

**WEST HEMPFIELD TOWNSHIP SUPERVISORS' RE-ORGANIZATIONAL
AND REGULAR BOARD MEETING
Minutes of January 4, 2016**

The re-organizational meeting and the regular monthly Board of Supervisors meeting was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Monday, January 4, 2016. David Dumeyer along with Board members Edward Fisher, Frank Burkhart, Kent Gardner and Naomi Martin were present. Also in attendance were: Township Manager Ron Youtz, Police Chief Mark Pugliese, Public Works Director Dale Getz, Zoning Officer Jodi Grove and Finance/Personnel Director Brenda Baumbach also serving as Recording Secretary.

Reorganizational Meeting

CALL TO ORDER:

David Dumeyer called the Reorganizational meeting to order at 7:30 pm and led with the Pledge of Allegiance.

I. Nomination and Election of Officers

David Dumeyer entertained nominations for Temporary Chairman.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint Edward Fisher as Temporary Chairman. Motion carried, 5-0.

David Dumeyer turned the meeting over to Edward Fisher who entertained nominations for the office of Chairman.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint David Dumeyer as Chairman. Motion carried, 5-0.

Chairman Dumeyer entertained nominations for the office of Vice-Chairman

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint Edward Fisher as Vice Chairman. Motion carried, 5-0.

II. Appointment of Secretary/Treasurer and Assistant Secretary/Treasurer

Motion: Edward Fisher moved, seconded by Kent Gardner, to appoint Ron Youtz as Secretary/Treasurer. Motion carried, 5-0.

Motion: Frank Burkhart moved, seconded by Naomi Martin, to appoint Brenda Baumbach as Assistant Secretary/Treasurer. Motion carried, 5-0.

III. Appointment of Township Solicitor

Motion: Edward Fisher moved, seconded by Kent Gardner, to appoint Josele Cleary of Morgan Hallgren, Crosswell & Kane as Township Solicitor. Motion carried, 5-0.

IV. Appointment of Township Engineer

Motion: Edward Fisher moved, seconded by Frank Burkhart, to appoint Rettew Associates as Township Engineer. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to appoint ELA Group as the Alternate Engineering Firm. Motion carried, 5-0.

V. Appointment of Sewage Enforcement Officer and Alternate

Motion: Kent Gardner moved, seconded by Edward Fisher, to appoint Marvin Stoner as Sewage Enforcement Officer and to appoint David Lockhart as Alternate Sewage Enforcement Officer. Motion carried, 5-0.

VI. Appointment of Auditor for 2015

Motion: Edward Fisher moved, seconded by Kent Gardner, to appoint Bertz & Hess Certified Public Accountants to audit the Township's 2015 financial records. Motion carried, 5-0

VII. Appointment to Zoning Hearing Board

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint Anthony Crocamo to a three year term on the Zoning Hearing Board. Motion carried, 5-0.

VIII. Appointment of Zoning Hearing Board Solicitor

Motion: Edward Fisher moved, seconded by Kent Gardner, to appoint Matthew Creme of Nikolaus & Hohenadel as Zoning Hearing Board Solicitor. Motion carried, 5-0.

IX. Appointment of Alternate Solicitor to Zoning Hearing Board

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint Julie Miller of Russell Krafft & Gruber as Alternate Zoning Hearing Board Solicitor. Motion carried, 5-0.

X. Appointment of Land Use Advisory Board of the LIMC

Motion: Kent Gardner moved, seconded by Frank Burkhart, to appoint Anthony Crocamo to serve on the Land Use Advisory Board/LIMC. Motion carried, 5-0.

XI. Appointment of Voting Delegate for the PSATS State Convention

Motion: Edward Fisher moved, seconded by Frank Burkhart, to appoint Ron Youtz as voting

delegate to the PSATS State Convention. Motion carried, 5-0.

XII. Designation of Depository for Township Funds

Motion: Frank Burkhart moved, seconded by Kent Gardner, to designate Union National Community Bank, Landisville Branch, PLGIT, Wells Fargo and Susquehanna Trust as the depositories for Township Funds. Motion carried, 5-0.

XIII. Setting of Bond Amount

Motion: Kent Gardner moved, seconded by Frank Burkhart, to set the bond amount for 2016 at \$1,500,000.00. Motion carried, 5-0.

XIV. Establishment of Monthly Meeting Location and Dates

Edward Fisher informed the Board the information provided that lists the November meeting as Thursday should be Tuesday, November 1.

