

NEWSLETTER

VOLUME 46 - FALL 2015



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MEETING DATES

Board of Supervisors Meeting
1st Tues. of each month 7:30 p.m.

Township Planning Commission
3rd Thurs. of each month 7:00 p.m.

Township Zoning Board
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.westhempfield.org

BOARD OF SUPERVISORS

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Ron L. Youtz
Township Manager



The Township continues planning for a new Municipal Services Complex. The Building Committee meets on a regular basis to identify our future needs and to explore all cost efficient options. This will allow us to construct a facility that will serve the Township for many years to come.

The proposed facility could incorporate Police, Fire and Administrative Services. Some possibilities under consideration are to build the new complex in phases and to potentially keep Administrative Services in the existing building. These decisions will be made as we carefully work through the planning process.

Earlier this year a stormwater feasibility study was conducted on the five acre tract owned by WHFR and located on the south side of Marietta Avenue to determine the suitability of this site for a multi-department facility. The study confirmed that this lot would support such a facility. Subsequently, the Board of Supervisors

confirmed this site as the location for the municipal services complex.

At the meeting on September 1, 2015, the Board of Supervisors authorized the release of a "Request for Proposals" to secure quotations from architectural firms to design the new facilities. It is our goal to review submitted proposals and to select a design firm by late 2015 or early 2016. Seven firms have been invited to submit proposals for the design.



The Township proposes to hold a special public meeting in Spring 2016 to discuss design options and to allow for public comment regarding this project. In addition to making design options available, we are hopeful to be able to provide residents with proposed costs along with an anticipated timeline for project construction. We encourage you to watch for

the Spring 2016 newsletter and to monitor the Township's website for further updates.

STORMWATER MANAGEMENT

... What Residents Can Do Now

The goals of the Municipal Separate Storm Sewer System (MS4) program and the Township are to reduce the discharge of pollutants from the Township, to protect water quality and to satisfy requirements of the Clean Water Act. Get involved!

Stormwater from your home and public streets goes into a storm sewer, which goes directly into streams. This water is not cleaned in any way and does not go to the waste water treatment plant. The Township needs all residents to assist us in keeping our stormwater and stormwater sewer system clean by doing the following:

- Dispose of water properly.
- Clean up after your pets.
- Use fertilizers properly and efficiently to prevent excess runoff.
- Store materials indoors that could pollute stormwater.



Also, please monitor stormwater inlets near your property. No one should dump anything into the storm sewer system. Residents may be the first to recognize "illicit" discharges such as dumping into storm sewers or stormwater outfalls more than 72 hours after a rain event. If you see an "illicit" discharge, please report them to the Township so that they may be investigated.

BUILDING AND ZONING PERMIT INFORMATION

Building and/or Zoning Permits are required for the majority of projects. Please call the Township Office at 285-5554 if you are unsure if your project requires a permit. The permit application must be filled out completely and submitted with the required documentation to ensure issuance of the permit in a timely matter. Planning ahead on the applicant's part is essential if there is a deadline for the project starting date.

All applications for Zoning and Construction Code Permits require a plot plan drawing. From this drawing, Township staff will determine if the proposal meets the setback and other requirements of the Township Zoning Ordinance. The setback is the required distance between your property line and a structure on your property. These setback distances vary according to what type of Zoning District the property is located. You should call the Township to confirm the setback distances for your property.

West Hempfield Township adopted a new Stormwater Management Ordinance in April 2014, as previously announced in our Spring 2014 Newsletter. Projects that encompass less than 1,000 square feet of new impervious areas are exempt from providing new stormwater management facilities. However, an exemption application will need to be completed and approved for those projects. 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 allow us to guide you through the 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. 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 it is in compliance with the new regulations.

If inspections of your project are required to satisfy the PA Building Code, you can obtain a listing of Inspectors who are approved by West Hempfield Township from the Township Staff or on our website. You will need to contact and inquire from the inspector of your choice what requirements are needed, such as sufficiently detailed construction drawings, how many copies, and the cost of the review and inspections fees. These fees are established by the agencies themselves.

Applications and information are available at the Township Office during regular business hours, Monday thru Friday from 8:00 a.m. to 4:30 p.m., or online at [www.westhempfield.org/Departments/Building Permits](http://www.westhempfield.org/Departments/Building%20Permits).



