

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of November 8, 2018

The regularly scheduled meeting of the Board of Supervisors was held at the new West Hempfield Township Municipal Building, 3476 Marietta Avenue. Chairman David Dumeyer and Board members, Edward Fisher, Kent Gardner, and Robert 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. Naomi Martin, Dale Getz and Brenda Baumbach were not present at 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. October 2, 2018 regular meeting.
- B. October 29, 2018 Road Tour meeting

❖ Motion: Moved Kent Gardner and seconded by Edward Fisher to *approve* the Board's October 2, 2018 regular meeting minutes and October 29, 2018 Road Tour meeting minutes as presented. Motion carried, (4-0).

III. COMMUNICATIONS.

A. BOARD OF SUPERVISORS

- 1. Edward Fisher remarked about the successful Open House and thanked the Fire Department, Police and Administrative Staff for the excellent tours that were conducted and the photographs that were posted on social media.

B. TOWNSHIP MANAGER.

INTERNAL MATTERS

- 1. Paving: Druid Hill and Malleable Roads were paved in September by our contractor. We are not happy with either and have been in contact with the contractor and PennDOT (as it is to be paid with liquid fuels money). We await a resolution. UPDATE: Dale and I have met with the contractor and they are working to find a cause and solution for the problem. Core tests will be performed soon.
- 2. Planning Commission. Reminder that the terms for Ron Beam and Larry Groff both expire December 31, 2018 of this year. Both have indicated that they are retiring and not seeking re-appointment.

3. Zoning Hearing Board. The term for Zoning Hearing Board member Anthony Crocarno expires December 31, 2018. Mr. Crocarno is interested in serving another term.
4. MS4 PRP. Dwayne and I have attended two meetings with DEP since the last Board meeting. At each meeting they have assured the Townships that they now plan to work with us and be consistent with their rules and direction. They rescinded three conditional approval letters for other municipalities and replaced them with unconditional approval letters. We have not yet received ours, but are more optimistic than we had been.

NEW MUNICIPAL BUILDING

1. New Building. We continue to work with the contractors to finalize punch list items – the list is getting smaller! I have not included financials in this report as we are still finalizing change orders, credits owed to us, and return of retainage. We remain well under budget.

We have closed out the electrical and HVAC portions of the contract. Plumbing should be closed out by the end of November. General construction may linger for a while.

2. Sale of Old Township Building. The auction will be held November 8 at 3pm.

EXTERNAL MATTERS

1. Marietta Avenue Bridge. The bridge at the East Donegal Township boundary should be open by the November 8 meeting. The contractor had experienced significant delays due to storms this summer.
2. Centerville Road. Centerville Road in East Hempfield Township should reopen by the November 8 meeting.

PERSONNEL

1. Nothing new to report at this time.

OUTSIDE BOARDS AND COMMITTEES

1. LIMC. On October 10, 2018, Kent Gardner and I attended the LIMC meeting at East Lampeter Township. Topics discussed included the county's bicycle trail study and the county's Watershed Improvement Plan.
2. Northwest Lancaster County River Trail. Lancaster County Magazine named this trail, which runs through West Hempfield Township, as the "#1 Biking/Hiking/Jogging Trail" in Lancaster County.

CORRESPONDENCE

1. District Attorney's Office. We have received the Lancaster County Drug Task Force 3rd quarter 2018 report.

2. Hempfield RecCenter. We have received a thank-you letter for our sponsorship of their July 27 golf tournament.
3. Lancaster Public Library. We received a thank-you letter for allowing them to make a presentation to the Board and asking for the Board to increase our 2019 contribution.

