

**WEST HEMPFIELD TOWNSHIP SUPERVISORS and
TOWNSHIP PLANNING COMMISSION
Joint Board Meeting June 16, 2016**

The West Hempfield Township Board of Supervisors held a Special Joint Meeting on Thursday, June 16, 2016 at the West Hempfield Township Municipal Office at 3401 Marietta Avenue, Lancaster, Pennsylvania. Chairman David Dumeyer and Board members Vice Chairman Ed Fisher, Frank Burkhart, Kent Gardner, and Naomi Martin were present. Planning Commission members present were Secretary Alice Yoder, Larry Groff and Dan Nonnemacher. Also in attendance were Ron Youtz, Township Manager, Benton Webber, Township Engineer, Dean Severson, Community Planner for Lancaster County, Jodi Heffner, Zoning Officer, and Maria K. McDonald serving as Recording Secretary.

I. CALL TO ORDER

Chairman David Dumeyer called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES OF MAY 19, 2016 JOINT MEETING

Motion: Motion by Kent Gardner, seconded by Frank Burkhart, to approve the May 19, 2016 Joint Meeting Minutes as written. Motion approved 5-0.

III. COMMUNICATIONS

A. Board of Supervisors

Kent Gardner reported that the Lancaster Clean Water Consortium is meeting with a group called KEEP and is looking to do some public/private partnerships in financing some different projects. He will keep the Board informed with what develops there in terms of storm water, agricultural, and help with the MS4 permitting.

B. Township Manager

Mr. Ron Youtz, Township Manager, requested to add an addition to tonight's agenda to create a new business item. This item will be a MOU (Memorandum of Understanding) with PennDOT and Manor Township regarding establishing detours for a LASA improvement project. Chairman Dumeyer indicated that they will enter this as item A under New Business. Mr. Youtz indicated that the second item he would like to discuss is an update regarding LASA. He had previously advised the Board that they are trying to schedule a meeting with the folks in the Raintree Road area where they are obligated to install public sewers. Tentatively the meeting was scheduled with those residents on June 29, but realizing that the Township could not accommodate that date, it has tentatively been scheduled for a meeting on Wednesday, July 13. Mr. Youtz stated that he will provide a better update to the Board in their packets regarding this information for their July 5 Board of Supervisors meeting.

C. Residents - None

IV. COMPREHENSIVE PLAN UPDATE

A. CONFIRMATION OF COMMUNITY MEETING SCHEDULED FOR WEDNESDAY JULY 27, 2016 TO BE HELD AT SAINT ANNE'S RETIREMENT COMMUNITY AT 7:00 PM

Mr. Youtz indicated he has confirmed with St. Anne's that the space is available on Wednesday evening July 27 for the Community Meeting. This was the date that seemed to suit everyone when they last met and he wanted it reflected in the record that this date works for St. Anne's. Chairman Dumeyer stated that St. Anne's has always been accommodating to the Township.

B. REVIEW DRAFT PRESS RELEASE

Mr. Youtz stated that Mrs. Yoder was kind enough to prepare a draft press release, which was included in the Board's packets for tonight. He wanted to have an opportunity to discuss any suggestions, comments or adlibs for the press release. Also he wanted a decision on how to distribute the press release; certainly they could get something to Lancaster Newspapers and look at other options as well. Chairman Dumeyer asked for any comments from the Board.

Mrs. Yoder suggested maybe there should be some comment in the release pertaining to updating the Comprehensive Plan. Kent Gardner suggested putting in big bold print so people would recognize it. Chairman Dumeyer and Mrs. Yoder suggested putting it under the Vision 2040 or with it in big letters. Mr. Youtz indicated that staff could make those changes and send it out to everyone for approval. Chairman Dumeyer asked for any other comments, and being none he moved on to the next agenda item.

