches to public service. This individual shall have truly represented the department in a favorable light, having reflected the vision and mission statements in his/her daily actions.

- **Officer Michael P. Murray**

Officer Michael P. Murray has been a member of the police department only since January of 2016. He has been assigned to the patrol division since his employment, assigned to “B-1” Platoon. During his time, he has distinguished himself as a leader in the number of both criminal arrest and in traffic enforcement. Officer Murray has also displayed exceptional courage, fortitude and resourcefulness during critical incidents and has effectively testified in numerous criminal prosecutions leading to the successful convictions of dangerous felons. Officer Murray further strives to enhance intradepartmental effectiveness by promoting public trust and confidence and a positive image of the department. In the words of his immediate supervisor, “He (Officer Murray) should also be recognized for his positive attitude, eagerness to excel, and willingness to promote West Hempfield Township as a safe, healthy, and vibrant community in which to live and work.”

Officer Michael P. Murray was awarded the West Hempfield Township Police Department’s 2017 Officer of the Year and presented with a plaque and commendation bar.

The awards ceremony was then concluded and a short recess was taken to allow time for family members to take photographs.

B. TOWNSHIP MANAGER.

INTERNAL MATTERS

1. **Dogs in Parks:** As you are aware, dogs are prohibited in our parks. We have recently had a few inquiries about this from residents questioning the rule and asking if the Board would consider revisiting this rule. I have confirmed with our Insurance carrier that dogs are NOT excluded from our insurance. I have checked with other area municipalities and of those who responded only Elizabethtown Borough Township prohibits dogs.

Our animal prohibition is within our code of ordinances. If the Board wishes to revisit this regulation it would be by an amendment to our ordinances.

Following discussion pertaining to options, verbiage and defining of areas, the Board agreed to revisit the regulation and Mr. Stern will provide some ideas for the Board to review and consider.

2. **HARC:** As you are aware, a meeting was held in March amongst the participating municipalities to resolve a few outstanding issues in their proposed new agreement. On April 18, 2018, new issues arose which we must now work through.
3. **Urban Growth Area Map:** On November 16, 2017, the Board and Planning Commission held a joint meeting to review the DRAFT Urban Growth Area map. At that time the consensus of both entities was to move forward with this draft as we proceed through the Comprehensive Plan process. The minutes of that meeting did not reflect this consensus. **I am asking the Board to acknowledge that the consensus of the Board was to move forward with this draft UGA map. (It will not be officially adopted until a later date).**

Following discussion pertaining to use of the existing DRAFT Urban Growth Area map as a starting point, the following action was taken:

- ❖ **Motion:** Moved by Edward Fisher and seconded by Robert Munro to *authorize* staff to send the DRAFT Urban Growth Area map to Lancaster County Planning Commission and West Hempfield Township Planning Commission and to schedule a Public Hearing to be held at the July 3, 2018 Board of Supervisors meeting. The motion passed (5-0).
4. **MS4/PRP:** We continue to hear that DEP is standing firm with their changes to the rules relating to the parsing of properties from our urban area. I am working closely with Representative Miller to schedule a meeting of local officials and DEP officials in an attempt to resolve this manner amicably. We have not received our official letter yet from DEP, which is now over a month late.
 5. **Health Insurance:** On April 19, Brenda and I attended our quarterly IIC meeting. We were presented our 2017 final numbers. We ended the year at a 99.9% performance ratio – meaning our claims were at 99.9% of what we had anticipated. While this is good news, it is a little misleading as in 2016 we ended the year at 121.38% forcing us to increase our anticipated amount for 2017. So we did “OK” but our reduction in performance ratio does not mean a reduction in total expenses! Our summary is attached.

EXTERNAL MATTERS

1. **Marietta Avenue Bridge:** The closure of Marietta Avenue is anticipated to begin April 30 at the East Donegal Township line. A significant detour route will be in place for several months. PennDOT had declined our request to post our Township Roads with restrictions during the detour – i.e. ‘no trucks’, ‘local traffic only’, etc. The Chief and I will monitor the situation and find creative solutions if/when a need arises.

