

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING
Minutes of June 7, 2016

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, June 7, 2016. Chairman David Dumeyer and Board members Frank Burkhart, Edward Fisher, Kent Gardner and Naomi Martin were present. Also in attendance were: Township Manager Ron Youtz, Chief of Police Mark Pugliese I, Public Works Director Dale Getz, Zoning Officer Jodi Heffner, and Brenda Baumbach, Finance/ Personnel Director serving as Recording Secretary.

I. CALL TO ORDER:

Chairman David Dumeyer called the meeting to order at 7:30 p.m. and led with the Pledge of Allegiance. He also announced that following this meeting, the Board will convene into Executive Session to discuss a personnel issue.

II. APPROVAL OF MINUTES: May 3, 2016

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Board's May 3, 2016 meeting minutes as presented. Motion carried, 5-0.

III. COMMUNICATIONS

A. BOARD OF SUPERVISORS

1. Kent Gardner reminded the Board members of the LIMC meeting scheduled for Wednesday, June 8, 2016 starting at 8:00 a.m. at Manor Township.
2. Frank Burkhart thanked Public Works Director Dale Getz and his staff for patching various roads that needed the work.

B. TOWNSHIP MANAGER

Township Manager Ron Youtz informed the Board he has received information from PennDOT and would like to add it to the agenda under New Business, item E.

C. RESIDENTS

Thomas Caskey of 746 Westover Drive informed the Board that he has been in contact with Township Manager Ron Youtz regarding UGI's proposal of running a gas line into his development. He asked if Mr. Youtz has heard from UGI with any updated plans.

Ron Youtz stated he is waiting for UGI to call him back. He informed the Board that UGI's intent is to run a line into the Westover Development. He said he is aware that UGI installed a line across Marietta Avenue to the border of the development. Mr. Youtz said the original plan was to run the main line along the west side of Westover Drive just behind the curb, but when the PA One Call was made, it was determined there are a lot of utilities that have underground lines located in that area. He said UGI has stated they

want to re-assess the proposed plan and to research alternative ideas. Mr. Youtz stated UGI will contact him prior to starting any work.

Mr. Caskey says there are approximately 60 properties in the development and he is aware of only one property signed up to connect to natural gas. He also stated he asked UGI for a list of licensed contractors in Lancaster County to obtain a price for installing into the homes, and for a list of vendors who sell appliances that can be used with natural gas. The representative of UGI did not have these lists. He felt these items would assist the residents in the development to make an informative decision as to whether or not they would want a gas line installed on their property.

Mr. Caskey also asked if he could be notified of when UGI will be working on or near his property. He said there is landscaping material that he would like to save and relocate before UGI digs them up without notification.

Frank Burkhart stated there is a manhole cover in the vicinity of Route 23 and Stony Battery Road. The manhole cover sits lower than the road and when you drive over it with a dump truck, you don't know if you left the bed there or what happens, and that is horrible.

Chairman Dumeyer informed Mr. Caskey that when UGI contacts staff, he will be notified.

IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

A. KEYSTONE CUSTOM HOMES – 4644 ORIOLE AVENUE – STORMWATER MANAGEMENT PLAN

Matt Mack of Ludgate Engineering explained there are two buildable lots along the existing cul-de-sac of Oriole Avenue and the parcel being addressed is 4644. Mr. Mack explained he has received review comments from Ben Webber, Township Engineer, and stated they will comply with the comments and he noted no waivers are being requested. He also received review comments from the Lancaster County Conservation District. There were two comments and they have been addressed and returned to the Conservation District for their review.

Mr. Mack stated there will be a sizable home constructed on the parcel with a stormwater facility located at the rear of the parcel. The property will be served with public sewer and public water, and he mentioned there is an existing connection to electric. Propane will be located in the front of the parcel.

Mr. Mack stated the Township Stormwater Ordinance allows for 1,000 square foot exemption for impervious, and 500 sq. ft. was used which includes the proposed deck. This allows for 500 sq. ft. to remain available for the property in case they would want to install a storage shed or some type of structure.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Stormwater Management Plan for the property located at 4644 Oriole Avenue with the condition that all comments are met to the satisfaction of Township Engineer and Township Staff.
Motion carried, 5-0.

V. OLD BUSINESS

A. BUILDING COMMITTEE UPDATE

1. PRESENTATION AND UPDATE FROM ARCHITECT BUCHART HORN

Township Manager Ron Youtz updated the Board on the Building Committee's meeting held on Thursday, June 2, 2016 at which time the architect provided the most recent floor plan of the facility. Mr. Youtz said the consensus of the Building Committee was the architect is on the correct path with the proposed layout of the building and they appreciated how they addressed each department's needs.

