

**WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING**  
**Minutes of September 6, 2016**

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, September 6, 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: August 2, 2016

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to approve the Board's August 2, 2016 minutes as presented. Motion carried, 5-0.

Chairman Dumeyer added to the record that following the regular Board Meeting on August 2, 2016, the Board met in executive session and discussed two personnel matters. The first items discussed was the hiring of a police officer to fill a current vacancy. The Board interviewed Christopher Pfeiffer and offered conditional employment and subsequently a final offer of employment. Mr. Pfeiffer is present this evening.

The second matter discussed during the executive session on August 2, 2016 was the promotion of an officer to the rank of Detective. The Board approved the recommendation to promote Officer Robert Bradfield to the rank of Detective. Officer Bradfield is present this evening.

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

III. COMMUNICATIONS

A. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED POLICE OFFICER

Chairman Dumeyer stated that Christopher Pfeiffer is a 2008 graduate of Solanco High School and a 2011 graduate of Delaware County Community College's Municipal Police Officers Act 120 training program. Mr. Pfeiffer has been employed by numerous police departments in Lancaster County on a part-time basis and most recently, until yesterday, was employed as a full-time officer with the Southern Regional Police Department. Upon receiving his oath of office, Officer Pfeiffer will be assigned to patrol.

B. PROMOTION OF POLICE OFFICER TO DETECTIVE

Chairman Dumeyer stated that Officer Bradfield has been employed with the West Hempfield Township Police Department since October 6, 2008. He is a 2004 graduate of Donegal High School and attended Lancaster Bible College as well as Harrisburg Area Community College. Officer Bradfield received his Act 120 Municipal Police Officers training from HACC. During his tenure with the Department he was assigned to the Patrol Division. In addition to his patrol duties, Officer Bradfield has become one of the Department's certified Use of Force and firearms instructor. Recently he was assigned temporary duty to Criminal Investigations, an assignment that he volunteered for. Officer Bradfield is detailed oriented, organized and shows a strong work ethic. He has conducted his investigations in a well-structured manner. Effective immediately, Officer Robert L. Bradfield is hereby promoted to the rank of Detective. He will be assigned to Criminal investigations.

C. BOARD OF SUPERVISORS

1. Kent Gardner informed the Board that the LIMC will hold their monthly meeting Wednesday, September 14 in Lancaster City. He also said the Chickies Watershed and Little Conestoga Watershed layer have been integrated into the Township's MS4 mapping system.
2. Edward Fisher thanked the Road Department for the work they have done by installing a new pipe along the Grubb Lake walking trail.

D. TOWNSHIP MANAGER

James Williams, Interim Manager, asked the Board to add two items to the agenda. Add item F. Library under Communication, and add item G. Flu Clinic.

E. RESIDENT

1. Angela Jo and Helen Jung, students from Lancaster Catholic High School, were in attendance for a school project.
2. Jeb Kensinger, Correspondence Coordinator for LNP, apologized for the inadequate coverage of the municipal meetings over the past several months. He introduce Matt Pawlikowski who will be attending our monthly meetings.

F. LANCASTER PUBLIC LIBRARY

Heather Sharpe, Executive Director of the Lancaster Public Library, thanked the Board for contributing to the library and also acknowledged Lissa Holland, Branch Manager for Mountville and Leola. Ms. Sharpe updated the Board on the current statistics dealing with the public library system. There currently are 4,525 card holders in West Hempfield Township. She mentioned that libraries are forbidden by the State to charge for basic library services and in order to keep the doors open, the funding for these libraries is based on municipal contributions at 11%, and state and county combined at 26% and 63% respectively. The remainder is raised with the help

of dedicated volunteers holding book sales, passport service fees, fines and community support. Ms. Holland thanked the Police Department for their help during the bike safety event. She asked the Board to consider the library association when preparing the 2017 budget.

- G. Fire Company – John Leas informed the Board that the monthly report was delivered to the Interim Manager with copies distributed to Board members.

#### IV. SUBDIVISIONS, LAND DEVELOPMENTS, AND PLANNING MODULES

##### A. WARREN W. DIFFENDERFER FAMILY TRUST & RODNEY M. & TERESA K. HEISEY – 3510 MARIETTA AVENUE – PRELIMINARY/FINAL LOT ADD-ON PLAN

Michael Lusaitis, representative of Steckbeck Engineering, explained to the Board that the Diffenderfer and Heisey properties are located on the upper side of the existing veterinarian's office. He said they are swapping the same amount of land to each other. Mr. Lusaitis stated there are four waivers being requested:

**WAIVERS:** Rettew review letter – dated August 4, 2016.

1. Section 404.A.1 – Plan Scale – Mr. Lusaitis said they used a larger scale so to eliminate a break in the property.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to approve the waiver to Section 404.A.1 – Plan scale with the justification provided. Motion carried, 5-0.

