

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING OF JANUARY 4, 2021**

Supervisor Barry Hershey called the Reorganization Meeting of the West Lampeter Township Board of Supervisors to order at 7:00 p.m. with the Pledge to the Flag. Those in attendance were Supervisors Geoffrey Beers, J. Richard Breneman and Randall Andrews. Supervisor Randy Moyer participated by telephone. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczkowski, Public Works Supervisor James Kreider, Community Development Director Amanda Hickman, and Recording Secretary Nancy Mellinger were also present.

REORGANIZATION OF BOARD

1. APPOINTMENT OF TEMPORARY CHAIRMAN

Supervisor Hershey made a **MOTION**, seconded by Supervisor Breneman, to nominate Geoffrey Beers as Temporary Chairman of the Board for the Reorganization meeting. The motion was approved, 4 to 0, with Supervisor Beers abstaining.

2. ELECTION OF CHAIRMAN

Supervisor Breneman made a **MOTION**, seconded by Supervisor Andrews, to nominate and elect **BARRY HERSHEY** as Chairman of the Board for the year 2021. There were no other nominations and the motion was approved, 4 to 0, with Supervisor Hershey abstaining.

3. ELECTION OF VICE-CHAIRMAN

Supervisor Breneman made a **MOTION**, seconded by Supervisor Andrews, to nominate and elect **RANDY MOYER** as Vice Chairman of the Board. There were no other nominations and the motion was approved, 4 to 0, with Supervisor Moyer abstaining.

4. APPOINTMENT OF SECRETARY/TREASURER

Supervisor Hershey made a **MOTION**, seconded by Supervisor Andrews, to appoint **GEOFFREY BEERS** as Secretary/Treasurer of the Board. There were no other nominations and the motion was approved unanimously, 4 to 0, with Supervisor Beers abstaining.

5. RESOLUTION 1-2021 Appointments to Various Boards

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to adopt Resolution 1-2021 making the following appointments:

- **John P. Lines** reappointed to a one-year term as Vacancy Board Chairman.
- **John Lines** appointed to a three-year term as a member and **Tom Stem** appointed to a three-year term as an Alternate Member of the Zoning Hearing Board.
- **James Nagel** and **Steven Groff** each appointed to four-year terms as members of the Planning Commission.
- **Dustin Knarr** appointed to a five-year term as member of the Park & Recreation Committee.
- **Kenneth Barton** reappointed as Emergency Management Director.
- **ELA Group, Inc.** as Township Engineer and **ARRO Consulting, Inc.** as Alternate Township Engineer.

- **Alspach & Ryder, LLC** as Township Solicitor; **Morgan, Hallgren, Crosswell & Kane, PC** as Land Use Counsel; and **Barley Snyder, LLP** as Labor Counsel.
- **Denielle L. McGuire** reappointed as Township Manager, and Assistant Township Secretary/Treasurer.
- **Denielle L. McGuire** reappointed as Open Records Officer, and **Nancy Mellinger** appointed as Alternate Open Records Officer.
- **Amanda Hickman** appointed as Zoning Officer; **Kevin Hertzog** reappointed as Deputy Zoning Officer; and **Kimberly U. Yepremian**, reappointed as Assistant Zoning Officer.
- **Kevin Hertzog** reappointed as Building Code Official and Construction Code Official.
- **Derrick Musser** appointed as Stormwater Coordinator.
- **Marvin S. Stoner** as Sewage Enforcement Officer, and **Dale High** as Alternate Sewage Enforcement Officer.
- **Barbara A. Benner** and **Lonnie Jones** reappointed as School Crossing Guards.
- **BB & T – Truist, Citadel Federal Credit Union, Citizens Bank, First Capital Bank, First National Bank of McGregor TX, Members First Credit Union, Northwest Savings Bank, Pennsylvania Local Government Investment Trust, S & T Bank, T Bank, Univest Bank & Trust Co** as Township Depositories.
- **Denielle L. McGuire** appointed as the Lampeter-Strasburg Primary Representative on the Lancaster County Tax Collection Bureau (LCTCB) Management Committee.
- **J. Richard Breneman** appointed as Municipal LUAB Representative, and **Amanda Hickman** appointed as Alternate Representative to the Lancaster Inter-Municipal Committee (LIMC).

The motion was approved by a vote of 5 in favor to 0 against for all appointments except concerning the appointment of the Labor Counsel, which had a separate vote of 4 in favor, 0 against, with 1 abstention (Moyer, who is a partner in the same firm).

6. RESOLUTION 2-2021 Appoint Auditors for 2020 Audit

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to adopt Resolution 2-2021 appointing Trout CPA to audit the financial accounts of the township for the year 2020 in accordance with the terms of the December 14, 2020 engagement letter. The motion carried unanimously, 5 to 0.

PUBLIC COMMENT

None.