2. **Hempland Road Noise Issue:** Wenger Feeds has agreed to install a ‘sound curtain’ to the back side of their building, in East Hempfield Township. Manor Township is having a noise study completed prior to and after the installation. Hopefully this will resolve the noise complaints.

PERSONNEL

1. **New Hire:** We have hired a part time administrative employee. Her role will be to help with coverage in the front office, assist the land use office with the processing of paperwork, and to assist administration and police with the upcoming move. She will be working approximately 15 -20 hours a week.
2. **Police Grievance:** As you are aware, a grievance has been filed by the police association and is at a level requiring your action. We have discussed the matter with the Township’s labor counsel. The Chief and I have met with the association in an attempt to resolve the matter. If we are not successful, you will need to either accept their grievance and agree to a resolution or deny their grievance, which would give the association the opportunity to file for arbitration.

This matter is scheduled for discussion on tonight’s meeting agenda.

OUTSIDE BOARDS AND COMMITTEES

1. **LIMC:** Kent and I attended the LIMC meeting on April 11, 2018. We did not have a quorum to conduct business but we did have a discussion regarding MS4. The next LIMC meeting will be Wednesday July 11, 2018, at Millersville Borough. All are invited!
2. **Northwest River Trail:** Naomi and I attended our committee meeting on April 24, 2018. There is a lot going on with the trail, especially in Columbia and Marietta. On June 2 there will be a large event “Riverlands Trail Festival” from 10am to 3pm along the trail with events to include live music, canoe races, hiking, and other outdoor activities. We have flyers at the front window.

CORRESPONDENCE

1. **City of Lancaster.** We have received Act 14, 67, 68, and 127 notifications from ARRO regarding the City of Lancaster’s proposed large diameter water transmission main.
2. **RETTEW:** We have been notified of the closure of Main Street in Landisville for about one week starting May 7 for repairs to the railroad tracks.

C. TREASURER’S REPORT: APRIL 2018 FINANCIALS.

General Fund	\$ 2,018,680.23
Sewer Fund	\$ 274,149.76
Refuse Fund	\$ 447,202.62
Street Light Fund	\$ 4,625.06
Fire Hydrant Fund	\$ 43,713.70
TDR Fund	\$ 589,674.05
State Liquid Fund	\$ 1,009,376.64
Police Pension Fund	\$ 6,700,468.65
Non-Uniform Pension Fund	\$ 2,279,375.36
Recreation	\$ 15,476.16
Highway	\$ 847,267.80
Post Retirement	\$ 25,177.57
Health Care (HRA)	\$ 31,607.01
Fulton Bank	\$ 260,896.36
Total All Funds March 2018	\$ 14,547,690.97

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

Written reports were received by the Police, Public Works and Zoning/Land Use and Fire Departments.

1. POLICE: Police Chief Mark Pugliese I thanked the Board for the opportunity to recognize the township’s police officers.
2. PUBLIC WORKS: Public Works Director Dale Getz thanked the Board for doing the road tour yesterday and noted that April was a very wet month so not much was happening. A message has been received from a gentlemen about rubber matting for the Park in the future and Dale will be returning the call.
3. ZONING/LAND USE: BCO Zoning/Storm Water Officer Dwayne Steager reviewed the May 2018 Zoning Officer Report. He thanked the Board for the educational opportunity and began PA Municipal Government Academy courses April 21 and 23. He also attended several professional development programs during April . . . all pertaining to the Little Conestoga Watershed Alliance . . . and he has made the Township’s presence known there. On April 26th, he attended a LCZBO refresher course for BCO certification.

4. FIRE: Mountville Fire Company No. 1, April 2018 Chief's Report was received and discussed. Columbia's report will be coming this week. No report was received from West Hempfield.

E. 2017 PLANNING COMMISSION REPORT TO THE BOARD.

The West Hempfield Township Planning Commission 2017 Yearly Report and Minutes of April 19, 2018 were received and reviewed.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *acknowledge* receipt of the West Hempfield Township Planning Commission 2017 Yearly Report. The motion passed (5-0).