C. REVIEW UPDATED INVITATIONAL FLYER

Mr. Youtz indicated he made some changes to the flyer after he confirmed the meeting date at St. Anne's Retirement Community for July 27 from 7:00 to 9:00 p.m. His bigger question was how widely they wanted to distribute this flyer. He suggested one thought, which would be that the week of July 1 staff will be sending out refuse bills and it would be very easy to stuff the invitations in the envelopes with the bills. There are roughly 4,200 to 4,300 trash customers, which some pay for the whole year, so we would have over 3,200 to 3,300 trash bills going out somewhere around the July 1 week. Chairman Dumeyer asked about the people who do not get the quarterly trash bills. Could they reduce the size of the flyer to a post card and then send it out to those people. Mr. Youtz indicated he is looking for direction on how many flyers staff would want to send out, and should they send out the invitation to the whole community? He believes that there is no way that they could predict what type of turnout they would have if they sent out 5,000 to 6,000 invitations. The billing will pick up more than half of properties in the Township with the trash bills alone, and an extra page to stuff in with the bills is not a problem; staff has the machine to accomplish this task. Mrs. Yoder asked about sending post cards to those who are not on the trash program. Mr. Youtz indicated that staff can generate a list of those folks that paid trash for the year and then they have another 10 per cent of residents who are not on our trash program. He said that he cannot guarantee that we will catch everyone, but they also have the mailing list from the newsletter

and with the combination of those he can get most of these out. Chairman Dumeyer asked if the concern was with the thoroughness of the coverage or is it with the number of people who will show up at the meeting. Mr. Youtz indicated he was concerned that they will be overwhelmed with attendance. Mrs. Yoder indicated that they are asking for a RSVP. Chairman Dumeyer indicated that it was on the press release, but not on the invitation. Chairman Dumeyer asked for that change on the invitations and Mr. Youtz stated he will modify the invitation.

Chairman Dumeyer asked if there was a backup plan for the attendance. There was a discussion on the occupancy number at St. Anne's and suggestions were made to cap the attendance and hold another meeting. Mr. Youtz believes that if you get 100 people in the room you will have a crowd, but having the meeting in July you have the possibility to move outside. The Township Manager will check with St. Anne's on the occupancy number for the room and if they would entertain the idea of some gatherings outside. Mr. Youtz indicated they will send the invitations out and see what happens. Chairman Dumeyer stated this first time around they will have to play it by ear, but would want to have a backup plan. He does want to try to get this invitation out to everyone and to be transparent with what is going on. Mrs. Yoder suggested creating more flyers/posters and having the Board and Planning Commission members place them at different buildings/businesses. Kent Gardner suggested placing the invitation on cardboard stock and hanging it up at the community bank; Chairman Dumeyer suggested HARC. There was no objection to doing this task and it was indicated that they all could participate in distributing the flyer.

D. DISCUSS DEVELOPMENT OF SURVEY

Dean Severson of the LCPC passed out a sample survey with questions that he has used in the past. Mr. Severson indicated that this was the Board and Staff's opportunity for them to ask the community questions and for them to ask you questions. He told the Board to feel free to change or add some questions, as these were general questions in a survey format. The idea would be for the community to have the survey during the meeting to fill out and leave or to pick up as they are leaving and take it back to the Township, giving them a chance for general input. This survey is asking general questions of the community, such as what the problem might be and what would fix the problem according to them. This allows more opportunities to let the community tell what their issues are and it compiles some information for the Township. Mr. Severson indicated for the Board and Staff to look it over and give comments to him or Mr. Youtz. Chairman Dumeyer stated at his first glance, he noticed that the first 6 questions are transportation orientated and he asked if this was because the survey was used on something regarding transportation or was it determined that transportation was one of the key issues. Mr. Severson responded to the Chairman by saying this is often the problem in most municipalities and the survey gives the people a chance to say what, where, and how could they fix the problems. Mr. Severson gave some ideas on topics for questions for the survey such as consolidating the fire departments or what is the future of the police department. He suggested putting in what is specific to your municipality. Kent Gardner stated that he does not see any questions about growth opportunities or commerce on how far do they travel to buy food, shopping or any other services. Mr. Severson indicated those topics fit in with the

questions where do you think those services should be if we are going to have commercial or industrial. Kent Gardner stated if they tell us where they go for their shopping, that tells us about the traffic. Ed Fisher suggested having boxes they could check indicating that they want residential, commercial or industrial in certain areas, as indicated in question number eight on the sample survey. Kent Gardner suggested having something indicating where they live and maybe something to indicate the age group taking the survey. Chairman Dumeyer suggested maybe looking forward on how we are offering services to the community and if we meet their needs or do we need to develop those services and what they would like us to do. He indicated they will get a wish list and some of those things we can afford and some of them we cannot. Ed Fisher stated he was thinking of that as well, should they have something indicating that they are satisfied with the police service, do we need more or less and how do you feel about things now and how to improve them?