Motion: Kent Gardner moved, seconded by Edward Fisher, to establish the meeting schedule for 2016 for the first Tuesday of each month with the correction as noted. All meetings to begin at 7:30 pm at the Township Municipal Building. Motion carried, 5-0.

XV. Adjournment of Reorganizational Meeting

Motion: Kent Gardner moved, seconded by Frank Burkhart, to adjourn the reorganizational meeting at 7:48 pm. Motion carried, 5-0.

REGULAR BOARD MEETING

I. CALL TO ORDER – Chairman David Dumeyer called the Board meeting to order at 7:50 pm.

II. APPROVAL OF MINUTES OF DECEMBER 1, 2015 MEETING

Motion: Edward Fisher moved, seconded by Frank Burkhart, to approve the December 1, 2015 minutes as presented. Motion carried, 5-0.

III. COMMUNICATION

A. BOARD OF SUPERVISORS

1. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED POLICE OFFICERS

David Dumeyer announced there are two new officers that will be joining the Township Police Department. Mr. Dumeyer read:

Ryan McKernan is a resident of West Hempfield Township and recently graduated from Municipal Police Academy at Delaware County Community College. He is originally from Paoli, PA. Officer McKernan holds an Associate's Degree in Administration of Criminal Justice from Delaware County Community College as well as a Bachelor's Degree in Criminal Justice from West Chester University. Mr. Dumeyer announced that Officer McKernan is represented by family and friends.

Michael Murray is a resident of Elizabethtown Borough and is a recent graduate of the Harrisburg Area Community College Police Academy. He is originally from Nottingham, PA. Officer Murray graduated from Millersville University in 2014 with a Bachelor's Degree in Sociology and Criminology. Mr. Dumeyer announced that Officer Murray is represented by family and friends.

Chairman Dumeyer administered the Oath of Office to both Ryan McKernan and Michael Murray. Police Chief Mark Pugliese presented each officer with his official badge.

2. RECOGNITION OF OFFICER ALFONSO VILLANO

Chairman Dumeyer announced that the Board would like to take the opportunity to recognize Officer Alfonso Villano who will be retiring from the Police Department effective January 25, 2016.

Chairman Dumeyer read: Officer Villano has been a member of the West Hempfield Township Police Department for just over 27 years. He was hired as a police officer in October 1988 and was assigned to patrol. Prior to joining the Police Department, Officer Villano received his BS degree from Saint John's University in New York, served in the US Army Reserves and was an officer with the Plainfield, New Jersey Police Department. During his tenure Officer Villano received many awards and commendations, including receiving the West Hempfield Township Police Departments Life Saving Award for actions in 2012 and 2015 as well as receiving the Department's Commendation Award in 2013. Officer Villano had also been recognized for not using any sick time during the many years of his career.

The Board of Supervisors would like to thank Officer Villano for his years of dedicated service to the citizens of West Hempfield Township and Mountville Borough and certainly wish him the best of luck in all his future endeavors. Officer Villano was represented by several officers of the Police Department. A plaque was presented to Officer Villano. Officer Villano said to Frank Burkhart that this is full circle, as Mr. Burkhart was on the Board at the time Villano was hired and he also gets to see him retire.

3. Kent Gardner announced he attended the kickoff meeting for the Chiques Creek Watershed grant which went to various agencies.

B. TOWNSHIP MANAGER – Ron Youtz reported:

1. He informed the Board the Elected Auditors will meet Tuesday, January 5, 2016 at 7:00 pm to conduct their annual business.
2. He reminded the Board the annual PSATS Convention is scheduled for April 17 – 20, 2016 and if any member of the Board is interested in attending to let either he or Brenda know.

C. RESIDENTS – No comments.

IV. SUBDIVISION, LAND DEVELOPMENTS AND PLANNING MODULES

A. ST. ANNE’S RETIREMENT COMMUNITY – 3952 COLUMBIA AVENUE – REQUEST FOR TIME EXTENSION

Cheryl Love of the ELA Group informed the Board that she is requesting an additional time extension for the St. Anne’s Retirement Community Land Development plan until April 5, 2016. She said they did receive LASA approval. The items pending are: securing financial security, having received minimal comment from the Conservation District and resubmitting for its review, and waiting on the approval of the new street name from County Communications.

Motion: Kent Gardner moved, seconded by Edward Fisher, to grant the time extension request for St. Anne’s Retirement Community Land Development plan until April 5, 2016. Motion carried, 5-0.

V. OLD BUSINESS

A. BUILDING COMMITTEE REPORT

Ron Youtz informed the Board the Building Committee met last week to conduct second interviews with the two architectural firms. He said the Committee will meet on Thursday, January 28, 2016 to conduct final research on the two architectural firms and he hopes to have a recommendation for the Board at the February meeting.