Mr. Youtz informed the Board the Committee made a motion to accept the most current floorplan and is asking the Board of Supervisors to authorize the architect to continue with the design of the complex to include police, fire and administrative departments.

Mr. Scott Loercher of Buchart Horn informed the Board that he and his staff have met with personnel from the Fire Company, Police Department and Administrative at which time their needs and comments were discussed.

Mr. Loercher explained to the Board the layout of the proposed L-shape floorplan. He said the square footage for the proposed complex is approximately 32,350 square feet which is close to what the RFP specified. He stated they are looking at moving to the next step which consists of the design and development phases of the project.

Motion: Kent Gardner moved, seconded by David Dumeyer, to accept the current floorplan and authorize the architect to continue with the design and development phases of the project.

Discussion: Frank Burkhardt asked at what point during the design of the facility the Board will have an idea of what the cost will be. Mr. Loercher said at this point, historical data was being used to calculate cost per square foot. He informed the Board when the symmetric design package is submitted a more accurate cost per square foot will be provided. He said the package will include the cost of the heating unit, the air conditioning, the generator, the plumbing, etc. He also feels everything presented tonight reflects the needs of each department. He asked the Board for approval to continue with the development of the symmetric design package.

Edward Fisher stated that phasing was discussed and there is nothing being presented to that effect. Mr. Loercher suggested the phasing could consist of the Administrative portion and the proposed Community Room. He mentioned the Administrative portion of the

building is minimal in size and cost compared to the Fire and Police portions. He mentioned the Building Committee reviewed this item, and suggested the proposed Community Room and the Administrative portion could be phased in as they are close in size, but after discussion, the Committee felt phasing would not be feasible and have suggested eliminating the phasing option.

Edward Fisher said he discussed a \$4 million budget for the construction of the facility. He said the cost for the complex is now \$5.5 million. Kent Gardner indicated the \$4 million was the original number when the considerations were for the Administrative and Police Departments only. He said the Fire Company component was added later and at a cost estimate of \$2.2 million. Ed Fisher said he is concerned from an affordability standpoint, as we can't spend more than we can afford. He said the Board needs to figure out how we are going to generate enough revenue to pay for the new facility.

David Dumeyer said both the current Municipal and Fire Company buildings will be sold and be placed on the property tax rolls. Mr. Loercher stated it would be more cost effective to operate one facility than to operate two or more separate facilities.

Kent Gardner stated that he felt to make any repairs or renovations to the existing building is ludicrous and a waste of Township residents' money. He felt that if the existing Municipal and Fire Department buildings were to be placed on the tax roll, the Township will generate tax revenue.

Ron Youtz, Township Manager, reiterated that he knows this is a tough decision for the Board to make, but in order to keep the wheels in motion, he is recommending the Board authorize the architect to continue on to the next phase. He asked if the Board is unsure of where to go from this point, and if there is something the Board needs from staff or Mr. Loercher to help them make an informative decision. He said he would not want the next couple of weeks to be delayed if there is something the Board needs.

David Dumeyer stated the Building Committee's recommendation to the Board is to continue with the layout of the plan as it will allow the architect to get the numbers the Board members are asking for.

Edward Fisher said to have restrooms installed and no Community Room is an odd phasing suggestion. David Dumeyer asked Mr. Fisher since he made the comment to "phase in," what exactly is it he wants to phase in and how would it be phased in. Mr. Fisher said a portion of the Fire Company or Police or Administrative, but with the Administrative area shown as a long corridor, it would be costly to phase it in.

Mr. Fisher said if he felt more comfortable that we could afford this, he would not have a problem with it, but he is worried when bids are open and they read \$6 million, and the site work could cost \$800,000 to \$1 million, and if the Township is not ready to sign the check we would look foolish. Mr. Burkhart added it would also be embarrassing.

Frank Burkhart said to ask for something without an idea of what and how to pay for it is

uncomfortable for him. He said he is looking at the economy and what it is today and he knows of several businesses that are not making production costs. He said he is uncomfortable for this Board to build what we want, then ask the residents to pay for it and then the economy fails. He knows the Fire Company is one of the best fire departments in the county and is very frugal. He is suggesting the proposed layout of the Administrative portion be located away from the Fire Company portion.

