

# WEST HEMPFIELD TOWNSHIP

A PUBLICATION FOR THE RESIDENTS OF WEST HEMPFIELD TOWNSHIP

VOLUME 43 - SPRING 2014

NEWSLETTER

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## Meeting Dates

<u>Board of Supervisors Meeting</u>
1st Tues. of each month 7:30 p.m.
<u>Twp. Planning Commission</u>
3rd Thurs. of each month 7:00 p.m.
<u>Twp. Zoning Board</u>
2nd Tues. of each month 7:30 p.m.

## Phone Numbers

Office .....	285-5554
Police.....	285-5191
Emergencies .....	911
Police - Fire - Ambulance	
TDD.....	(800) 654-5984
FAX .....	285-2879
www.twp.west-hempfield.pa.us	

## Board of Supervisors

David M. Dumeyer  
*Chairman*

Edward C. Fisher  
*Vice Chairman*

Frank R. Burkhart  
*Township Supervisor*

Kent B. Gardner  
*Township Supervisor*

Naomi G. Martin  
*Township Supervisor*

Ron L. Youtz  
*Township Manager*

## UPDATED STORMWATER MANAGEMENT REGULATIONS

The West Hempfield Township Board of Supervisors are expected to adopt a new Stormwater Management Ordinance at their April 1, 2014 meeting. The new regulations must meet the new standards established by the Pennsylvania Department of Environmental Protection as prescribed in PA Act 167. In addition to the state standards, our new regulations need to be consistent with the Model Storm Water Ordinance adopted by the Lancaster County Commissioners in 2013.

The new regulations will have an impact on any projects that will increase the impervious coverage on a property. Projects that encompass less than 1,000 square feet of new impervious areas will be exempt from providing new storm water management facilities, however,

an exemption application will need to be completed and approved for those projects. Exempted projects could include but not necessarily be limited to new sheds, room additions, decks, patios and driveways just to list a few. There are some properties where the exemptions will not be permitted such as areas within floodplains, wetlands or environmentally sensitive areas. We strongly encourage residents to contact the Township early on in the planning process of a proposed project for your property so that we can advise you of the implications of the new regulations and to allow us to be prepared to guide you through any approval process.

Projects greater than 1,000 square feet but less than 2,500 square feet of new impervious areas will be labeled as a "Minor Land Disturbance" project and a specific application and regulations have been established to accommodate projects of this size.

Finally, projects greater than 2,500 square feet of new impervious areas will require the submission of a formal Stormwater Management Plan prepared by a design professional that will be processed for a full review and approval by the Township to confirm compliance with the new regulations. The Township has the responsibility to verify that all regulations are followed and that new standards are adhered to for each property. We remain committed to working with each of you to assist with any projects you wish to undertake.



## RECYCLING COLLECTION EXPANSION

We are pleased to announce to participants of the Township trash program that, effective immediately, we will be expanding our recycling program and will collect the following items:

- Aluminum food and beverage containers
- Glass food and beverage containers - clear, brown and green
- PET plastics with symbol #1 (narrow neck containers only)
- HDPE plastics with symbol #2 (narrow neck containers only, such as: milk, water, tea, soda, shampoo, bleach, and detergent bottles)
- Plastics with symbols #3 through #7 (bottles with narrow tops – screw top containers)
- Residential mixed paper (junk mail, magazines, glossies, telephone books, printer paper)
- Cereal boxes and similar type boxes (flattened)
- Corrugated cardboard (flattened and bundled with bundle no bigger than a pizza box)

All materials can be placed in your green recycling bin. There is no need to separate items. Please continue to rinse all food and beverage containers to remove residue and flatten all plastics. Batteries must still be placed in orange battery bags and placed beside your trash container.

The following items are **NOT** acceptable and should not be included: plastic bags and food tubs, salad/deli and yogurt containers, window or auto glass, light bulbs, ceramics, porcelain, microwave trays, glass or metal bake/cookware, un-numbered plastics or plastics that do not have a narrow neck opening, any metal that is not a food or beverage container.