He mentioned the Committee discussed and prepared RFPs for civil/site engineering firms. He said the Committee is looking for the direction from the Board if the Committee could release the RFPs.

Frank Burkhart asked if there will still be an NPDES needed for a site that will have no drainage. Edward Fisher stated because of the amount of earth disturbance a permit will be necessary.

Kent Gardner commented that there could be a possibility of the adjoining property owner constructing a rain garden in connection with the Township’s rain garden which will address some storm water issues.

Ron Youtz stated the proposals will be sent to the ELA Group, David Miller Associates and he

asked if there were any additional firms that the Board would want an RFP to be sent to. Kent Gardner mentioned Becker Engineering.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Building Committee to release the RFPs for a site design/land development engineer. Motion carried, 5-0.

VI. NEW BUSINESS

A. COLUMBIA WATER COMPANY – REQUEST FOR ROAD OCCUPANCY PERMIT

Ron Youtz informed the Board that he received a letter from General Manager David Lewis of Columbia Water Company requesting permission for a onetime exception to the Township policy not to allow street openings during the winter months. He says that weather permitting, the water company would like to begin installing a water main in January along Oswego Drive then continue along Franklin Road which is a state highway.

Ron Youtz stated River Valley Disposal, Inc. is having reliability problems with their onsite water supply and has requested public water service. There are several properties along this route that have requested public water service and they will be connected.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to approve the request of Columbia Water Company to grant a highway occupancy permit to open Oswego Drive during the winter months. Motion carried, 5-0.

B. INNOVATED INSPECTION SERVICES – REQUEST TO BE ADDED AS A THIRD PARTY INSPECTION AGENCY

Ron Youtz informed the Board that each member was provided a packet of information from this inspection service along with a letter requesting to be listed on the Township's third party inspectors list. Mr. Youtz stated staff has reviewed and met with the inspectors. He said the staff is recommending the Board approve this firm and add it to the Township's list.

Mr. Youtz also stated there have been two inspection agencies dropped from the list due to retirements.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve Innovated Inspection Services LLC, 533 Janet Avenue, Lancaster as a third party inspection agency and to add it to the Township's lists of inspectors. Motion carried, 5-0.

C. HEMPFIELD AREA RECREATION COMMISSION – REQUEST USE OF TOWNSHIP ROADS FOR ANNUAL TRI FOR LIFE TRIATHLON

Ron Youtz informed the Board that he had received a letter from Jeffrey Book, Fitness and Wellness Director of HARC, requesting the use of Township roads for the Annual Tri for Life

Triathlon/Duathlon scheduled for Sunday, April 17, 2016. Mr. Youtz stated the event will consist of a 16 mile bike course which will go through West Hempfield, East Hempfield and Rapho Townships. They are also requesting the use of our Police and Fire Police personnel.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to approve the request from Hempfield Area Recreation Commission to hold its annual Tri for Life Triathlon on Sunday, April 17, 2016 between 8:00 am to 10:30 am and allow to the use of the Police and Fire Police personnel during the event. Motion carried, 5-0.

D. BID AWARD – USED DUMP TRUCK AND SNOW PLOW FOR PUBLIC WORKS DEPT.

Ron Youtz informed the Board that at the November special meeting, the Board authorized staff to advertise to accept bids for a used dump truck. A special bid opening was held on Wednesday, December 16, 2015 at which time one bid was received from Gerhart's Truck World in Lebanon, PA, for a 2004 Sterling Dump Truck with 43,110 miles at a cost of \$45,500.00 with an additional \$3,500.00 for a 90 day warranty that would only cover 50% of parts and labor.

Mr. Youtz stated that he, along with Frank Burkhart and Dale Getz, visited the dealer and conducted a closer inspection of the truck. It was identified there were two small leaks, one was a hydraulic hose and the other in a transmission line. The dealer agreed to repair both at no cost to the Township.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve the purchase of the 2004 Sterling dump truck from Gerhart's Truck World for \$45,500.00 and not to enter into the additional 90 day warranty. Motion carried, 5-0.

Ron Youtz informed the Board there has been information submitted for a plow for the new truck. He stated the truck is equipped with the plumbing for a tailgate salt spreader. He mentioned there is a spreader from another Township truck that is in good condition and the road crew plans to attach it to this truck.

Ron Youtz stated the 2004 Sterling truck has a plow hitch but not a plow. Staff has located a new plow that will match the plow hitch on the new truck. The cost of the plow from U.S. Municipal for a Falls Power Angle Snow plow is \$9,447.00 as outlined in their proposal dated November 20, 2015.