Mrs. Yoder asked if we have a count on how many people visit our website. Mr. Youtz stated that the Board just approved Staff to expand the website and this option could be included. Mrs. Yoder asked how far off is the process of expanding the Township website. Mr. Youtz stated it will be in early August, after the July community meeting. He went on to state that Staff can get the press release and the invitation on the website now, but the goal was to have the enhanced website up and running in early August as a follow up to our July 27 community meeting. Mrs. Yoder asked if there was the ability to put a Survey Monkey questionnaire on the website. Mr. Youtz indicated to Mrs. Yoder that he could not place the survey on the website at this time. The plan was to have the enhancement up hopefully after the July 27 meeting, in early August with the established Survey Monkey option, which was part of the proposal to have the people take the survey online.

Mr. Youtz was looking for comments regarding the survey and if anyone had additional comments. He will be working with Mr. Severson and Mrs. Yoder and he could get the survey back to the Board at the July meeting and to the Planning Commission members at the meeting on July 21. Both of those dates will be prior to the July 27 community meeting and we could make final edits before the meeting. Mrs. Yoder suggested adding to the flyers and press release a statement to indicate to the residents that coming soon or check back on our website in August for a survey. She also asked Mr. Youtz if the website address will be changing. Mr. Youtz stated that the address will not change, only enhancing it to do more things.

Mr. Severson recommended at the meeting on July 27 that the Board give the public an idea what their next step would be and when is the next time they can get involved or come back to give them more information. Mrs. Yoder asked for everyone to look at the Gantt chart, which has the date for the second meeting September 14. Mr. Severson indicated in order to keep the community involved in the process, have them keep checking back with the Township and the website.

Mr. Youtz indicated that he would like to try and establish a time in August for the Board and Planning Commission to meet for a follow up to the July 27 meeting. He also indicated that if they are going to have another community meeting in September, that this was a pretty short

time line and that they need to discuss in August the results and what they want to focus on for the September meeting. Mr. Youtz stated that some things might happen in the July 27 meeting, which might change the direction of the September meeting. Mr. Youtz reiterated that they might want to pick a date for this group to meet in mid-August and of course the public is invited to all these meetings. Chairman Dumeyer asked for any other comments or thoughts, and there being none Chairman Dumeyer went to the next agenda item.

E. PREPARATION OF COMMUNITY MAPS-LCPC

Mr. Severson stated that at the last meeting he discussed what was done for the County when they updated their Comprehensive Plan. They did a general exercise and it was called "Live, Work and Play." It involved a map of the whole County; this exercise was an ice breaker for people coming in the door and was a way to welcome them. The maps were used to indicate where they lived, worked and played in the County, which were on some of the maps he had shown at the last meeting. The community and you then can see the places where people live, work, and play and the traffic patterns can be seen. Again, this is an ice breaker.

Mr. Severson indicated at the last meeting they had talked about bringing it down to the Township level by asking the community what are some of the things you really love about West Hempfield Township. Mr. Severson showed a map of West Hempfield Township and surrounding areas. He indicated he could make the map bigger, but these would be the type of maps they can use for the live, work, and play exercise or "what I really like about the Township or some areas I do not like in the Township." Mr. Severson indicated when they did one for the County, the people wanted to make things better on Route 30 East, and there were a lot of dots concentrated in this area. Mr. Severson was thinking using the map for the "Love It" and make it better type of exercise and people could do it on their way out after the closing speech and thank you for coming. Ask them to take some time and give us some information on the map and please take the survey home, fill it out and get it back to the Township.

Kent Gardner suggested another possibility is to give residents pins or markers and put a dot where they live and then focus on where the most people live that are expressing an interest. The other suggestion he had was to do an overlay of the watersheds on the map to help with the future planning, and to address another important issue like storm water. Ed Fisher asked if it would be better to have an attendance sheet and have them register because if there are a lot people there will not be enough time to locate where they live on the map. If they had addresses we could get that on the map and could see where the concentration of people are coming from. Mr. Severson suggested when they sign in have them put their address or email and include the statement "please contact me for more information on this process." Ed Fisher also suggested having them indicate the best way to contact them.

