

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING OF JANUARY 6, 2020**

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 Randy Moyer, Geoffrey Beers and J. Richard Breneman. Supervisor Robert Patterson was absent. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczkowski, Public Works Supervisor James Kreider, Community Development Director Amanda Hickman, and Recording Secretary Susan Worby were also present.

OATH OF OFFICE ADMINISTERED

District Justice William Brenner administered the Oath of Office to Supervisor Barry Hershey (re-elected) and Rick Breneman (newly elected).

PRESENTATION

Supervisor Hershey presented a Certificate of Appreciation plaque to outgoing Supervisor Terry Kauffman for outstanding service to the Board and community these last eight years.

REORGANIZATION OF BOARD

1. APPOINTMENT OF TEMPORARY CHAIRMAN

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

2. ELECTION OF CHAIRMAN

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to nominate and elect **BARRY HERSHEY** as Chairman of the Board for the year 2020. There were no other nominations and the motion was approved unanimously, 4 to 0.

3. ELECTION OF VICE-CHAIRMAN

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

4. APPOINTMENT OF SECRETARY/TREASURER

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to appoint **ROBERT E. PATTERSON** as Secretary/Treasurer of the Board. There were no other nominations and the motion was approved unanimously, 4 to 0.

PRESENTATION – Denise Day, Brandywine YMCA

Ms. Day is currently President/CEO of Brandywine YMCAs and overseeing Lancaster YMCA operations. The YMCA Boards of both are in the beginning stages to see if there is viability in a plan to merge the Lancaster YMCA (which includes LS YMCA in West Lampeter Township and the YMCA in Lancaster City) with the eight branches of the Brandywine YMCA. They are currently addressing maintenance and safety concerns, such as: installing LED lights in the pool, repainting the inside of the LS Y building, re-plastering/repainting and re-tiling the inside and outside pools. A merger would allow for better and more marketing, risk management, programing and funding. The existing 29-year lease will remain as it is written, with the potential to renegotiate if desired. The debt of the Lancaster YMCA will likely be refinanced. The Board representation will remain, and they may consider increasing the membership.

Supervisor Beers asked where the LS YMCA stands budgetary-wise, and Ms. Day replied they were near break-even in 2019. Brandywine uses an income-based membership on a sliding fee scale, not done in Lancaster branches, and the hope is to serve more people in the future. Supervisor Moyer, who served on the LS Y board in the past, asked about the merged board membership. Ms. Day said out of a total of 34 members on the Board, six would be from the Lancaster branches, which she said was proportionate of the entire Brandywine YMCA association. Supervisor Beers also asked about cross-collateralization between the branches, and Ms. Day said the loans would be restructured to

benefit the entire association. Supervisor Beers asked that the Supervisors be kept up-to-date on the progress. The next step, Ms. Day said, was to develop a merger plan.

Bob Doyle, Broadmoor Drive, spoke of his concerns with the income-based membership fee (privacy), refinancing, and board membership not representative. He feels the Y is a special place and he'd like to see it remain.

PUBLIC COMMENT

None.

MINUTES

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to approve the Minutes of the Year-end Meeting of December 9, 2019 as presented. The motion was approved unanimously, 3 in favor to 0 against, with 1 abstention (Breneman).

SUBDIVISION AND LAND DEVELOPMENT MATTERS

- **Request for Reduction in Letter of Credit – Willow Valley Assoc./McDonald's**

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to approve the request to release \$85,062 leaving a balance of \$3,700 based upon the engineer's memorandum of November 21, 2019. The motion was approved unanimously, 4 to 0.

MONTHLY REPORTS

1. Treasurer's Report

A list of bills to be paid was provided. It is typical at the first meeting of the year not to have a full Treasurer's Report until a later time.

Paying the Bills

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to authorize the staff to satisfy the ordinary and routine obligations incurred by the township in order to take advantage of discount and allowances, and to avoid delinquent penalties and carrying charges. The motion was approved unanimously, 4 to 0.

2. Public Works Report

Supervisor Moyer stated the mulching around Mill Creek done by the public works crew was done very nice. Mr. Kreider reported some staff were on vacation in December, and not much is going on. A repair was made to one of the slides at Village Park, and some more work will be done to assure the equipment is safe to use.

3. Police Report

Chief Wiczkowski reported interviews for detective were done and Officer Philip Strosser was selected. Officer Strosser has extensive experience in criminal cases. He will start his role as detective in February.

Chief also noted the Toys for Tots collection was another huge success this year. In addition, a new reporting system called NIBRS (National Incident-Based Reporting System) will be used soon (federal mandate). The department is now using Uniform Crime Reporting (UCR) system.

4. Community Development Department Report

Ms. Hickman said Penn Waste was recently acquired by Waste Connections. The acquisition does not affect the current contract; trucks and routes will remain in place.

Ms. Hickman mentioned that prior to her heading the department, consideration was given to cancelling the contract with Associated Building Inspections (ABI) because of changes in the company as well as costs. The department wants to use Code Administrators for their third party inspections, and this was approved by consensus of the Board.