Frank Burkhart stated he is aware of a new plow that might be able to be used on the new truck, and he asked the Board for time to research this plow.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve the purchase of a snow plow for the 2004 Sterling dump truck with costs not to exceed \$9,447.00. Motion carried, 5-0.

E. MS-4 – DRAFT PUBLIC EDUCATION AND OUTREACH PROGRAM (PEOP).

Ron Youtz stated that one of the requirements under the MS4 is to have a formal public education and outreach program available. He stated that staff has been working with the Township Engineer and prepared a draft document that has been provided to the Board members. He says staff is looking for authorization from the Board to forward the draft to DEP for its review and comments.

Kent Gardner asked if this is necessary since we have supported and piggy-backed with the Chiques Watershed and the LIMC. Mr. Youtz stated that the Township will receive credit for those programs, but the Township has to have a formal plan approved.

Motion: Edward Fisher moved, seconded by Frank Burkhart, to approve the staff to forward the draft PEOP plan to DEP for its review and comments. Motion carried, 5-0.

F. REQUEST AUTHORIZATION TO FORWARD 2015 DELINQUENT STREET LIGHT AND FIRE HYDRANT ACCOUNTS FOR COLLECTION

Ron Youtz explained that the list of 2015 delinquencies for Street Light and Fire Hydrant tax has been prepared and is ready to be forwarded to the Township's collection agency, CrediTech, Inc.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve staff to forward the 2015 delinquent accounts for Street Light and Fire Hydrant for collection. Motion carried, 5-0.

G. DRAFT AMENDMENT TO ZONING ORDINANCE – FLOODPLAIN REGULATIONS

Ron Youtz informed the Board that the Township is obligated to update the current floodplain management ordinance to meet FEMA regulations. He stated Josele Cleary, Township Solicitor, has reviewed the model ordinance prepared by the Department of Community and Economic Development (DCED) and she has amended the Township's current ordinance to meet FEMA regulations. Mr. Youtz stated that staff is looking for authorization to forward the amended Township ordinance to the Lancaster County Planning Commission, West Hempfield Township Planning Commission, DCED and the Land Advisory Board to have each entity conduct its review and forward comments and findings to staff.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to authorize staff to forward the Township's amended floodplain ordinance to the various entities for their review and comments. Motion carried, 5-0.

H. AMENDMENT TO CONTRACT WITH WEST HEMPFIELD POLICE ASSOCIATION

Police Chief Mark Pugliese informed the Board that the amendment to the Police Association contract is for the replacement of duty weapons and change of uniforms. Chief Pugliese mentioned that the Association did approve and signed copies were provided.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to adopt the amendment to the West Hempfield Police Association contract. Motion carried, 5-0.

I. FARMDALE PARENTS ASSOCIATION – REQUEST USE FOR FAIRVIEW PARK FOR ANNUAL FARMDALE FESTIVAL

Township Manager Ron Youtz informed the Board that he had received a request from the Farmdale Parents Association to use Fairview Park on May 13, 2016 for its annual festival.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve Farmdale Parent Association to use Fairview Park on May 13, 2016. Motion carried, 5-0.

VII. ORDINANCES AND RESOLUTIONS

A. RESOLUTION 1-16 ESTABLISHING FEES FOR 2016

Motion: Edward Fisher moved, seconded by Kent Gardner, to adopt Resolution 1-16, establishing various fees for 2016. Motion carried, 5-0.

VIII. APPROVAL OF PAYABLES

Motion: Kent Gardner moved, seconded by Frank Burkhart to approve payment of all bills between December 1 through December 31, 2015 and any residuals. Motion carried, 5-0.

Payroll/Taxes.....	\$182,557.72	Electronic Payment
General Fund.....	\$133,421.98	Checks 27060 - 27151
Sewer Fund.....	\$ 4,845.90	Checks 3723
Refuse Fund.....	\$ 63,874.04	Checks 2337 - 2341
Street Light.....	\$ 4,442.36	Checks 395
Fire Hydrant.....	\$ 0	Checks
Escrow Fund.....	\$ 4,355.97	Checks 155
State Fund.....	\$ 572.22	Checks 3040 - 3042

XI. ADJOURNMENT TO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUE AND A LEGAL MATTER

Motion: Kent Gardner moved, seconded by Frank Burkhart, to adjourn into executive session at 8:45 pm. Motion carried, 5-0.

Respectfully submitted,


Ron Youtz
Township Manager