

**WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING**  
**Minutes of August 2 2016**

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, August 2, 2016. Chairman David Dumeyer and Board members Frank Burkhart, Edward Fisher, Kent Gardner and Naomi Martin were present. Also in attendance were: Interim Township Manager James Williams, 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: July 5, 2016

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

Chairman Dumeyer announced the Board of Supervisors had met in Executive Session on Monday, July 11, 2016 at 1:30 p.m. to discuss a personnel matter which include the resignation of Ron Youtz as Township Manager and the appointment of James Williams as Interim Manager.

Chairman Dumeyer announced the presence of Frances Zimmer of the Mountville Borough Council.

III. COMMUNICATIONS

A. BOARD OF SUPERVISORS – No report

B. RETIREMENT OF POLICE SERGEANT JEFFERY MULLIN

Chairman David Dumeyer announced that Sergeant Mullin has been a member of the West Hempfield Township Police Department for just over forty years, making him the longest serving policer officer in the department's history. He is a lifelong resident of the Township having graduated from Hempfield High School in 1972. He went on to receive a Bachelor's Degree from Penn State University. He later served as a cadet with the Lancaster City Bureau of Police. Sgt. Mullin was hired as a police officer in June 1976 and was assigned to patrol. In August 1984 he was promoted to the rank of Sergeant. During his tenure, Sgt. Mullin served in many capacities including Traffic Sergeant, Criminal Sergeant and lastly Patrol Sergeant, a position he holds today. Sgt. Mullin serves as one of the department's Accident Reconstructionist and is one of the original Reconstructionists of the Regional Crash Scene Investigative Unit that today is comprised of officers from West and East Hempfield Townships, Manor Township, Columbia Borough and East Lampeter

Township. Sgt. Mullin has received many awards and commendations throughout his career.

The Board thanked Sergeant Jeffery Mullin for his many, many years of dedicated service to the citizens of West Hempfield Township and Mountville Borough and wished him the best of luck in all his future endeavors. Sgt. Mullin was presented with a plaque. Sgt. Mullin introduced his wife Sandy along with other family members who were in attendance.

#### C. PROMOTION OF POLICE OFFICERS TO SERGEANT

Chairman Dumeyer announced that following the regular Board meeting on July 5, 2016, the Board met in Executive Session and discussed a personnel matter. With regards to sergeants' promotion, several officers were considered for the promotion and the Board agreed with the recommendation of Chief Pugliese.

Chairman Dumeyer announced the Board would like to recognize the following two officers for their past performances and demonstrated leadership abilities as well as promoting them to the rank of Sergeant.

Detective Christopher Kunkle has been a member of the West Hempfield Township Police Department since October 1996, first as a part-time officer and then as a full-time officer. He is a 1996 graduate of Ephrata High School and received a Bachelor of Arts degree in Criminal Justice and Sociology from Millersville University. He received his Act 120 Municipal Police training from the Reading Police Academy. For the first six years of his career, Det. Kunkle was assigned to the Patrol Division. In April 2002, he was promoted to his current rank of Detective and was responsible for the investigation of the more serious crimes that occurred within West Hempfield Township. As a member of the county's Major Crimes Unit, Det. Kunkle was involved in many high profile investigations that took place in the Township as well as other municipalities throughout the County. In January 2012, Det. Kunkle was temporarily assigned to the Lancaster County District Attorney's office as an investigator. Det. Kunkle is a skilled investigator and extremely detail oriented. He has received his Wiretapping and Electronic Surveillance certification as well.

Detective George Brace, Jr. has been a member of the West Hempfield Police Department since January 2002. He is a 1987 graduate of Archbishop Wood High School and he received a Bachelor of Arts degree in Sociology from Gwynedd-Mercy College in 1993. Det. Brace is a US Naval Reserves veteran and obtained the rank of Petty Officer prior to being honorably discharged in 1997. He received his Act 120 Municipal Police Training from the Temple University Police Academy. For the first five years of his career, Det. Brace was assigned to the Patrol Division. In May 2007, he was promoted to his current rank of Detective and was responsible for the investigation of the more serious crimes that occurred within West Hempfield Township. As a member of the County's Major Crimes Unit, Det. Brace was

involved in many high profile investigations that took place in the Township as well as other municipalities throughout the County. In December 2014, Detective Brace completed a ten month course and became a certified polygraph examiner.