COMMERCIAL RECYCLING REQUIREMENTS

In January, all commercial establishments will receive a request to submit their annual recycling report for the 2015 year. Commercial establishments must compile disposal weights for items recycled in 2015 in order to complete this report. Corrugated cardboard, high grade office paper, glass bottles and jars, steel and bimetal cans, and plastic items with a #1 (PET) or #2 (HDPE) symbol must be recycled by all commercial establishments. Automotive repair shops should recycle used motor oil, other vehicle fluids, tires and batteries. All reported items must be documented with copies of weight tickets or a signature from the recycling center if a commercial establishment's items are not collected by a Township-licensed hauler. This includes paper recycled with Shred-It. If you have questions when you receive this request, please contact the Township.



Collections & Recycling

CLIP AND SAVE AS A REMINDER

SATURDAY, OCTOBER 17TH

Large Appliance & Tire Pickup Day

- Each large appliance must be marked with a blue tag - \$12.00.
- Rimless tires must have one yellow tag attached - \$1.50.
- Tires with rims must have two yellow tags attached - \$3.00.
- Items should be placed curbside on Friday evening, October 16th. The hauler usually starts the appliance pickup by 6:00 a.m. on Saturday.
- If you need to purchase a blue or yellow tag, please do so **BEFORE NOON on Friday, October 16th**.
- If you have already purchased the necessary tag(s) and are disposing of an appliance, tires and/or rims, please register your name and address with the Township office **BEFORE NOON on Friday, October 16th** to ensure pick-up.

- If your appliance and/or tires are not picked up on Saturday, October 17th, leave the items curbside and call the Township office on Monday, October 19th after 8:00 a.m., or leave a message on the Township's voicemail.

THURSDAY, OCTOBER 15TH

Last Day for Yard Waste Bag Pickup

- After October 15, 2015 yard waste in the Township brown Kraft bags will not be picked up.
- From October 15th through March 2016 small amounts of yard waste, including bundles of branches, can be placed in the regular trash.

- If you have more yard waste than what fits in the toter or the three allowed containers, a yellow tag must be attached to each extra container. Yellow tags are sold in a sheet of five for \$7.50.

- Yard waste collection in the brown Kraft bags resumes April 2016. You are required to purchase these biodegradable bags from the Township. The sale of the bags pays for the yard waste pickup program. Bags purchased at Lowes, Home Depot, Walmart or other stores are not permitted and will not be picked up.

- Woody waste pickup also resumes in April 2016. Woody waste must be contained in some manner or tied into bundles and weigh no more than 30 pounds. A green tag is required for each bundle. Green tags are sold in a sheet of five for \$7.50.

SATURDAY, SEPTEMBER 26TH

Last Day for Woody Waste Disposal

- This is the last day the Township's woody waste site is open. Hours are 9:00 a.m. to noon. The site will reopen in April 2016.

WEEK OF OCTOBER 19TH

Curbside Leaf Collection Begins

- The Township Public Works Crew will begin residential curbside leaf collection starting Monday, October 19th.
- Rake leaves to the front of the curb or along the edge of the road. Leaf piles need to be within five feet of the curb or the road edge for Township equipment and crews to efficiently collect them.

- Township crews attempt to follow the schedule, but leaf pick-up may vary due to volume and/or weather conditions.

- Dust is always an issue during dry weather conditions. The Township does its best to keep dust to a minimum.

- The dates listed are when the Public Works Crew **BEGINS** collecting in your area. It may take a full week to complete the route. The Township asks for your patience as this can be a difficult task for our crew during this season. Leaf pickup will continue until each route has been collected four times.

- **Residents East of Prospect Road:** Weeks of October 19th, November 2nd, and November 16th. Final collection starts the week of November 30th.

- **Residents West of Prospect Road:** Weeks of October 26th, November 9th, and November 23rd. Final collection starts the week of December 7th.

FRIDAY, OCTOBER 30TH

Trick-or-Treat Night

- Because Halloween falls on Saturday this year, Halloween activities will take place on Friday, October 30th from 6:00 to 8:00 p.m.

2015 HOLIDAY TRASH SCHEDULE

- **Wednesday Customers:** The Thanksgiving holiday does not affect your trash collection.

- **Thursday Customers:** Due to Thanksgiving your trash collection is delayed one day to Friday, November 27, 2015.