2. Sections 602.K.6, 602.M, 602.N – Reconstruction of perimeter streets, providing sidewalks, and curbing. – Mr. Lusaitis said since this plan does not present any lot additions or future development they are asking that this waiver be deferred. Edward Fisher said there will be improvements made at the entrance.

**Motion:** Edward Fisher moved, seconded by Frank Burkhart, to deny the waiver request of Sections 602.K.6, 602.M, 602.N, but to allow the applicant to defer the reconstruction of Marietta Avenue and Summit Drive and the installation of curbing and sidewalks until such time as the Township, as its sole discretion, and determines that the improvements are necessary in the area. Motion carried, 5-0.

3. Section 607.A – Concrete Monuments – Mr. Lusaitis stated there are several monuments along Summit Drive but after a walk through was unable to identify them. There are no future plans to develop the Heisey property as the land is currently farmed and if new monuments were placed they could be damaged through farming.

Frank Burkhart asked if the land was in AgSecurity. Mr. Diffenderfer said he believes the land is in the Clean and Green, but he is not sure about AgSecurity.

**Motion:** Edward Fisher moved, seconded by Frank Burkhart, to approve the waiver of Section 607.A – Concrete Monuments along Marietta Avenue and Summit Drive. Motion approved, 5-0.

4. Section 609.E – Street Trees – Mr. Lusaitis felt since there is no land development proposed at this time that the waiver should be deferred.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to deny waiver request to Section 609.E – Street Trees, but allow the applicant to defer the installation of street trees along Marietta Avenue and Summit Drive until such times as the Township, at its sole discretion, determines that the improvements are necessary in the area. Motion carried, 5-0.

## **PLAN**

Edward Fisher stated that Harbor Engineering prepared a plan for the Fire Company showing a stormwater easement that would run parallel to the property. Mr. Diffenderfer says that is correct, there is a 20 foot easement that runs parallel with Marietta Avenue. Mr. Fisher stated that the easement must be depicted on this plan.

**Motion:** Edward Fisher moved, seconded by Frank Burkhart, to approve the Final Lot Add-on Plan of the Diffenderfer and Heisey properties with the condition the applicants satisfy all of Rettew Associates engineering comments as stipulated in their letter dated August 4, 2016, including outstanding fees incurred for engineering and solicitor, and that the 20 foot stormwater easement be included on the plan as shown on the Heisey property. Motion approved, 5-0.

## V. OLD BUSINESS

### A. BUILDING COMMITTEE UPDATE

Scott Loercher of Buchart Horn Architects stated that he had attended the August 23, 2016 Building Committee meeting at which time they reviewed the design development submission which included full documentation and specifications and catalog cuts. This was submitted electronically to the Township for Supervisors to review.

He said when he left the meeting, there were three items that had been questioned and unanswered. Regarding a building sprinkler system, there is none proposed because there is no sprinkler system required by code. If it were included the cost estimate would be \$102,000.00 for a full building-wide fire suspension system.

Regarding radiant floor heating to be used in apparatus bays and support spaces in the Fire Department area, that cost was not included. If included, the cost estimate would be \$36,000.00 in lieu of radiant heat that would be ceiling mounted. Regarding the concern with ballistic rating walls in the lobby and exterior of the facility, if we were to go with insulated metal panels, the cost estimate would be \$28,000.00 for level 3 ballistic which equals one half inch fiberglass reinforced panels.

There is still at 15% contingency fee being carried that will be reduced as they move into the construction/document phase. Mr. Loercher is requesting direction and approval from the Board to move into the construction/document phase.

Edward Fisher asked what the estimated cost for this project is. Mr. Loercher explained there have been some changes proposed and they will be considered as an add/alternate cost in the bid package. The included items are radiant floor heating, community room and metal roofing versus single ply membrane.

Frank Burkhart asked for clarification if the radiant floor heating would heat the bays. Mr. Loercher answered yes, there would be no other heat source.

Kent Gardner stated radiant floor heating will be cost effective as it will limit the risk for falls by the volunteers. Mr. Fisher concurred.