An up-to-date complete list is available at our office or website.

## NEW TOWNSHIP WEBSITE

West Hempfield Township has just recently completed the design of a new website. We expect to launch the new site by April 1, 2014. Our previous website was hosted by Lancaster County and was about 15 years old. We believe the new website will be user friendly and much easier to navigate to find important information. Moving forward we will have the ability to add features that will allow us to better communicate with our residents. Our new web address is: [www.westhempfield.org](http://www.westhempfield.org).



## STREET LIGHT/FIRE HYDRANT ASSESSMENT BILLS

The annual street light/fire hydrant assessment bills are mailed in early March each year and payment must be postmarked or received at our office by July 1st each year. When you receive the bill for 2014, please review it carefully.

There are two amounts listed on each bill. Please be sure to pay the lower amount if payment is made prior to July 1st. If payment is made after July 1st the higher amount listed on the bill will be due. It is very important that you pay the exact amount due as listed on the bill. Each account must be paid in full in the exact amount billed each year. Including your payment stub with your payment is also greatly appreciated. The barcode on each bill assures accuracy in crediting each payment to the proper account.



If you have any questions about the bill you receive for 2014, please do not hesitate to call our office. The rate charged remains the same as 2013.

## VOLUNTEER FIRE COMPANIES

Please remember to support your local Volunteer Fire Companies. The Township is provided with primary Emergency response services by three fire companies: West Hempfield Fire & Rescue, Mountville Fire Company and the Hempfield Fire Company. Mutual aid service is provided by many other volunteer departments when necessary. Each of these departments are staffed with dedicated volunteers that offer many hours of their time to provide these important services to help protect our community.

Your support can include a monetary donation, supporting one of their many fundraisers held throughout the year, or you may wish to volunteer your time and become a member. Please contact one of the Fire Departments should you have a desire to volunteer.

The West Hempfield Township Fire Company will be holding their Chicken Bar-B-Q's on the following Saturday's this year: April 5th, June 14th and October 11th.

The Mountville Fire Company, along with MYAA, will hold their Mountville Days Carnival on May 14th-17th at Froelich Park.



# **IMPORTANT TAX INFORMATION**

## **REQUIREMENT TO FILE A LOCAL EARNED INCOME & NET PROFITS TAX RETURN BY APRIL 15, 2014**

Any person who resides in either Lancaster County during any part of a given year and who received either earned income or net profits during that year is REQUIRED to file a Local Earned Income & Net Profits Tax Return with the Lancaster County Tax Collection Bureau – or “LCTCB” – for that year. There are no exceptions to the requirement. Thus, you must file a return even if you filed quarterly returns for the year, your employer withheld the tax from your paycheck, and even if you do not owe any tax. Generally, the tax return is due on or before the April 15th following the year being reported in the return. Very importantly, you must file an annual tax return even if you do not receive a tax return form or other notice from LCTCB.

It is also **STRONGLY RECOMMENDED** that any person who resides in Lancaster County during any part of a particular year – but who did not receive earned income or net profits during that year – also file an annual return noting “no income” IF the taxpayer was required to file an annual return for the year preceding the year in which no income was earned. That information will provide LCTCB with notice that interest, penalties, fines, and collection costs (late fee) should not be assessed against the taxpayer.

### **Quarterly Tax Return and Payment Requirement**

In addition to the annual tax return filing requirement, any person who is otherwise required to file an annual return and who is either self-employed or does not have the tax withheld from his or her paycheck must file quarterly tax returns and make quarterly estimated tax payments. However, the quarterly return filing requirement does not apply to individuals with an annual income of less than \$25,000. A person who is required to file on a quarterly basis shall file quarterly returns and make quarterly tax payments 30 days after the end of each

calendar quarter. For 2014, quarterly tax payments are due on April 30th, July 30th, and October 30th and January 30, 2015.

If you have additional questions, please consult your professional advisor and the LCTCB Earned Income and Net Profits Tax Regulations posted at: [www.lctcb.org](http://www.lctcb.org).