Prior to becoming an officer with the West Hempfield Township Police Department, Det. Brace was a special agent with the United States Secret Service assigned to the Philadelphia Field Office and was employed with the East Earl Police Department as a patrol officer, Department OIC as well as Chief of Police from January 1997 until April 2000. He is a skilled investigator and polygraph examiner.

Effective immediately, Detective Christopher W. Kunkle and Detective George F. Brace, Jr. are hereby promoted to the rank of Sergeant. Sgt. Kunkle shall assume duties as the Criminal Investigations Supervisor and Sgt. Brace will be assigned to Administration and Accreditation.

Chairman Dumeyer presented both officers with their badges and sergeant stripes.

#### D. RESIGNATION OF TOWNSHIP MANAGER

David Dumeyer announced that the Board has received from Ron Youtz his resignation as Township Manager.

Frank Burkhart stated that he had talked to three residents and they all said the same thing, Ron Youtz's has been a great person to deal with and has meant a lot to them personally.

**Motion:** Motioned by Edward Fisher, seconded by Frank Burkhart, to accept with regret Ron Youtz's resignation as Township Manager with Friday, August 5, 2016 as his last day of employment. Motion carried, 5-0.

#### E. APPOINTMENT OF INTERIM TOWNSHIP MANAGER

David Dumeyer said James Williams has served as the Borough Manager for both East Petersburg and Manheim Borough's.

**Motion:** Motioned by Kent Gardner, seconded by Frank Burkhart, to hire James Williams as Interim Manager at the rate of \$30.00/hour. Motion carried, 5-0.

#### F. INTERIM TOWNSHIP MANAGER

Mr. Williams announced that he had one item to be added to the agenda, under Old Business, item C. Update on Raintree Road Area Public Sewer Project.

#### G. RESIDENTS – No Report

IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

A. TREZTARK II, LP – STONY BATTERY COMMERCE CENTER PHASE IV –  
LAND DEVELOPMENT PLAN BRIEFING

Jodi Heffner, Zoning Officer, informed the Board that the applicants are proposing three commercial units and fifteen multi-family attached units. The lot will be served with public water and sewer. There will be several waivers the applicants will be requesting. Ms. Heffner also stated that on April 12, 2016, the Zoning Hearing Board approved the maximum density for an additional seven residential units for a maximum of fifteen residential units.

B. CHAPMAN FORD – 3951 COLUMBIA AVE – REQUEST RELEASE OF  
FINANCIAL SECURITY

Jodi Heffner, Zoning Officer, informed the Board that the Township was holding \$14,291.54 financial security for curbing that was needed. She said Dale Getz, Public Works Director, made an on-site inspection and said he approved the sidewalks that were installed. Ms. Heffner is asking the Board to release Chapman Ford's financial security in its entirety at \$14,291.54.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to approve the recommendation of the Township staff to release Chapman Ford's financial security in the entire amount of \$14,291.54. Motion carried, 5-0.

V. OLD BUSINESS

A. BUILDING COMMITTEE UPDATE

Interim Manager James Williams informed the Board that the Committee met with the architect last week for introductions and an update on the status of the design. We are working to schedule a meeting with the Building Committee for a date in August. The architect plans to attend the September 6, 2016 meeting of the Board when they will make a presentation.

B. COMPREHENSIVE PLAN UPDATE – ANNOUNCEMENT OF FUTURE  
MEETING DATES

The first community meeting was held at St. Anne's Retirement Community on Wednesday, July 27, 2016. There were 28-30 attendees. The next joint meeting with the Planning Commission is scheduled for Wednesday, August 17, 2016 at 7:30 p.m. at the Municipal Building. Mr. Williams is asking the Board for authorization to advertise the joint meeting.