David Dumeyer said the roof system was discussed and it was stated that the membrane roof could be replaced 2 ½ times on what the cost would be for a metal roof. Mr. Loercher said the roof systems would be a 20 year life versus a 50 year life.

Project cost is approximately \$6 million. Mr. Fisher expressed the cost is over budget. Frank Burkhart expressed his concerns with increasing the residents' taxes to pay for the building.

David Dumeyer said there was discussion on having natural gas versus propane heat and also a fire suppression system installed in just a portion of building versus providing for the entire structure. Scott Loercher stated fire suppression systems are for life safety, for getting the public out of the building and not for building preservation. The structure is on grade level and there are plenty of exits. John Leas, representing the Fire Company, stated these systems have a reduced cost and are a trade off in construction. Even though code does not require them, there would be a reduction on fire insurance.

Edward Fisher said there is no phasing being proposed, and Kent Gardner asked how and what is to be phased. Frank Burkhart asked what does this project cost because the community has the right to express their concerns. David Dumeyer stated there will be public meetings held. Edward Fisher said he sees the need for a new facility for Fire and Police and the administrative portion would remain in the existing

structure for about five years. He said we know who will pay for this facility, the residents.

John Rodman, member of the Building Committee, said that they have discussed phasing, leaving the Administrative Department in the existing structure, leaving the community room as a phase-in, but with all the codes and updates to bring the existing building into compliance, we will have spent more than what it would cost to have them included in the existing project. Mr. Loercher said the community room is still being considered as a phase-in.

Kent Gardner said a few years back, the \$4.5 million price was discussed when we were going to renovate the existing Township Building and stay here on the property. We could save on prevailing wage by leaving some of the new structure empty and performing the work at a later date. He said \$2.5 million was discussed just for the Fire Company. Frank Burkhart asked what the square footage designated for administrative is compared to the existing building's square footage. Mr. Loercher said he is not aware of the existing facility, but in the new facility there is 5,500 square feet with increased restrooms that meet code. There are four to five offices that include finance, manager, zoning and a meeting room and there are shared uses in the new facility that we do not have in the existing facility.

Kent Gardner suggested a cost saving estimate from insurance should be obtained to determine if it would be cost effective to install a full fire suppression system.

Chairman Dumeyer asked Mr. Loercher what steps are needed to move forward with the project. Mr. Loercher said he would need authorization from the Board to move on to the construction/document phase which will take about three months to produce for Board review. Mr. Fisher asked that justification of the cost for installing the fire suppression system be composed.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to award the geotechnical engineering report to Rettew Associates in the amount of \$13,550.00. Motion approved, 5-0.

**Motion:** Kent Gardner moved, seconded by Edward Fisher, to authorize Buchart Horn Architects to proceed with the next phase that includes preparation of the construction documents. Discussion: Edward Fisher asked how are we going to pay for this project. Mr. Dumeyer said he felt the cost was not as high as discussed and Mr. Gardner said the Fire Company has been financially frugal and is assisting with some of the costs. Motion approved, 5-0.

## B. COMPREHENSIVE PLAN UPDATE

Interim Manager James Williams informed the Board a joint meeting with Planning Commission members was held and staff has prepared a one page, two-sided survey

to be included in the fall newsletter and to be handed out to residents that stop in the office. He said he has received a map from Lancaster County Planning Commission showing the properties that are in the AgSecurity districts.

The next joint meeting is planned for Thursday, October 20, 2016 following the Planning Commission meeting.

VI. NEW BUSINESS

A. APPROVAL OF PURCHASE FOR LEAF PICKER

Public Works Director Dale Getz informed the Board that East Hempfield Township is selling their leaf picker for \$7,500.00. He said that he and Frank Burkhart had seen the leaf picker and Mr. Burkhart stated he was impressed with how well EHT had taken care of this piece of equipment.

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to authorize the purchase of the leaf picker model #LCT6000 from East Hempfield Township in the amount of \$7,500.00. Motion carried, 5-0.

B. GULDNER FLOOD PROFILE APPROVAL

Interim Manager James Williams informed the Board that after reviewing the data collected for Timothy Guldner at 4313 Marietta Avenue, Columbia, it was found that that the property was inadvertently included in the FEMA floodway mapping system. Mr. William is asking the Board to authorize the Chairman to sign the FEMA form that is necessary to remove said property from the flood maps.

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to authorize the Chairman to sign DHS-FEMA form 086-0-26B - Community Acknowledgement Form recognizing the property at 4313 Marietta Avenue, Columbia, has been inadvertently included in the regulatory floodway. Motion carried, 5-0.