### **Consequences for Failure to File**

If you are required to file an annual or quarterly tax return and you either fail to do so or the tax return is post-marked after the due date, you will be subject to interest and penalties for any tax you failed to pay by the due date AND a \$25 late fee to cover the costs incurred by LCTCB in identifying, pursuing, notifying, and processing your late return.

### **Extension of Time to File an Annual Tax Return**

LCTCB grants annual tax return filing extensions if LCTCB receives an extension request on or before the original due date for the return.

You can make an extension request by submitting any of the following to LCTCB on a timely basis: (1) a copy of your extension request to either the Internal Revenue Service or the Pennsylvania Department of Revenue for the tax year at issue; (2) a copy of documentation establishing the IRS or Department granted you an extension for the tax year at issue; or (3) marking the “Extension request” box under “Check all that apply” on the LCTCB annual return form for the tax year at issue with an “X” and returning the marked form to LCTCB with the necessary information to identify you.

Very importantly, filing an extension request does not extend the time to pay any tax due. In that respect, LCTCB follows the practice of the PA Department of Revenue. 61 Pa. Code § 117.14 (a). Accordingly, if you file an extension request, you must include with the request an estimated payment equal

to what you believe you will owe for the tax year at issue. All such payments must be made based on reasonable estimates. Guidance as to what constitutes a reasonable estimate can be found in LCTCB Earned Income and Net Profits Tax Regulation Section 404.

If you file an untimely extension request, make an untimely payment of estimated tax, or make a timely payment of estimated tax based on an unreasonable estimate of tax liability, you will be subject to interest and penalties for any tax you failed to pay by the due date AND a \$25 late fee to cover the costs incurred by LCTCB in addressing your particular circumstances.

### **General Information**

If you filed a paper return last year with LCTCB you will receive a return and instructions in the mail. If you filed electronically last year you will receive a postcard which will include your PIN to file electronically this year. Failure to receive a tax return, postcard or other notification by mail does NOT relieve you of your obligation to file an annual return.

You are encouraged to file your return electronically by using LCTCB eFiling available through the website at: [www.lctcb.org](http://www.lctcb.org). Successfully completing a return online will give you an instant confirmation number that your return has been submitted and can use as a reference in future communication with LCTCB. If payment is due, you must also complete the payment step in the online process or you will be charged interest, penalty, and a late payment fee.



## PUBLIC WORKS PROJECTS

Once again the Township has established an annual road maintenance project list. These projects include street resurfacing and seal coat application. Streets to be resurfaced will include Sterling Way, Lancer Drive, Eighteenth Street, and a section of Malleable Road north of Route 30. Sangrey Lane will have a leveling course of new asphalt applied.

Streets to receive a seal coat application are: Indian Head Road, Norwood Road, Burma Road, Meadow Road and Minute Drive.

In addition to these projects, the final phase of the Stony Battery Road Corridor is to be completed in 2014. This includes improvements to the section of this roadway from Donnerville Road south to Hempland Road. Work will include new drainage facilities, placement of curbs in specific areas, a new traffic signal at the intersection of Stony Battery Road and Highland Drive, and a resurfacing of the entire roadway.

This project is being completed under a cooperative agreement with PennDot, West Hempfield Township and Lancaster County. The Township assumed the lead role in appointing a traffic engineering firm to design the project. Along with Township funds, Lancaster County, through their Transportation Improvement program contributed \$100,000 towards the design of the project.

Once the project design was completed the approved plans were turned over to PennDot. PennDot bid and awarded a construction contract to Pennsy Supply. Pennsy Supply will be the lead contractor and PennDot will oversee the project and be responsible for all construction costs.

We request that everyone be aware and alert when traveling through construction zones. The short term inconveniences will be well rewarded with these much needed improvements.

Finally, we wish to thank all of the residents for your patience and cooperation during what proved to be a very challenging winter season. We realized more than a dozen separate winter weather events with near record snow amounts for the season while realizing extremely cold weather. The culmination of events placed a strain on the resources available to us. Our dedicated public works crew worked many extended shifts to keep the roadways open and their efforts are greatly appreciated.