C. TREASURER’S REPORT: October 2018 FINANCIALS.

General Fund	\$ 3,462,869.65
Sewer Fund	\$ 273,838.13
Refuse Fund	\$ 432,911.24
Street Light Fund	\$ 42,727.60
Fire Hydrant Fund	\$ 48,807.89
TDR Fund	\$ 594,527.39
State Liquid Fund	\$ 923,146.03
Police Pension Fund	\$ 6,803,480.75
Non-Uniform Pension Fund	\$ 2,320,020.81
Recreation	\$ 40,736.53
Highway	\$ 954,764.34
Post Retirement	\$ 25,384.79
Health Care (HRA)	\$ 25,261.97
Fulton Bank	\$ 502,215.52
Total All Funds September 2018	\$ 16,450,692.64

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

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

1. POLICE: Chief Pugliese had several additional items to his report.
 - a. The Fire Police were asked to provide service for the tree lighting ceremony in East Hempfield Township. **Motion** was made by Kent Gardner and seconded by Edward Fisher to **grant** the request. The motion passed (4-0).
 - b. One vehicle will not make it through next year. Chief Pugliese asked the Board’s approval to purchase a new SUV in 2018 at a cost of approximately \$30,000 and do upfitting in the 2019 budget. **Motion** was made by Kent Gardner and seconded by Robert Munro to **permit** the acquisition of a new SUV

at a cost of \$30,885 to be taken out of the 2018 budget and do upfitting under the 2019 budget. The motion passed (4-0).

c. Many good comments were received about the Open House.

2. PUBLIC WORKS – In the absence of Dale Getz, Chairman Dumeyer reviewed the Public Works Report. Particular attention was given to the request that the leaf machine comes down the Private Drive off the cul-de-sac in Briarwood Blvd. to collect their leaves. The Board confirmed that the Township could not go onto private property and that the residents would be responsible for getting the leaves to the Township's public street.
3. ZONING/LAND USE – Nothing additional to report.
4. FIRE: All reports received were entered into the record.

E. RESIDENTS.

1. Chairman Dumeyer recognized former board member, Frank Burkhart.
2. Pete Murry, 376 Primrose Lane, Mountville asked if the Board toured his property regarding the stormwater issue when on the Road Tour. Mr. Stern advised they did not note any issues in the Township infrastructure that the Board could do anything about. It appears that Mr. Murry's issue is more exacerbated by what his neighbor has done to their property. The Board suggested that perhaps he could discuss the situation with his neighbor. Regulations and costs were discussed and the Board recommended that Mr. Murry contact the LCCWC who sometimes has mini-grants for small projects.
3. Lindsay Gregg, 4088 Jasmine Place, reported her development is experiencing quite a few vehicle break-ins and thefts between 3 and 4 a.m. Chief Pugliese provided some suggestions.
4. Justine Murry asked who is in charge of cleaning out storm drains, the Township or the property owners? Mr. Stern stated both. The Township can't possibly do them all, so we ask for residents to help with drains in front of homes. Private drives and private streets are completely the residents' responsibility.
5. Joe Fliss, 932 Ivy Drive, wished to discuss stormwater, weeds on the old railroad bed and the Open Burning Ordinance. Chief Pugliese affirmed no open burning is permitted in residential areas. Mr. Fliss reported that the Railroad has been notified about not only existing conditions but also vehicles sitting on the weeds on the railroad property. Not only has he contacted them he also sent photographs; however, the railroad has ignored requests. Chief Pugliese stated he will try to find out more about this.

IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES.

BRIEFING ITEMS:

None

AGENDA ITEMS:

A. Conditional Use #79 - 620 Sycamore Drive

Location: 620 Sycamore Drive

Zone: R-2

Size: 54.6 acres/2,378,376 ft.²

Action Required:

- **Motion** to Refer to Planning Commission. Moved by Robert Munro and seconded by Kent Gardner to *refer* the Application for Conditional Use received from 620 Sycamore Drive Associates, LLC, to the Planning Commission. The motion passed (4-0).
- **Motion** to Schedule Public Hearing – Dec 4, 2018 7:00 pm. Moved by Robert Munro and seconded by Kent Gardner to *schedule* a Public Hearing for the Application for Conditional Use received from 620 Sycamore Drive Associates, LLC for December 4, 2018 at 7:00 p.m. The motion passed (4-0).

B. Conditional Use # 80 – St. Mary’s Coptic Church

Location: 3600 Marietta Ave.