C. APPROVAL TO ADVERTISE FOR MECHANIC/MAINTENANCE POSITION

James Williams, Interim Manager, informed the Board that staff has received Todd Simone's resignation as Mechanic/Equipment Operator effective Tuesday, September 6, 2016. Mr. Williams is requesting authorization from the Board to advertise for the position.

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to authorize Township staff to advertise for the position of Mechanic/Maintenance worker. Motion carried, 5-0.

D. G. GRANT SHULTZ – 2521 IRONVILLE PIKE – REQUEST FOR SPECIAL

## EVENT

Interim Township Manager James Williams informed the Board that he received a request from G. Grant Shultz asking permission for the Lancaster Ski Club to hold its 9<sup>th</sup> Annual Ski and Snowboard Swap Event on Saturday, October 15 and Sunday, October 16 at 2531 Ironville Pike. He also mentioned that the club will donate \$500.00 to the Columbia Lions Club.

**Motion:** Frank Burkhart moved, seconded by Kent Gardner, to approve the request by G. Grant Shultz to hold the 9<sup>th</sup> Annual Ski and Snowboard Swap, to permit the placement of signs along various roads, and to waive the temporary sign permit fee for the placement of the banner. Motion carried, 5-0.

## E. MUNICIPAL DISCUSSION

Brenda Baumbach, Finance/Personnel Director, explained to the Board that she feels it is time for the Township to accept credit card payments. She said that she has worked with MuniPay at another township and said there are no costs or fees imposed on the Township. The convenience fees are paid by the customer who wants to use a credit card. The application is easy to use and it can be added to the cashiering unit already in place.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to authorize the Township to enter into an agreement with MuniPay to allow the acceptance of credit cards and that there are no fees imposed upon the Township. Motion carried, 5-0.

## F. TRANSFER OF LABOR AND EMPLOYMENT FILES

Interim Manager James Williams informed the Board that he had received a letter from the Township's labor attorney Patrick Harvey stating that his law practice Ballard Spahr, LLP, will be joining Campbell, Durrant, Beatty, Palombo and Miller, P.C., (Campbell Durrant) and is requesting authorization from the Board to move the Township's labor files to the new company.

**Motion:** Frank Burkhart moved, seconded by Edward Fisher, to authorize Ballard Spahr LLP to release and transfer all active and closed electronic records and files and hard copy files for active matters to Campbell Durrant. Motion carried, 5-0.

## G. FLU CLINIC

Chief Mark Pugliese informed the Board that he was recently approached by a pharmacist at a local Kmart asking if the Township would like to set up a flu clinic for our employees. He said there is a simple contract that would need to be completed authorizing Kmart to bill the employee's insurance so there would be no



out of pocket expense. He is requesting the Board to authorize the Interim Manager to enter into a contract with Kmart Pharmacy to set up the flu clinic for Township employees.

**Motion:** Edward Fisher moved, seconded by Kent Gardner, to authorize the Interim Manager to contact and enter into an agreement with Kmart Pharmacy to set up the flu clinic for all Township employees. Motion carried, 5-0.

VII. ORDINANCE AND RESOLUTIONS - None

VIII. APPROVAL OF PAYABLES

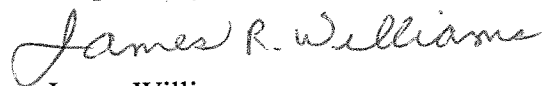
Payroll/Taxes.....	\$207,109.18	Electronic Payment
General Fund.....	\$190,270.54	Checks 27977 - 28082
Fire Hydrant.....	\$ 25.08	Checks 212
Street Light.....	\$ 8,932.67	Checks 405 - 406
State Fund.....	\$ 27,369.01	Checks 3085 - 3091
Escrow Fund.....	\$ 8,708.14	Checks 165
Sewer Fund.....	\$ 4,979.30	Checks 3734
Refuse Fund.....	\$ 39,670.51	Checks 2405 - 2410

**Motion:** Kent Gardner moved, seconded by Frank Burkhart, to approve payment of all bills between August 1 through August 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 a motion to adjourn into Executive Session to discuss a personnel issue. Kent Gardner moved, seconded by Edward Fisher, to adjourn the regular meeting at 9:05 p.m. and to go into Executive Session to discuss a personnel issue. Motion carried, 5-0.

Respectfully submitted,



James Williams,  
Interim Township Manager