## CURBSIDE YARD WASTE DISPOSAL



Recycling of grass clippings, summertime leaves and green plants through our curbside trash program resumes the first week in April 2014 and will continue weekly through mid-October 2014. The final date will be listed in our fall newsletter.

These items must be placed in Kraft biodegradable bags purchased at the Township office for \$1.50 each during this period. Small twigs, branches and shrubbery trimmings must also be placed in these bags during this time. There is a 30 pound weight limit for the kraft bags. Brush, larger branches and any woody material too large for the Kraft bags must be tied into 4' bundles no heavier than 30 pounds and tagged with a GREEN yard waste tag sold in lots of 5 for \$7.50. Bags purchased at Ace, Home Depot, Lowe's, etc. will NOT be taken.

**PLEASE NOTE: All yard waste will be collected on the same day your trash is collected during 2014.** If your yard waste is not picked up, please leave the items at the end of your driveway and contact the Township office the next business morning to report the miss. Our hauler will have 24 hours to return for any misses, the same as for trash and recycling misses.

We strongly urge residents to NOT bag grass clippings. Grass clippings left on the lawn decompose and act as a natural, organic fertilizer. Please consider using our drop-off site as an alternative for other yard waste. See related article below.

## WOODY WASTE RECYCLING DROP-OFF SITE

Beginning in April and continuing through September, the Township will again open the drop-off site along Norwood Road near the Fairview Park for Township residents to deliver woody waste. The site will be open from 9:00 AM until noon the second and fourth Saturday of each month. You do not have to be a participant in our refuse program to use this site.

Materials may be bundled or bagged or delivered by truck or utility trailer. Tree stumps will NOT be accepted and no tree trunks larger than 8" in diameter. No plastic bags or other containers should be left at the site.

### DROP OFF DATES FOR 2014:

- April 12th & 25th ■ May 10th & 24th
- June 14th & 28th ■ July 12th & 26th
- August 9th & 23rd ■ September 13th & 27th



# ZONING OFFICER REMINDERS

The following are things to keep in mind for your spring clean-up and outdoor activities, as well as your everyday living in the Township.

## Call 811 Before You Dig!!!

Whether installing a fence, deck, mailbox post, or just planting a tree, it is important to know what's below before you dig. You or your excavator must call PA One Call at 811 or 1-800-242-1776, anytime, 3-10 days prior, so the utility companies can mark where their underground lines are as necessary. If you do not and the underground lines are damaged, you could be held responsible for all losses and expenses.

## Garage & Yard Sales

You may have up to 2 yard sales per year, no longer than 2 consecutive days. One 4' sq. sign is permitted for advertising and shall be removed promptly upon completion. No aspect of sale shall be held in a street right-of-way.

## TRASH AND REFUSE

Accumulation of trash, garbage, refuse, or junk for a period exceeding fifteen (15) days is prohibited.

## Grass & Weeds

Per Ordinance Code Chapter 104, grass and weeds in excess of six" in height shall be mowed. If found to be in violation, two notices will be sent. Thereafter, action will be taken by the District Justice without further notice.

## Building Demolition & Removal

Before any building is demolished or any mobile home is removed, a Zoning Permit is required. When a mobile home is removed, a permit from the County Treasurer's Office is also required.

## Common Projects

All applications are reviewed to determine if compliance with Storm Water Regulations is required.

**Detached Garage/Accessory Buildings & Storage Sheds** - Zoning Permit required. Construction Code required if larger than 200 sq. feet or if electricity is provided.

- **Patios & Decks** - Zoning Permit required. Construction Code Permit required if patio will ever be enclosed or placed under a roof or deck is over 30" above grade.

- **Screened Porch** - Zoning and Construction Code Permits required

- **Fences** (including single section) - Zoning Permit required.

- **House Additions & Sun Room/Three Season Rooms** - Zoning and Construction Code Permits required. Smoke detectors in the entire house must be upgraded to operate from the house's electrical system with battery backup.

- **Finishing Basements** - Zoning and Construction Permits required. Direct access to outside must be provided by an emergency escape and rescue opening.