Zone: TV

Size: .29 acre/12,632 ft.².

Action Required:

- **Motion** to Refer to Planning Commission. Moved by Robert Munro and seconded by Kent Gardner to *refer* the Application for Conditional Use received from St. Mary’s Coptic Church, 3600 Marietta Avenue, to the Planning Commission. The motion passed (4-0).
- **Motion** to Schedule Public Hearing - Dec 4, 2018 7:00 pm. Moved by Robert Munro and seconded by Kent Gardner to *schedule* a Public Hearing for the Application for Conditional Use received from St. Mary’s Coptic Church, 3600 Marietta Avenue, for December 4, 2018 at 7:00 p.m. The motion passed (4-0).

- C. Benchmarq Holdings, LLC WHTPC 8-18
Storm Water Management Plan
Location: 10 Wynwood Drive
Zone: R-3
Lot Size: .75 acres/32,670 ft.²

The applicant is proposing to build a single-family dwelling on this parcel. The amount of impervious cover proposed is 8,065 square feet on the .447-acre lot. Michael Hartman, DH Enterprises, prepared the plans and was present on behalf of the applicant.

REQUESTED MODIFICATIONS

None

Action Required:

- Motion to Approve the Storm Water Plan with the condition that all remaining outstanding engineering comments are resolved to the satisfaction of township staff. Moved by Edward Fisher and seconded by Kent Gardner to **approve** the Storm Water Plan for Benchmarq Holdings, LLC, 10 Wynwood Drive, with the condition that all remaining outstanding engineering comments and financial guarantee are resolved to the satisfaction of Township Staff. The motion passed (4-0).

- D. Way Companies, LLC - WHTPC 12-18 (90 Days 1/6/2019)
Waiver of Land Development
Location: 3885 Columbia Avenue
Zone: C-2
Size: 1.95 acres/84,942 ft.²

The applicant submitted a Request for a Land Development Plan Waiver of Traffic Impact Study, Preliminary Plan and Final Plan to Remove an existing building in disrepair and construct a contractor's shop and associated improvements. Keith Heigl, Light-Heigel & Associates, Inc. presented the request. Shawn Way was present representing the applicant.

REQUESTED WAIVERS

Section 403. Traffic Impact Study

Justification: The applicant is proposing a contractor's office/shop. The building will primarily be for storage, with a small office. No retail sales are proposed. The proposed use will generate less traffic than the previous use which was a retail dry cleaning business that had customers entering and exiting all day. The applicant has approximately 10 employees. Some employees report directly to off-site work sites. Other employees report to the Office/shop for equipment, etc. before reporting to off-site work sites. Therefore, very little traffic is expected to be generated during most of the day.

Action Required:

- **Motion** to Approve the Waiver of section 403 Traffic Impact Study. Moved by Kent Gardner and seconded by Robert Munro to **approve** Waiver of Section 403 Traffic Impact Study for Way Companies LLC as presented and discussed. The motion passed (3-0-1) with Mr. Fisher abstaining.

Section 404. Preliminary Plan

Justification: The applicant proposes to demolish the existing building which is in a state of disrepair and construct a new, smaller contractor's office/shop. The proposed 3,200 sq. ft. office/shop will, therefore, decrease the existing building area of 5,600 sq. ft. Less total impervious area is proposed and no additional stormwater runoff is proposed. A plan will be prepared to the minimum standards of a sketch plan.

Action Required:

- **Motion** to Approve the Waiver of section 404 Preliminary Plan. Moved by Kent Gardner and seconded by Robert Munro to **approve** the Waiver of Section 404 Preliminary Plan for Way Companies LLC, as presented and discussed. Motion passed (3-0-1) with Mr. Fisher abstaining.

Section 404. Final Plan

Justification: The applicant proposes to demolish the existing building which is in a State of disrepair and construct a new, smaller contractor's office/shop. The proposed 3,200 sq. ft. office/shop will, therefore, decrease the existing building area of 5,600 sq. ft. Less total impervious area is proposed and no additional stormwater runoff is proposed. A plan will be prepared to the minimum standards of a sketch plan.