Mr. Loercher explained the central control concept is to keep the Administrative and Police areas at the entrance of the complex.

Edward Fisher says the plan layout is acceptable, how it looks and flows is not bad, but it is more than what can we afford with our current budget. Kent Gardner asked can we afford not to do the facility with the current municipal building not being ADA compliant. Also, there are five heat pumps in the current building and three are not working, the air conditioning is not working and wall units are being used. He said to make the existing building ADA compliant will cause a loss in square footage and there is not enough room as it is. Mr. Fisher said we still need to figure out how we are going to pay for it. Mr. Gardner said he has been looking for grants to help offset some costs and recommended that each Board member do research for grants. Mr. Gardner asked if the project is postponed now, when will the project be done, knowing the price of construction will keep rising.

David Dumeyer stated we have a great partner with the Fire Company and they have stepped up to the plate and have saved on project costs by donating the land they had purchased to construct their building. Mr. Dumeyer stated we cannot go back, and he asked Mr. Fisher if he had an alternate plan.

Mr. Fisher stated he does not want anyone to feel he is opposed to the project. He knows the Fire Company and the Police Department need an updated facility and he also does not want to leave out the Administration portion either. He is aware a tax increase is going to be needed to fund this project and the Board is going to have to decide yes, we are OK with imposing a tax increase, or no we are not in favor of a tax increase. He also feels there is support from the community to continue with the project.

David Dumeyer asked do we want to work with the current plan or go back to the drawing board. Mr. Fisher asked if the roof system is flat. Mr. Loercher said the roof is sloped. He said there was discussion about the possibility of installing a rain water collection system as there would be a need and use of the water by the Fire Department and mentioned this would be considered a green feature.

Edward Fisher asked if a metal roof is planned, Mr. Loercher said a membrane could be used to help save money at \$14.00/foot vs \$20.00/foot with metal. He mentioned there are advantages with using higher end products such as a metal roof.

Frank Burkhart asked if the building structure is masonry. Mr. Loercher said it is metal stud with insulated metal panels on the outside. Mr. Loercher mentioned that portion of the

building will be submitted with the next phase of design.

David Dumeyer reminded the Board there is a motion on the floor to accept the Building Committee's recommendation to accept the floor plan as presented and to authorize the architect to continue with the design of the complex to include Police, Fire and Administrative Departments and to show the Community Room as an alternate phase for bidding. Edward Fisher reminded the Board to keep the cost in mind. Motion carried, 5-0.

B. COMPREHENSIVE PLAN UPDATE

1. ANNOUNCEMENT OF FUTURE MEETING DATES

Ron Youtz, Township Manager, reported on the joint meeting between the Board and Planning Commission members held on May 19, 2016. Most of the discussion at the meeting centered on creating a vision statement and a list of goals and objectives for the Township's Comprehensive Plan. Mr. Youtz said there were a few residents who attended the meeting. The next meeting with the Board of Supervisors and Planning Commission is scheduled for June 16, 2016. The focus of that meeting is to prepare for the July 27 meeting which will be held at St. Anne's Retirement Community. He mentioned that he has a conference call scheduled for Wednesday, June 8 with Alice Yoder and the Township's representative from the Lancaster County Planning Commission.

VI. NEW BUSINESS

A. CONSENT AGREEMENT – 332 INDIAN HEAD ROAD

Township Manager Ron Youtz explained to the Board that Josele Cleary, Township Solicitor, has prepared the Consent Agreement which explains the ongoing violation that exists on property owned by Dennis and Tabitha Kemmick and located in a Rural Agricultural District. He mentioned the property owners have been parking and storing landscaping equipment with a business logo "Diamond Landscaping" on their property, which unfortunately is a violation of the zoning ordinance for that district. He explained that at its April 2012 meeting the Zoning Hearing Board gave the decision on Case No. 1143 and informed the Kemmicks that the operation of a lawn care business on the property did not constitute a home-base business and denied the Kemmicks' application for a special exception or variance to operate such a business on the property.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to adopt and authorize the Chairman of the Board of Supervisors to sign the Consent Agreement between the Township and Dennis and Tabitha Kemmick. Motion carried, 5-0.

B. PROPOSAL FOR ENGINEERING SERVICES – KAMES HILL ROAD CULVERT PROJECT

Ron Youtz, Township Manager, explained there are two separate items listed this evening, in case the Board wanted to act on one project and not the other. He mentioned

that last fall during budget discussions, money was allocated in the 2016 budget for this project which allows contracting with an engineering firm to survey the area, preparation of a PADEP General Permit 11, preparation of an Erosion Control Plan and design of the proposed culvert size. The work will be in the 2017 budget.