MINUTES

Supervisor Moyer made a **MOTION**, seconded by Supervisor Andrews, to approve the Minutes of the Year-end Meeting of December 14, 2020 with the correction of the rent for years 20 through 25 in regards to the YMCA. The motion was approved unanimously, 5 in favor to 0 against.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

- **Snyder Funeral Home Preliminary Land Development**

Chip Snyder remarked that moving to the Willow Street area has been a desire for a long time. He plans to serve the community well and has received many positive comments. John Hershey, RGS, showed a brief video to illustrate the proposed building and the elevations. Three stormwater modifications were originally requested. Modification Section 230-37C(1)(d) Swale design has been withdrawn due to being able to grade into neighboring field. Discussion centered on if curbing was necessary in specific areas, many pros and cons were given. Driveway radius being adequate for emergency vehicles was discussed. The necessity of recording plans with Recorder of Deeds and if there was sufficient parking lot lighting were brought up. Screening and buffer plantings meet and in certain areas exceed necessary requirements. Reilly Noetzel, Barley Snyder, LLP, presented Snyder's concerns regarding Storm Water Discharge connection issues. Snyder would like the storm water deficiencies to be handled by enforcing the township code and at no cost or obligation to Snyder's.

Supervisor Breneman made a **MOTION**, seconded by Supervisor Beers to approve Stormwater Modification request Section 230-32A(2)(c)-Loading Ratios based on PC and ELA's approval. The motion was approved 4 to 0, with 1 abstention (Moyer, who is a partner in the same firm).

Supervisor Breneman made a **MOTION**, seconded by Supervisor Beers to approve Stormwater Modification request Section 230-37A(1)a-Minimum allowable pipe diameter based on recommendations of ELA's letter dated December 30, 2020. The motion was approved, 4 to 0, with 1 abstention (Moyer, who is a partner in the same firm).

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to approve Land Development request Section 240-26B(3)-Curbs based on the Planning Commission not requiring curbs in highlighted area. The motion was approved, 3 (Hershey, Beers, Andrews) to 1 (Breneman), with 1 abstention (Moyer, who is a partner in the same firm).

Supervisor Breneman made a **MOTION**, seconded by Supervisor Beers to approve Land Development Modification request Section 240-24R(3)(g)-Access Drive Intersections based on recommendations of ELA's letter dated December 30, 2020, signage for no left turns and conditional on Emergency Service approval. The motion was approved, 4 to 0, with 1 abstention (Moyer, who is a partner in the same firm).

Supervisor Breneman made a **MOTION**, seconded by Supervisor Andrews to approve Preliminary Land Development Plan request contingent on acceptance of ELA's letter dated December 30, 2020 with the revision of comment D.4, final sentence to read ... downstream pipe and stormwater conveyance deficiencies have been repaired, striking the comment of #1 regarding sidewalks in LCPC letter dated December 12, 2020, LCPC recommendations, CD comments on December 30, 2020, The motion was approved, 4 to 0, with 1 abstention (Moyer, who is a partner in the same firm).

MONTHLY REPORTS

1. **Treasurer's Report**

It is typical at the first meeting of the year not to have a full Treasurer's Report until a later time.

2. **Public Works Report** Mr. Kreider reported some staff were on vacation in December and that it was a quiet month. During the snow storm, two plows were repaired. An upcoming project to consider would be the replacement of the Village Park Amphitheatre roof. Mr. Kreider suggested replacing it with tin.

3. **Police Report**

Chief Wiczkowski reported that access to and within the department is being limited due to COVID-19 precautions. Two police cruisers have sustained damage. Estimates and insurance information are being collected. PSP investigated one accident and determined that the other party was at fault, but no charges were filed.

Chief also noted that the Friends of the Force purchased \$19,000.00 dollars' worth of equipment for the year 2020. This brings FOF contributions to \$200,000 since he has been with West Lampeter.

4. Community Development Department Report

Ms. Hickman included the OLDS report for the past six months. At the next Planning Commission meeting, the public phase of the Comprehensive Plan will begin. Ms. Hickman announced that DEP has awarded a \$600,000 Growing Greener Grant to West Lampeter Township to be used for streambank restoration.

5. Township Manager's Report

Ms. McGuire reported that Supervisor Patterson's daughter returned items belonging to the Township. A ceremony recognizing his service to the community being planned for later this year.

Ms. McGuire will email the Supervisors with potential dates to hold a joint meeting of all the township boards and commissions later this year.

TOWNSHIP ADMINISTRATION MATTERS

1. RESOLUTION 3-2021 – FEE SCHEDULE

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to adopt Resolution 3-2021 authorizing the adoption of the 2021 Fee Schedule. The motion was approved unanimously, 5 to 0.

2. Authorize Approval of Addendum to YMCA Lease Agreement Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers to adopt the Addendum to the YMCA Lease Agreement. The motion was approved unanimously 5 to 0.

Supervisor Hershey requested that township staff compile maintenance costs related to the YMCA property.

3. Authorize Price Increase Request for Mowing Contract – Option Year 2

Dustin Martin, DWD Landscaping sent in a request for a price increase for the coming year. The contract provides for an increase limited to the Consumer Price Index (CPI) at the time of renewal if made in writing prior to the next contract period. Mr. Martin asked for an increase of 1.2%. Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to accept the request for a price increase. The motion was approved unanimously, 5 to 0.

OTHER BUSINESS

None.

With no other business to be conducted, the meeting was adjourned at 8:57 p.m.

Respectfully Submitted,
Denielle L. McGuire, Assistant Township Secretary-Treasurer