F. RESIDENTS - None

V. LAND USE

A. Sylvan Partners LP WHTPC14-10
Request for reduction of letter of credit
Location: Sylvan View Phase 2

The applicant is requesting a reduction of their letter of credit #D006750 from Fulton Bank, for Sylvan View Phase 2 from \$140,972.22 by \$105,972.22 to \$35,000.

The Township Engineer recommends that the letter of credit be reduced, based on remaining work to be finished, by the amount of \$90,861.50, leaving a new balance of \$50,110.72.

The Township Engineer also recommends that the Township require the developer to annually increase the financial security by ten percent (10%) of the cost estimated to complete the necessary required improvements in accordance with The Municipalities Planning Code Section 509.h.

Action Required:

Motion to approve the partial release of the financial security in the amount of \$90,861.50 leaving a new balance of \$50,110.72.

- ❖ **Motion:** Robert Munro moved, seconded by Edward Fisher to *approve* the partial release of the Financial Security in the amount of \$90,861.50 leaving a new balance of \$50,110.72. The motion passed (5-0).

**B. Spring View Farm Dairy Operation WHTPC 1-18
Storm water Management Plan – Major Land Development
951 Eby Chiques Road**

Mr. Joe Bender was present on behalf of Spring View Dairy Farm and presented the proposed plan modifications to the Board.

Action Required:

Motion to approve a waiver of Sections 305 and 306 Land Development Plan.

The applicant has requested a waiver of the requirement to process a land development plan to allow the construction of a dairy barn and storm water improvements. As an alternative, the applicant has submitted a storm water management plan.

The Township Engineer has recommended approval of this waiver with the condition that the applicant satisfy all requirements of a storm water management plan to the satisfaction of the Township.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* a waiver of Sections 305 and 306 Land Development Plan with the condition that the applicant satisfy all requirements of a storm water management plan to the satisfaction of the Township. The motion passed (5-0).

Action Required:

Motion to approve Section 122-36.A.2 – Pipe Profile Scales.

The applicant has requested a modification of the requirement to provide storm pipe profiles with a horizontal scale one inch equals fifty feet (1"=50') and a vertical scale of one inch equals five feet (1'=5') or ten feet (1"=10'). As an alternative, the applicant has proposed profiles at a horizontal scale of one inch equals thirty feet (1"=30') and a vertical of one inch equals six feet(1"=30").

The Township Engineer has recommended approval of this modification request based upon the justification and alternative provided.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* Section 122.36.A.2 – Pipe Profile Scales based upon the justification and alternative provided. The motion passed (5-0).

Action Required:

Motion to approve Section 122-36.D.9, 122-36.D.10 – On-lot Sewage Replacement Area.

The applicant has requested a modification of the requirement to complete testing to identify an on-lot sewage replacement location and to provide a replacement location easement. No alternative has been provided.

The Township Engineer has recommended approval of this modification request based upon the justification provided.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to ***approve*** this modification request based upon the justification provided. The motion passed (5-0).

Action Required:

Motion to approve Section 122-43.Q.2.a — Closed Depression Isolation Distance.

The applicant has requested a modification of the requirement to provide a one hundred (100) foot isolation distance between closed depressions and storm water management facilities. As an alternative, the applicant has proposed an approximately fifty (50') foot isolation distance between the closed depression and the proposed basin.

The Township Engineer has recommended approval of this modification request based upon the recommendation from the geology report with the condition that a note be added to the plan stating that the applicant accepts any additional risk associated with the proximity of the features and indemnifies the Township.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Robert Munro to ***approve*** this modification request based upon the recommendation from the geology report with the condition that a note be added to the plan stating that the applicant accepts any additional risk associated with the proximity of the features and indemnifies the Township. The motion passed (5-0).

Action Required:

Motion to approve Section 122-46.D.a —Minimum Pipe Diameter.

The applicant has requested a modification of the requirement to provide a minimum pipe diameter of fifteen (15") inches for pipes outside the public right-of-way that are subject to vehicular loading. As an alternative, the applicant has proposed a pipe diameter of twelve (12") inches.