Sheetz submitted their final plan and it will go before the Planning Commission this month. The Willow Street Park sketch plan will also be discussed this month. Willow Valley SouthPointe will be coming back before the Supervisors. They are asking for a change from zone R1 to R3, changing 3-story buildings to 4 and 5-story buildings. Smucker Welding is looking to request a text amendment to add "farm service business" to the zoning ordinance. Ms. Hickman, lastly, asked if the Supervisors would like to see specific changes to the monthly report to let her know.

5. Township Manager's Report

Ms. McGuire announced the township was awarded the \$200,000 National Fish and Wildlife Federation (NFWF) grant for the Groff Farm Streambank Restoration project. The barn work is complete. The township applied for another \$700,000 DEP Growing Greener grant for the streambank restoration part of the project. If this streambank work is completed, the township will have met a large portion of their requirements of the MS4 program.

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

TOWNSHIP ADMINISTRATION MATTERS

1. RESOLUTION 1-2020 Appointments to Various Boards

Supervisor Moyer made a **MOTION**, seconded by Supervisor Breneman, to adopt Resolution 1-2020 making the following appointments:

- **John P, Lines** reappointed to a one-year term as Vacancy Board Chairman.
- **Terry Kauffman** appointed to a three-year term as a member and **John Howard** appointed to a three-year term as an Alternate Member of the Zoning Hearing Board.
- **Matthew Warfel** and **Mary Stoltzfus** each appointed to four-year terms and **Garrett Weaver** appointed to finish the balance of a four-year term as members of the Planning Commission.
- **Kenneth Kulakowski** reappointed and **Kristie Everhart** appointed each to a three-year term as members, and **Randy Moyer** to serve a three-year term as Supervisor representative of the Recycling Committee.
- **Lauren Herr** appointed to a five-year term, and **Kevin Turner** appointed to finish a five-year term as members 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 **Susan E. Worby** reappointed 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.
- **Citadel Federal Credit Union, Citizens Bank, First Internet Bank, Members First Credit Union, Northwest Savings Bank, Pennsylvania Local Government Investment Trust, S & T Bank, Sonabank, Univest Bank & Trust Co.** as Township Depositories.
- **Denielle L. McGuire** appointed as the Lampeter-Strasburg Primary Representative, and **Lisa Boyd** as Alternate 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 4 in favor to 0 against for all appointments except concerning the appointment of the Labor Counsel, which had a vote of 3 in favor, 0 against, with 1 abstention (Moyer, who is a partner in the same firm).

2. RESOLUTION 2-2020 Appoint Auditors for 2019 Audit

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to adopt Resolution 2-2020 appointing Trout CPA to audit the financial accounts of the township for the year 2019 in accordance with the terms of the December 9, 2019 engagement letter. The motion carried unanimously, 4 to 0.

3. AWARD CONTRACT – Athletic Field Construction Services (Contract #7 Village Park)

Township engineering firm ELA Group recommended Hummer Turfgrass Systems for this award. Hummer Turfgrass is a COSTARS company; as such, public bidding is not required. Supervisor Breneman remarked (from his experience) the company does a very good job.

Supervisor Moyer made a **MOTION**, seconded by Supervisor Breneman to award the Athletic Field Construction Services, Contract #7 to Hummer Turfgrass Systems, Inc., with a Base Bid and Alternate 1 price of \$425,069.00 based upon the comments of the ELA letter dated December 2, 2019. The motion was approved unanimously, 4 to 0.

4. Authorize Price Increase Request for Mowing Contract – Option Year 1

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 2.1%. Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers to accept the request for a price increase. The motion was approved unanimously, 4 to 0.

5. Authorize Unit Price in Refuse Hauling Contract Year 2

Lancaster County Solid Waste Management Authority (LCSWMA) provided the calculations for the year 2020 unit price based on the CPI at 1.7%. Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to accept the unit price for the refuse hauling contract as presented. The motion was approved unanimously, 4 to 0.

NOTE: During discussion of this item it was discovered that the CPI for Refuse Hauling Contract is lower than was noted for the Mowing Contract. Supervisors would like this discrepancy checked for the proper CPI for the mowing contract.

6. Comcast Franchise Renewal Update

Ms. McGuire said the cable franchise renewal which ends December 31, 2020 is on hold due to the “evolving federal regulatory landscape” and a moratorium for negotiations is in effect by Comcast is pending a ruling by the FCC. Under the current franchise agreement the schools

and fire companies receive free Internet service. This will end with the new ruling. Ms. McGuire will keep the Supervisors updated on any progress made.

7. Review of Pennsylvania Municipal Retirement System (PMRS) Contract Changes

Ms. McGuire said recent IRS changes require new language to the township's pension plans. Items needing clarified and decided by the Supervisors concern portability, excess interest allocation, and employees receiving pensions while still employed. These changes were discussed, and further discussion with the Supervisors is expected at a future meeting. This agreement must be finalized no later than the April Board meeting.

OTHER BUSINESS

None.

With no other business to be conducted, the meeting was adjourned at 8:36 p.m.

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