- **Interior Remodeling** (No outside work) - Zoning and Construction Code Permits required if walls are moved or changed, or plumbing or electrical system is modified.

- **Replacement Windows & Doors** - Zoning and Construction Code Permits required if new window or door will be larger than the old.

- **Agricultural Buildings** - Zoning Permit required. Construction Code Permit required if electricity is provided to the building, if it contains spaces that are used for processing, treating, or packaging of agricultural products, or if it contains areas of occupancy by the general public.

## SWIMMING POOLS

- **Above Ground Pools** - Zoning and Construction Code Permits required for all pools over 24" deep. Any pool over 36" deep, including soft-sided pools, without a 4' barrier require a fence or wall to limit access. Pools must be at least 10' from lot lines and other structures.

- **In Ground Pool or Hot Tub/Spa** - Zoning and Construction Code Permits required.

## BUILDING PERMITS

Building permits are required for all construction projects as well as a fence, pond, or a change in the use of the property. Permits are not required for: sealing driveways, painting, wallpapering, new flooring, and replacement of siding or roof shingles. Please call the Zoning Office at 285-5554 if you have any questions.

You may pick up an application for a Zoning and/or Construction Permit at the Township Office Monday through Friday from 8:00 a.m. to 4:30 p.m. Generally, you will need to draw a plot plan of your lot, showing the footprint of all existing and proposed structures on the lot. You'll need to know the distances from those structures to the lot lines. The application will require a written description of what is being erected (example: 12' X 12' treated lumber deck / first floor rear of home), the estimated cost, and construction drawings in sufficient detail for a third party building code field inspector to review for compliance with the Construction Code.

If inspections are required to satisfy the PA Building Code, a Construction Permit will be reviewed in addition to a Zoning Permit. If all the required information is completed on the application, the permit can be issued in about 2-3 days after received from Code Review. Planning ahead on the applicant's part is essential if there is a deadline for a starting date.

Fees are structured by the size of the building or addition rather than the cost of construction. Structures, such as fences and pools, are not based on size, but have flat fees instead. Code Review fees are established by the agency themselves. Applications and information is available at the Township Office or online at: [www.twp.west-hempfield.pa.us/Building Permits](http://www.twp.west-hempfield.pa.us/Building Permits).

## West Hempfield Township

3401 Marietta Avenue  
Lancaster, PA 17601



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## TO: Postal Customer

This publication utilizes bulk mailing rates and is delivered according to mail carrier routes. Delivery to homes outside of the boundaries of West Hempfield Township may occur where carrier routes continue into bordering municipalities.

## APPLIANCE AND TIRE PICKUP

Tires and large appliances (such as washers, dryers, stoves, refrigerators, water heaters, air conditioners, dehumidifiers, and freezers) will be collected for all Township trash customers during a special pickup scheduled for **Saturday, April 12, 2014**.

Items should be placed curbside Friday evening before the scheduled pickup. Each appliance must be marked with a BLUE extra service tag (\$12.00 each); rimless tires must have one YELLOW tag attached, and tires with rims must have two YELLOW tags attached. If you have the necessary tags and are disposing of an appliance, tires and/or rims, register your name and address with the Township office **BEFORE** the above date to ensure pick up. If you need to purchase tags, please do so **BEFORE NOON** on Friday, April 11, 2014. Call the Township office at 285-5554 for more information.

If, for any reason, your appliance and/or tires are not picked up on the scheduled Saturday, leave the items curbside and call the Township office after 8:00 a.m. on Monday morning following the scheduled pickup.



## Holiday TRASH SCHEDULE

*(Note: Clip and save as a reminder)*

Trash collection for Township customers will be delayed by one day after the following holidays in 2014: Memorial Day and Labor Day. July 4th will not affect trash pickup since it falls on a Friday. For Thanksgiving and Christmas, Wednesday customers will have regular pickup and Thursday customers will have one day delay to Friday. No other holidays affect trash pickup in 2014. Please put trash and recycling out the evening before collection. No return trips will be made.