The Township Engineer has recommended approval of this modification request based upon the justification and alternative provided.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* this modification request based upon the justification and alternative provided. The motion passed (5-0).

Action Required:

Motion to approve the Storm Water/Major Land Development Plan with the condition that the applicant satisfies all outstanding comments and requirements to the satisfaction of the Township Engineer, Township Staff and comments/requirements referenced in Rettew Review Letter No. 2 dated March 12, 2018.

- ❖ **Motion:** Edward Fisher moved, seconded by Robert Munro to *approve* the Storm Water/Major Land Development Plan with the condition that the applicant satisfies all outstanding comments and requirements to the satisfaction of the Township Engineer, Township Staff and comments/requirements referenced in Rettew Review Letter No. 2 dated March 12, 2018. The motion passed (5-0).

C. St. Mary's Coptic Orthodox Church
Conditional Use: Case #77
Location: 770 Summit Drive

Action Required:

Motion to Refer to Planning Commission.
Motion to Schedule Public Hearing for June 5, 2018 (60 day: 6/19/2018).

St. Mary's Coptic Orthodox Church has submitted a new application for a Conditional Use. The application is for a proposed church in the Traditional Village zoning district along Summit Drive.

- ❖ **Motion:** Moved by Kent Gardner and seconded by Robert Munro to *refer* this request to the Planning Commission for review and to schedule a Public Hearing for June 5, 2018, at the beginning of the regular Board Meeting. The motion passed (4-0-1) with Edward Fisher abstaining.

D. Marietta Avenue Rezoning

Action Required:

Motion to Schedule a Public Hearing for June 5, 2018.

West Hempfield Township is proposing to rezone four (4) parcels of land along Marietta Avenue. These four properties are currently zoned Rural Agriculture (R) and are proposed to be rezoned Traditional Village (TV). These properties are not currently within the Urban Growth Area (UGA); however, they have been recommended to be included by the West Hempfield Township Planning Commission and the West Hempfield Township Board of Supervisors. They will be included with the Township's mapping within our upcoming new Comprehensive Plan.

This request has been recommended for approval by the West Hempfield Township Planning Commission and will be reviewed by LCPC on May 29, 2018. LCPC staff is supportive of the proposal.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Robert Munro to *schedule* a Public Hearing for June 5, 2018. The motion passed (5-0).

E. C-2 Zoning Text Change Amendment

Action Required:

Schedule Public Hearing for June 5, 2018.

ACP Properties is in the process of preparing redevelopment plans for the former Columbia Drive-In at 4061 Columbia Avenue. As part of this process, they have submitted a request to change the zoning ordinance text to allow for a "Mixed Use Development Design Option". The developer and his consultants have informally presented their ideas to the Board and Planning Commission and are now beginning the formal process of review and action. LCPC will be reviewing this request at their May 29, 2018 meeting.

Mr. Stern reported that Melissa Kelly, Rettew Associates, caught a few minor typographical errors and Attorney Mark Stanley dropped off the corrected document prior to tonight's Board Meeting. This will be available in the Board Packet for the June 5, 2018 Board of Supervisors meeting.

- ❖ **Motion:** Edward Fisher moved, seconded by Kent Gardner to *formally accept* the Petition and *refer* it to the Township and County Planning Commissions for their recommendations and to *schedule* a Public Hearing for June 5, 2018. The motion passed (5-0).