Mrs. Yoder asked if it would be possible to have more diversity on these maps, more roads, and more details. Mrs. Yoder indicated that they had also talked about putting on the maps where the trails are located. Mr. Severson stated that could be done. Chairman Dumeyer suggested to Mr. Severson to make larger maps for the exercises. Mrs. Yoder stated that for the exercise of where people live, work and play they should have an entire County map and somewhere else

to mark. Mr. Severson suggested that they could possibly mark on the edge of the map, like for instance if they mark in Dauphin County and they can write where they live, work or, play. Mr. Severson said they could number and coordinate the dots so you can see the triangle configurations.

Chairman Dumeyer stated there is a lot to do between now and before July 27 and September 14. Mrs. Yoder asked if the group would want to push the meeting out from September 14. Mr. Youtz stated that will only be 6 weeks. Chairman Dumeyer indicates a lot will fall on Staff. Mr. Youtz stated we do not know what to expect at the meeting and we do not want to feel overwhelmed with what we have to accommodate for the next meeting. Mrs. Yoder asked everyone if there was a reason they picked September 14. Mr. Youtz stated they didn't have to pick another date, but early October might make more sense. Mr. Youtz stated after the July meeting they could then focus on telling people that they will be getting additional information out and posting information on our website. At this point the Township is looking at sometime in early October for the next meeting. Mrs. Yoder suggested picking the date now and then they could promote it. Chairman Dumeyer said once you put it out there, you will have to stick with it. Mr. Youtz stated after their July 27 meeting if they could agree on a date in August to get this group together and even by that time they could select a date for October. Then again we are almost 2 months or 6 weeks away and this would give folks plenty of notice for the next community meeting. Mr. Severson asked Mrs. Yoder to give some clarification on what the purpose of the meeting in September or October would be. Mrs. Yoder stated they would provide a summary of information from the July 27 meeting and the feedback from the survey, and if we had missed anything when they start to get into more specific planning. Mr. Webber stated this would also be giving the people that could not make the first meeting an opportunity to make the second meeting.

The members started looking at the month of August for a date to meet for a follow-up to the community July meeting. The Planning Commission will be meeting on Thursday, August 18, which did not work for some. Chairman Dumeyer asked if the meeting had to be on a Thursday. The date on Wednesday, August 17 was suggested to the Board and the Planning Commission. It was decided that August 17 was good for everyone. Ed Fisher suggested moving the Planning Commission meeting to Wednesday. Mr. Youtz indicates that he will be able to do that and advertise it in a timely manner. He will get an email out to the rest of the Planning Commission members and see if that is a good date. The Planning Commission will meet at 7:00 p.m. and the joint meeting at 7:30 p.m.

F. DISCUSS POTENTIAL ACTIVITIES AND EXERCISES FOR COMMUNITY MEETING

Chairman Dumeyer asked everyone what potential activities or exercises they would want to see at the community meeting. Mr. Youtz indicated that he thinks they have already covered some of that, and certainly this would be an opportunity for the Board or Planning Commission members to discuss who will be undertaking what task that evening. Now is the time to bring it up to Staff and they will try to make those arrangements. Mrs. Yoder suggested having a Planning Commission member and a Supervisor with the maps at the tables to help explain and

facilitate the discussion. Mr. Severson indicated that this also gives a personal touch and indicates a kind of welcoming thing as they come in, in addition to the opening remarks. Kent Gardner stated that he had done that with working with the watershed, and then the people are willing to speak up, and you can find out some good information that might not be put down on a survey or they do not want to talk about in a large group. Mr. Severson indicated he looked at the agenda and the first thing to do was the “live, work, and play” exercise as they came in and before welcoming comments. Then they could do a background on the comprehensive plan in the past and future with the status of the plan now. Then they could take some time and get together and break out in small groups with one of the recommendations, which is a challenge and solution exercise. This would be taking a question such as what is the one thing you would like to see in West Hempfield Township to make things better and what are the biggest challenges you see in the Township. If you get people to break out in small groups they might feel more comfortable.

Chairman Dumeyer indicated that the biggest thing they have to deal with is attendance. They should make sure they have sufficient moderators or facilitators if they get 150 to 200 people. We will have to make sure we are prepared for that. Mr. Webber indicated they would have to determine who was going to say what at the meeting. Mr. Severson agreed and indicated that the opening comments should be given to Chairman Dumeyer and Chairman Beam of the Planning Commission who could give the background information on the comprehensive plan and what has been done in the past. Another Supervisor should be doing the closing remarks, the thanks for coming and stay in touch. You can have large group comments and hopefully there will be breakout. We can have the Board and Planning Commission and Staff to help with those. Mr. Youtz asked Mr. Severson and Mrs. Yoder to share with him some dates they are not available, as he was thinking from now until July 27 they ought to get together twice and pull ideas together and outlines for the Chairman of the Supervisors and have things for Chairman Beam to present. He would like to get the information out to everyone well in advance of the July 27 meeting.