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to authorize the Interim

Township Manager to advertise the joint public meeting for August 17, 2016. Motion carried, 5-0.

C. UPDATE ON RAINTREE ROAD AREA PUBLIC SEWER PROJECT

James Williams, Interim Manager, stated as a follow up to the July 13 meeting with the Raintree Road area residents, it was agreed that LASA and the Township would gather additional data and information regarding the mandate for public sewers. It was further agreed that a second meeting with the residents will be scheduled. A tentative date of Thursday, August 25, 2016 has been selected. If the BOS is in agreement, staff will work with LASA to mail notices to the affected property owners. He is suggesting two members from the Board should attend. If more than two members desire to attend, the meeting will have to be advertised.

Kent Gardner suggested that on the forms used for the inspection of on-lot sewage systems, it should be noted that the inspection includes the baffles and tank only, but the drain field is not included. He mentioned that he has received a few calls from residents saying the inspection included the drain fields and that their systems work.

VI. NEW BUSINESS

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

Chairman David Dumeyer informed the Board that there were three proposals received and David Miller/Associates was the lowest quote.

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to award the Scope of Services for the Kames Hill Road Culvert Project to David Miller/Associates for \$7,500.00. Motion carried, 5-0.

B. PROPOSALS FOR ENGINEERING SERVICES – EBY CHIQUES ROAD WIDENING PROJECT

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to the Scope of Services for the Eby Chiques Road widening project to David Miller/Associates for \$18,900.00. Motion carried, 5-0.

C. REQUEST AUTHORIZATION TO BID WASTE AND RECYCLING CONTRACT

James Williams, Interim Manager, informed the Board that the current contract for waste and recycling collection is soon to expire. Mr. Williams is recommending the Board to advertise and solicit bids for waste and recycling collection within the Township.

**Motion:** Frank Burkhart moved, seconded by Kent Gardner, to authorize Township staff to advertise and solicit bids for waste and recycling collection within the Township. Motion carried, 5-0.

VII. ORDINANCE AND RESOLUTIONS

A. RESOLUTION 7-16 DESIGNATING BRENDA BAUMBACH AS ADMINISTRATOR OF THE POLICE PENSION PLAN

**Motion:** Frank Burkhart moved, seconded by Kent Gardner, to adopt Resolution 7-16 designating Brenda Baumbach as Administrator of the Police Pension Plan. Motion carried, 5-0.

B. RESOLUTION 8-16 DESIGNATING BRENDA BAUMBACH AS ADMINISTRATOR OF THE NON-UNIFORM PENSION PLAN

**Motion:** Frank Burkhart moved, seconded by Kent Gardner, to Adopt Resolution 8-16 designating Brenda Baumbach as Administrator of the Non-Uniform Pension Plan. Motion carried, 5-0.

VIII. APPROVAL OF PAYABLES

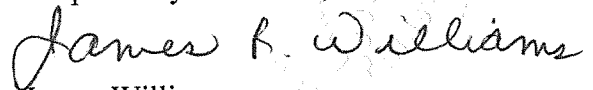
Payroll/Taxes.....	\$183,042.12	Electronic Payment
General Fund.....	\$177,530.47	Checks 27869 – 27975
Fire Hydrant.....	\$ 25,717.23	Checks 211
Street Light.....	\$ 4,424.61	Checks 404
State Fund.....	\$ 8,843.25	Checks 3077 - 3084
Escrow Fund.....	\$ 2,523.03	Checks 164
Sewer Fund.....	\$ 5,254.36	Checks 3732 - 3733
Refuse Fund.....	\$ 73,944.10	Checks 2398 - 2404

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

IV. 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 8:05 p.m., and to go into Executive Session to discuss a personnel issue. Motion carried, 5-0.

Respectfully submitted,



James Williams,  
Interim Township Manager