VI. NEW MUNICIPAL COMPLEX.

- A. **Update:** We are still looking at the end of June for substantial completion. We are still under budget!
- B. **HVAC Service Agreement:** On last March's agenda I had a proposed Frey Lutz contract for the newly installed HVAC system. This item was tabled for further review. Since that time I have discussed the proposal with Rob Munro and the proposal is back on the agenda for consideration. Based on our discussions, I am recommending we go with the higher priced service agreement which covers 'everything' so that we do not risk nullifying our warranties. **I am asking the Board to approve the service agreement with Frey Lutz for \$6,168 for the first 12 months, with a 3% annual increase for the following 24 months.**
- ❖ **Motion:** Moved by Robert Munro and seconded by Edward Fisher to *approve* the service agreement with Frey Lutz for \$6,168.00 for the first 12 months, with a 3% annual increase for the following 24 months as presented and discussed. The motion passed (5-0).
- C. **Parking Change Order:** At the April Board meeting, the Board approved \$15,606 for the installation of 25 additional parking spaces. This was only the paving cost. With the stone cost, the total was \$28,521. I attempted to contact each of the Board members to clarify this amount and received four approvals. **I am asking the Board to publicly ratify this corrected amount of \$28,521.**
- ❖ **Motion:** Moved by Kent Gardner and seconded by Robert Munro to *approve* the corrected amount of \$28,521 for the installation of 25 additional parking spaces as presented and discussed. The motion passed (5-0).
- D. **Cleaning Services:** As we prepare to move into our new building, we need to select a cleaning service. We would like to use a different company for the new building rather than the one we are currently using. In lieu of issuing a Request for Proposals (RFP) I am recommending that we use Heritage Maintenance. East Hempfield Township recently conducted a RFP process and selected Heritage. They are also used by Mount Joy Township and Northwest Regional Police in their new building and several other municipalities and police departments in the area (see proposal). Heritage was not the lowest or highest proposal for East Hempfield, but came with the highest recommendations and was able to pass their background checks to work in a police department (not all proposers could meet this requirement). The Chief and I have met with Chad Crum, owner of Heritage, and are comfortable with their company and their proposal. As this is a professional service, a formal bid or RFP is not required. We will introduce this company to the Fire Company who may choose to use them for their space or may choose a different option. I had explored the idea of hiring a part time employee or using an existing employee, but determined it would not be a cost effective option. **I am asking the Board to approve the use of**

Heritage Maintenance for \$1,300 per month for cleaning services in the new Township building for Police and Administration.

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* the use of Heritage Maintenance for \$1,300.00 per month for cleaning services in the new Township building for Police and Administration as presented and discussed. The motion passed (5-0).

E. Window Treatments: During the bid preparation process for the new building, we decided to eliminate the integral window blinds as we felt they would be extremely costly and a maintenance issue. Our interior designer has recommend Jackson's Window Shoppe. This is a local family owned business with roots in the Hempfield community. Our interior designer has worked with this company before and recently used them for the new Manheim Borough Police Station. Jackson's has a COSTARS contract so this item is exempt from bidding. Our options are non-motorized (manual) for \$13,210 or motorized (in Board and Community Rooms) for \$23,410. There are advantages to having motorized shades including ease of use and life expectancy. Adding a motor later would be cost prohibitive as it would essentially require the replacement of everything except the fabric itself. **I am asking the Board to approve the purchase and installation of window shades from Jackson's Window Shoppe, Inc. in the amount of \$23,410.**

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *approve* the purchase and installation of window shades from Jackson's Window Shoppe, Inc. in the amount of \$23,410.00 as presented and discussed. The Motion passed (4-1) with Robert Munro voting nay.

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS.

A. Emergency Management Coordinator – Andrew Stern reviewed his memorandum dated April 26, 2018 pertaining to Emergency Management Coordinator. He stated that at present, West Hempfield Township's Emergency Management Coordinator is Chief Pugliese and it is strongly recommended by the emergency management community that the coordinator be someone who would not have another position of responsibility during a disaster.

John Leas, past-president of West Hempfield Fire and Rescue, has volunteered to take on this role. He has extensive background in emergency services and emergency management in both paid and volunteer capacities and has his Advanced Emergency Management Certification from the Pennsylvania Emergency Management Agency (PEMA).

Mr. Stern recommended that the Township nominate Mr. Leas to serve as West Hempfield Township Emergency Management Coordinator, after which paperwork

would be sent through Lancaster County Emergency Management to PEMA for final appointment by the Governor. Mr. Stern noted he has reviewed this with Chief Pugliese and he concurs with this recommendation.