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SEASONAL STORAGE OF RVs, BOATS AND BOAT TRAILERS

With summer coming to an end, Township residents may be looking to park their recreational vehicles, trailers, boats and/or boat trailers at their homes. This is permissible as long as the following guidelines are followed as per the West Hempfield Township Zoning Ordinance:

701.15 RECREATION VEHICLES

Recreation vehicles, trailers and boats (including boat trailers) may be parked or stored in any zoning district subject to the following regulations:

A. Parking or storage is permitted at any time inside an enclosed structure, which structure conforms to the zoning requirements of the particular district.

B. Parking or storage is permitted outside only in the side yard, the rear yard, or partially in both, provided:

1. Inside parking or storage is not possible.
2. The unit is not located nearer than three (3) feet to the side or rear lot line.
3. The unit can be parked or stored in a safe and secure manner so as not to be a hazard to either persons or property.
4. The unit shall be located behind the building line of the dwelling.

C. While parked or stored, a recreation vehicle, trailer or boat shall not be:

1. Used or occupied for dwelling purposes, except for sleeping by visitors of the owner or occupant of the lot for a period not exceeding fourteen (14) days in any one (1) calendar year.
2. Permanently or temporarily connected to sewer lines, or permanently connected to water or electrical lines. A unit may be temporarily connected to water and electric lines while used during the times specified in paragraph (1) of this subsection or while being loaded, unloaded or serviced as provided in subsection D hereof.
3. Used for storage of goods, materials, or equipment other than those items considered to be part of the unit or essential for its immediate use.

D. Notwithstanding the provisions of subsections A and B hereof, a unit may be parked anywhere on the lot during active loading, unloading, or servicing of the unit for a period of time not in excess of thirty-six (36) hours.

E. A maximum of one (1) unit may be stored on any lot of ten thousand (10,000) square feet or less. In no instance shall any lot contain more than two (2) units stored outdoors, unless it is a Township-approved storage facility.

If you own a recreational vehicle, trailer, boat and/or boat trailer and wish to store it on your property but cannot meet the above Zoning Ordinance requirements, you must make arrangements for storage in an offsite facility.



NEWS FROM THE POLICE DEPARTMENT

Your police department now has an active portal in the Lancaster County Crime watch website. You can access



it at <https://lancaster.crimewatchpa.com/westhempfieldpd>. On the site you can submit tips, sign up for alerts, read public press releases at the same time the news media receives them, or see what is happening in West Hempfield Township and Mountville Borough.

We recently purchased two new speed signs. These signs can be accessed via the internet by the sergeant responsible for the



signs, who can program them and look at reports without having to physically bring the sign to

the station to download information. The larger of the two signs can be programed to display messages.

The department has had success with the previous sign in doing traffic studies as well as traffic calming. That sign was traded in which reduced the cost of the new signs. If you feel there is a speeding issue on a particular roadway in the Township, please contact us and we will attempt to schedule a time that we can post the sign on that roadway. Keep in mind that there is currently a list of roadways waiting for the signs but every effort will be made to place the signs as quickly as possible. Safety is a priority for us.

Beginning this winter the police department will have a new look. In keeping with the black and royal blue colors of the new police department patch and the newer cruiser markings, the uniforms are black with accents of royal blue striping on the pants. Longevity stripes on long sleeve shirts as well as corporal and sergeant stripes are royal blue. Additionally, the pant legs have a hidden cargo pocket on both sides. The department is eager to show off its new look.



WINTER WEATHER TIPS AND INFORMATION

In a few months we will enter the winter weather season and probably remember the challenges of last year's above-average snowfall amounts. The patience and cooperation from all residents was appreciated as the Public Works Crew worked continuously to keep the roadways safe and passable.

West Hempfield Township has approximately 80 miles of Township-owned roads to maintain during winter weather events. Our first objective is to make every road passable. Each weather event is different and our plan and approach to snow/ice removal varies accordingly based on the forecast and the size and duration of a storm.

Below is a list of suggestions which will assist both residents and the Public Works Crew in the snow removal process:

Vehicle Parking: When possible, we strongly recommend that all vehicles be parked off the roadway and in the driveway. Plowing operations can be carried out much more efficiently when crews do not have to navigate around vehicles parked on the street. This policy is even more important in cul-de-sacs. Parking in cul-de-sacs creates a huge challenge in our efforts to clear those areas.

Mailboxes: The Public Works Crew makes every effort to avoid causing damage to mailboxes. Mailboxes are in the Township right-of-way but are the responsibility of the property owner to maintain. Please take the time before this winter season to be sure your



mailbox and post are in good condition and are secure. The Township is not responsible for damage to mailboxes from snow that comes off the snowplow. The Township is responsible if the plow or truck actually strikes your mailbox.