Ed Fisher suggested that since everything costs money, what about having pie graphs like they use in the budget for the opportunity to show some financial matters of the Township. They could modify the pie graphs and take the percentage to show the average assessed home value in West Hempfield Township is \$180,000 or whatever, and that person pays this amount in taxes. Also we could have the dollar amount we spend for parks, for police, for fire services for roads or for other services. They can inform us that they want us to be putting more investment in the parks or why they think their road is crappy. Mr. Youtz suggested this to be an additional handout; Ed Fisher indicated that there are a couple of ways of doing this. His other thought concerns the pipeline meeting the other night. They should be prepared if someone wants to commandeer the meeting at St. Anne’s so that we are ready for it. Mrs. Yoder asked if they would want the graphs to be an informational piece or do they want that in the discussion. Ed Fisher stated he would certainly want it as informational piece and a little discussion because this says they want the community to be aware that this is the budget, these are the dollars that we work with, and this is what is allocated to the general services of the

Township. Chairman Dumeyer stated that part of the planning is trying to find out what the priorities are of the residents of West Hempfield Township and seeing if their priorities match up with the budget. Mr. Youtz said that he does not want to redirect the focus, but it might be a great opportunity at the October meeting to have some information on the status of the building project. By then the Township will be pretty far into the budget process and this would be a great opportunity to get feedback and explain to people here are some implications of us moving ahead with the building project. Chairman Dumeyer stated they did indicate they would have some public comments on it, and we need to get it. Mr. Youtz indicated they might get enough feedback and will want to do another special meeting to discuss the building project. Chairman Dumeyer asked for any other thoughts on potential activities or exercises for the meeting. Mrs. Yoder asked the Planning Commission members and audience if they had any thoughts or suggestions on the meeting.

Mr. Doug Koller from 4304 Marietta Avenue, Columbia, PA 17512 indicated that he was wondering if they were going to have more than one map. It would be good to have a map at each of the four or five tables there with one or two members, because if there will be more than 100 or 200 people to get it, it might be a nightmare. He said that he likes the idea of handing out the cards with getting the peoples' addresses and phone numbers. It makes it a lot simpler. He thinks the pins will not be a good thing, maybe a marker or more maps. It would be a logistical nightmare to have people around one map and asking questions. Having more than one map at a table would be better. Chairman Dumeyer thanked Mr. Koller for the suggestions and asked for any other comments or thoughts. Chairman Beam indicated that they got some good ideas tonight and will put this all together and hopefully everyone can attend.

V. NEW BUSINESS

A. PENNDOT MEMORANDUM OF UNDERSTANDING-DETOUR FOR LASA FORCE MAIN REPLACEMENT PROJECT

Mr. Youtz stated that he had given each of the Board members a copy before tonight's meeting and that this memorandum just came in last week. LASA will be undertaking a project later this year to replace much of their force main south of Columbia Avenue. This will encompass both West Hempfield and Manor Townships and as they stage through the work there will be multiple detours. He has reviewed the detours and really doesn't have any issues with them, but at times LASA will establish detours on PennDOT roadways. Because of such detours, PennDOT wants to enter into a memorandum of understanding (MOU) with both municipalities with the understanding that LASA is responsible for establishing and maintaining those detours. The state roads with detours are all in Manor Township, not in West Hempfield, but since West Hempfield is part of the overall project PennDOT is requiring that West Hempfield sign off on them as well. Mr. Youtz stated he is looking for authorization from the Board to sign off on the MOU with PennDOT and Manor Township. Chairman Dumeyer asked if there was any major impact, that Mr. Youtz stated that he could not see at this time.

Chairman Dumeyer asked for a motion authorizing signing of these documents.

Motion: Motion by Kent Gardner, seconded by Ed Fisher, to authorize signing of the documents for the MOU with PennDOT. Motion carried, 5-0.

VI. ADJOURNMENT

Chairman Dumeyer stated that the business of which this meeting has been called for has been transacted therefore the Chair is going to declared that this meeting stands adjourned. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brenda Baumbach".

Mrs. Brenda Baumbach,
Secretary