- ❖ **Motion:** Moved by Kent Gardner and seconded by Edward Fisher to *nominate* John Leas to serve as West Hempfield Township Emergency Management Coordinator and to send the paperwork through Lancaster County Emergency Management to PEMA for final appointment by the Governor. The motion passed unanimously (5-0).

B. Water Week Sponsorship – Andrew Stern reported the 4th Annual Clean Waters Golf Tournament will be held on June 4, 2018 and that in 2017, West Hempfield Township was a sponsor with a \$100.00 contribution. He asked the Board to approve a Municipal Supporter sponsorship of \$100.00 for the 4th Annual Clean Waters Golf Tournament to benefit the Lancaster County Clean Water Consortium.

- ❖ **Motion:** Moved by Robert Munro and seconded by Edward Fisher to *approve* a Municipal Supporter sponsorship of \$100.00 for the 4th Annual Clean Waters Golf Tournament to benefit the Lancaster County Clean Water Consortium. The motion passed unanimously (5-0).

Kent Gardner asked the Board to give future consideration to applying for a mini grant for a rain garden with various paving surfaces in front of the township building so it will be easy for staff to provide a visual of what can be done. When the time comes, he will get together with Andrew Stern regarding this.

C. Police Association Grievance – The police association has filed a grievance at level 2 which came before the Board of Supervisors. The Board, in Executive Session, has determined to deny the grievance based upon information stated in a letter drafted by the township’s labor counsel. The following action was taken:

- ❖ **Motion:** Moved by Kent Gardner and seconded by Robert Munro to *deny* the Police Association Grievance based on Board of Supervisor discussions and information stated in a letter drafted by West Hempfield Township’s Labor Counsel. The motion passed unanimously (5-0).

IX. ORDINANCES AND RESOLUTIONS.

A. Resolution 5-18 Sylvan View Phase 2 Acceptance of Archer Lane

- ❖ **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to *adopt* Resolution No. 5-18, a Resolution of the Township of West Hempfield, Lancaster County, Pennsylvania, accepting Archer Lane as part of the public road system of West Hempfield Township. The motion passed (5-0).

B. Ordinance 3-18 Sylvan View Phase 2 Traffic Control

- ❖ **Motion:** Moved by Robert Munro and seconded by Edward Fisher to *adopt* Ordinance No. 3-18, an Ordinance to amend the Code of Ordinances of the Township of West Hempfield, Chapter 139, Vehicles and Traffic, to establish traffic regulations on Archer Lane. The motion passed (5-0).

X. APPROVAL OF PAYABLES.

FUND	AMOUNT	CHECK #'S
Payroll and Taxes	\$ 199,010.06	EFT
General Fund	\$ 177,805.43	30183 - 30269
Fulton Bank	\$ 127,816.43	209 - 217
Sewer Fund	\$ 500.00	3755.00
Refuse Fund	\$ 88,660.47	2595 - 2608
Street Light	\$ 3,932.59	427
Fire Hydrant	\$ 26,221.18	224 - 225
WHT Escrow	\$ 12,526.79	208 - 209
State Fund	\$ 6,758.68	3216 - 3222
Total	\$ 643,231.63	

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro, to *approve* payment of all bills between April 1 – April 30, 2018 and any residuals. Motion carried (5-0).

XI. GOOD OF THE ORDER.

- Upcoming Meetings: June 5, 2018, Regular Board of Supervisors Meeting.
 July 11, 2018, LIMC Meeting at Millersville Borough.

XII. ADJOURNMENT TO EXECUTIVE SESSION FOR A PERSONNEL MATTER.

Chairman Dumeyer asked for a motion to adjourn the regular meeting at 9: 00 p.m. to go into Executive Session for a Personnel Matter.

- ❖ **Motion:** Kent Gardner moved, seconded by Robert Munro, to *adjourn* the regular Board of Supervisors meeting to Executive Session for a personnel matter at 9:00 p.m. Motion carried unanimously (5-0).



Respectfully submitted,

Andrew Stern,
 Township Manager