Fire Hydrants: For you and your neighborhood's protection, please remember to clear snow away from any fire hydrants located on or near your property.

Driveway Shoveling Tip: Below is a diagram of the Township's driveway clearing recommendations. The following guidelines will help make the snow removal process easier, safer, and more effective for all.

- Plow or shovel snow to the right side of the driveway as you face the intersecting roadway. Piling shoveled snow away from the direction of oncoming snowplows prevents the bulk of the snow being pushed back into the driveway.
- Eliminate snow piles at the driveway entrance whenever possible. High accumulations of snow will obstruct the vision of motorists when exiting from driveways and hinder the ability of oncoming motorists to see a vehicle pulling out of a driveway. Tall snow piles have the potential to cause accidents.
- Do not push snow out onto roads at any time. This creates hazardous driving conditions for all vehicles.



SNOW AND ICE REMOVAL REGULATIONS

In 2001, West Hempfield Township adopted an amendment to the Township Code concerning the removal of snow and ice from sidewalks throughout the Township. The Ordinance places the responsibility for this removal on the owner and/or occupant of any property that fronts a street with a sidewalk.

Chapter 12, Article III requires:

1 Within 24 hours after the snow has ceased to fall or ice has ceased to form, there shall be a clear walk along the entire length of sidewalk of at least three (3) feet in width.

2 In the event that the snow or ice on a sidewalk becomes so hard that it cannot be removed without the likelihood of damage to the sidewalk, the responsible party shall cause enough sand or other abrasive to be placed on the sidewalk to make travel reasonably safe, and shall, as soon thereafter as weather permits, cause to be cleared a path in the sidewalk of at least three (3) feet in width.

3 Every responsible party shall remove and clear away any accumulation of snow and ice on a building or other structure which is liable to fall on any sidewalk, roadway, or public way within 24 hours after the cessation of any snow, sleet, or freezing rain.

4 Every responsible party shall remove and clear away, or cause to be removed and cleared away, any accumulation of snow or ice surrounding a fire hydrant located along the frontage of the property of the responsible party within 24 hours after cessation of any fall of snow, sleet, or freezing rain.

5 Depositing of snow or ice on a fire hydrant, sidewalk, travel lanes of a street or loading/unloading areas of a public transportation system by property owners/occupants is prohibited.

West Hempfield Township

3401 Marietta Avenue
Lancaster, PA 17601



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West Hempfield Fire & Rescue Fundraisers



SATURDAY, OCTOBER 10TH:

Chicken BBQ at 11:00 a.m. at the Fire Hall. Both eat-in and drive-thru service is available. We remind everyone to please follow the signs and to enter from the rear parking lot off Ivy Drive.

SATURDAY, NOVEMBER 14TH:

Chicken Corn Soup Sale at 10:00 a.m. at the Fire Hall. Drive-thru only. We encourage you to support these important fundraisers. Our volunteer men and women make a true commitment in serving the community and keeping us safe.

Collections & Recycling

(continued from pg. 3)

- Christmas 2015 and New Year's Day 2016 fall on a Friday and do not affect trash collection for either Wednesday or Thursday customers.
- Holidays not listed for 2015 do not affect trash pickup.
- Holiday trash collection for 2016 will be listed in our Spring newsletter.
- Make sure trash and recycling are placed curbside the evening before. Return trips are not made for items not put out in time.

JANUARY 1ST TO 31ST, 2016

Christmas Tree Disposal & Recycling

- West Hempfield Township residents may drop off Christmas trees for recycling at the Fairview Park parking lot on Fairview Road. Please note: This place is a different from the Township's summer woody waste drop-off site.
- Trees may be dropped off any time weekdays or weekends.

- Remove bags and decorations from the tree before leaving it on the pile.
- The trees are ground into mulch for use at Township parks.
- Please consider recycling your tree this year.

Trees Disposed of in Trash:

- Trees placed out for trash pickup are not recycled.
- To be disposed of as trash, the tree must have a red tag (\$4.00) attached and must be shorter than six (6) feet.
- No Christmas trees will be picked up after April 1, 2016.

RECYCLING BINS

- The Township provides a recycle bin to every Township trash customer.
- If your recycle bin is cracked or broken beyond repair, you must bring in your old bin for trade-in and disposal in order to receive a new bin. Otherwise, you will be charged \$5.00 for a replacement bin.
- The old bin can be disposed of at the Township building.