Kent Gardner says the cost received from Rettew Associates is high and he is recommending RFPs be solicited from two to three additional engineering firms for cost comparison.

Frank Burkhart asked for confirmation that the Township road crew will be undertaking the preparation of the site. Ron Youtz, Township Manager, said the Public Works Department will be removing the existing culvert pipe and then preparing the site for the placement of the new culvert pipe.

Frank Burkhart questioned the width of the new culvert and suggested not less than 24 feet. Edward Fisher suggested no less than a 30 foot width of culvert, considering that shoulders and guiderails will have to be installed.

In regard to Eby Chiques Road Frank Burkhart said there is a trolley wall there and the current owners want to see it stay. He asked what the width of roadway would be. Mr. Youtz said he would work up a draft for Eby Chiques Road and he feels the engineer will have to guide us as to what the cartway and roadway width would have to be.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to authorize the Township Manager to prepare and release an RFP for engineering work for the Kames Hill Road project and the Eby Chiques Road Widening Projects. Motion carried, 5-0.

C. PROPOSAL FOR ENGINEERING SERVICES – EBY CHIQUES ROAD WIDENING PROJECT - See Item B. portion of minutes – “RFPs have been requested by the Board for this project.”

D. PROPOSAL FOR EXPANSION OF TOWNSHIP WEBSITE

Ron Youtz, Township Manager, informed the Board that Triscari Web Design had been hired a few years ago when Lancaster County stopped hosting the Township’s web page. He said because of the amount of information that the Board wants to include on the Township’s web page, a redesign is necessary to allow posting information on the Municipal Complex, the regulations required for stormwater, and keeping up with the MS4 educational information. Triscari Web Design has submitted a quote of \$4,135.00 to update the web page. This upgrade/redesign will keep Township residents up-to-date with the changing rules and regulations that are imposed on the Township.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Triscari Web Design proposal in the amount of \$4,135 to re-design the Township’s homepage and create sections to allow for up-to-date information with ongoing projects such as Stormwater, MS4 Regulation, Sewage Disposal and the Municipal Building Complex.

Motion carried, 5-0.

E. PENNDOT – MEMORANDUM OF UNDERSTANDING – DETOUR TO REPAIR
MALLEABLE ROAD OVERPASS

Ron Youtz, Township Manager, informed the Board that he had received a letter from PennDOT informing the Township of their intent to prepare a bridge preservation project on SR 4061 over SR 0030. SR4061 is a PennDOT owned structure located on Malleable Road (T-371) over SR 0030. In order for PennDOT to close Malleable Road, a detour is required. PennDOT has enclosed a Memorandum of Understanding along with a detour map that will be used during construction. PennDOT is asking the Township to approve and sign the Memorandum of Understanding.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to approve the Memorandum of Understanding which allows PennDOT to detour traffic during the bridge preservation project. Motion carried, 5-0.

VII. ORDINANCE AND RESOLUTIONS – None

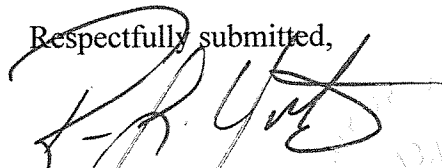
VIII. APPROVAL OF PAYABLES

Payroll/Taxes.....	\$182,834.70	Electronic Payment
General Fund.....	\$268,846.01	Checks 27657 - 27765
Sewer Fund.....	\$ 4,994.43	Checks 3729 - 3730
Refuse Fund.....	\$100,502.11	Checks 2384 - 2391
Street Light.....	\$ 4,516.67	Checks 400
Fire Hydrant.....	\$ 0	Checks
Escrow Fund.....	\$ 2,838.57	Checks 160 - 161
State Fund.....	\$ 10,075.41	Checks 3067 - 3072

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve payment of all bills between May 1 through May 31, 2016 and any residuals. Motion carried, 5-0.

IX. ADJOURNMENT TO EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE

Motion: Chairman David Dumeyer called for motion to adjourn into Executive Session to discuss a personnel issue. Kent Gardner moved, seconded by Frank Burkhart, to adjourn the regular meeting at 8:55 p.m., and to go into Executive Session to discuss a personnel issue. Motion carried, 5-0.

Respectfully submitted,

Ron L. Youtz,
Secretary