Additionally, in accordance with Section 122-22 Land Disturbance definition B(3) of the Stormwater Management Ordinance, we ask that the township consider the use as minimal ground disturbance or impact to the environment.

The project reduces the hydraulic connectivity of impervious surfaces, routes roof runoff over-stable lawn cover across gentle slopes, reduces impervious area and stormwater runoff, increases building setbacks, thereby increasing the distance to the abutting street and adjoining properties. Although the disturbed area is 6,010 sq. ft., the impervious area is reduced by 1,370 sq. ft. No diversion of stormwater is proposed on the 2.23-acre tract and sheet flow is created across all surfaces.

Action Required:

- **Motion** to Approve the Waiver of section 404 Final Plan. Moved by Kent Gardner and seconded by Mr. Munro to **approve** the Waiver of Section 404

Final Plan as submitted by Way Companies LLC, as presented and discussed. The motion passed (3-0-1) with Mr. Fisher abstaining.

- E. J. Edward Buckwalter Request for Planning Waiver & Non-Building Declaration
Location: 1775 Clear Spring Road & 202 Prospect Road
Zone: RA
Size: 141.8 acres

Mr. Stern presented the request.

Action Required:

- **Motion** to Approve the Planning Waiver & Non-Building Declaration.
Moved by Robert Munro and seconded by Edward Fisher to **approve** the Sewer Planning Waiver & Non-Building Declaration submitted by J. Edward Buckwalter, 1775 Clear Spring Road & 202 Prospect Road, as presented and discussed. The motion passed (4-0).

V. UNFINISHED BUSINESS - None

VI. NEW BUSINESS

- a. Authorization to advertise Budget and associated Resolutions for public review and for December 4, 2018 adoption.
- **Motion:** Moved by Kent Gardner and seconded by Robert Munro to **authorize** advertising Budget and associated Resolutions for public review and for December 4, 2018 adoption. The motion passed (4-0).
- b. Bertz & Hess: 2018 Audit, not to exceed \$12,250.
The Engagement Letter received from Bertz & Hess was reviewed and discussed.
- **Motion:** Moved by Edward Fisher and seconded by Kent Gardner to **contract** with Bertz & Hess to conduct the 2018 Audit at a fee not to exceed \$12,250.00. The motion passed (4-0).
- c. Storm Sewer Fund: Authorization to establish new fund at Union Community Bank.
Andrew Stern reviewed past efforts and need for Board approval.
- **Motion:** Moved by Kent Gardner and seconded by Robert Munro to **establish** a new fund at Union Community Bank. The motion passed (4-0).

VII. ORDINANCES AND RESOLUTIONS. – None

VIII. APPROVAL OF PAYABLES.

FUND	AMOUNT	CHECK #'S
Payroll and Taxes	\$ 198,968.55	EFT
General Fund	\$ 1,017,209.67	30825 - 30947
Fulton Bank		
Sewer Fund		
Refuse Fund	\$ 29,698.14	2647 - 2653
Street Light	\$ 27,822.06	431 - 433
Fire Hydrant	\$ 29,795.96	229 - 230
WHT Escrow	\$ 7,745.93	229
State Fund	\$ 17,226.41	3261 - 3269
Total	\$ 1,328,466.72	

- **Motion:** Kent Gardner moved, seconded by Robert Munro, to *approve* payment of all bills between October 1 – October 31, 2018 and any residuals. Motion carried (4-0).

IX. GOOD OF THE ORDER.

- Next Meeting: 7:00 P.M. Tuesday, December 4, 2018,
 Regular Board of Supervisors Meeting
 New Municipal Building, 3476 Marietta Avenue

X. ADJOURNMENT

Chairman Dumeyer asked for a motion to adjourn the regular meeting at 8:27 p.m.

- ❖ **Motion:** Robert Munro moved, seconded by Kent Gardner, to *adjourn* the regular Board of Supervisors meeting at 8:27 p.m. Motion carried (4-0).

Respectfully submitted,



Andrew Stern,
 Township Manager

