

**WEST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING OF FEBRUARY 12, 2018**

Chairman Barry Hershey called the Regular 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 Terry Kauffman, Robert Patterson, and Geoffrey Beers. Supervisor Randy Moyer arrived at 7:20 p.m. Township Manager, Dee Dee McGuire, and Recording Secretary, Susan Worby were also present.

**OATH OF OFFICE**

Chief Wiczkowski introduced the newest township police officer, Alexander Daminger, township resident and former Lancaster City police officer. Officer Daminger was sworn in (ceremoniously) by District Judge William Benner. Officer Daminger, sworn in previously at his start date a few weeks ago, is currently in training with another officer. Supervisors welcomed Officer Daminger and wished him well during his employment.

**SPECIAL EVENT REQUEST**

A special event permit was submitted by Bobbi Garrett (not in attendance) for "Ryan's Race" to be held on May 12, 2018 at 7:30 a.m. and run on Houser, Pioneer, and Book roads surrounding the Lampeter-Strasburg school campus. It was mentioned that an application process was initiated after last year's Ryan's Race to better coordinate such activities with the township, police, and fire police. This application is in order, and fire police have been contacted to assist along the roadways. Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to approve the request as submitted. The motion was approved 4 in favor to 0 against.

**PUBLIC COMMENT**

None.

**MINUTES**

**Reorganization Meeting, January 2, 2018**

Supervisor Beers made a **MOTION**, seconded by Supervisor Patterson, to approve the Minutes of the Reorganization Meeting of January 2, 2018 as presented. The motion was approved 4 in favor to 0 against.

**SUBDIVISION AND LAND DEVELOPMENT MATTERS**

1. Right-of-Way Acquisition Proposals for Willow Street Pike Streetscape – Michelle Madzelan, ELA Group

Ms. Madzelan advised the Supervisors that as part of the Smart Growth Transportation Funding process right-of-way acquisitions for the township must be obtained using a specific set of federal regulations. The regulations include a. Property Appraisals, and b. Property Owner Negotiations. Three firms provided proposals: Stantec Consulting Services, Mechanicsburg, PA \$60,000; Johnson, Mirmiran & Thompson (JMT), York, PA \$179,208.25; and, Interstate Acquisition Services, Pittsburgh, PA \$248,124.44. Her recommendation is to select Stantec.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to approve Stantec Consulting Services to perform the Right-of-Way Acquisitions for the Willow Street Pike Streetscape project at a price of \$60,000.00. The motion was approved 4 in favor to 0 against.

2. Approval of Services for Harvey Groff Farm/Team Ag Agreement  
Joellyn Warren, Director of Community Development, explained that this proposal is part of a Growing Greener grant, and includes Ag retrofit and streambank restoration. This proposal is to prepare a design plan. The allocation of \$12,500 would be reimbursed to Team Ag. Team Ag has currently spent \$3,200.00 for engineering evaluation and photographs.

Supervisor Beers made a **MOTION**, seconded by Supervisor Kauffman, to accept the proposal of Team Ag for Engineering Design and Evaluation Services for the J. Harvey Groff Farm for a fee not to exceed \$12,500.00. The motion was approved 4 in favor to 0 against.

Supervisor Moyer arrived at this point in the meeting.

3. Request Partial Release of Escrow – Deluxe Beverage

Ms. Warren stated all improvements are complete with the exception of as-built plans being submitted. Inspections have been completed, and the engineer feels comfortable with releasing all but \$5,000.00 in the escrow account. Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to grant the request of Deluxe Beverage to release of \$17,346.61 leaving \$5,000.00 in the escrow account. The motion was approved 4 in favor to 1 against (Hershey).

## MONTHLY REPORTS

### 1. Treasurer's Report

Supervisor Patterson reported the annual financial audit was performed in January by Trout Ebersole & Groff. A meeting to review the draft audit will be held on March 15. Ms. McGuire added a certificate of deposit that matured was reinvested. Two other cd's mature today and rollover interest rates of 2.05% and 2.0% are available for both \$250,000.00 cds (previously 1.3% and 1.2%). Supervisor Patterson made a **MOTION**, seconded by Supervisor Beers to approve rolling over the two \$250,000.00 certificates of deposit at the new interest rates of 2.05% and 2.0%. The motion was approved unanimously, 5 to 0.

#### Payment of Bills

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to accept the Treasurer's Report, and 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, 5 to 0.

### 2. Public Works Report

Mr. Kreider, Public Works Supervisor, said the department survived the "big freeze" in January. The Mack truck was discussed. The truck is working out well for the department, and transmission is being adjusted to snow plow mode for ease in downshifting. Supervisor Moyer asked Mr. Kreider to check on the signage at the recycling containers behind the township building. He feels there is confusion about what material goes into which container. Mr. Kreider also mentioned he is ready to advertise for paving and aggregate stone bids, and the Supervisors are in agreement to do so as soon as possible.

### 3. Police Report

Chief Wiczkowski and Ms. McGuire visited Willow Valley's Emergency Operations Centers (EOCs) and both he and Ms. McGuire agree these locations could serve as secondary and tertiary EOCs.

The CODY system is up and running. The new officer, Alexander Daminger, is familiar with the system having previously worked in Lancaster City Police Department, and is assisting others in the department when needed.

Chief mentioned taking a tour of York County's Central Booking. Lancaster County does not have a central booking station, but could seriously use such a place. It would free up officers to return to their communities following processing a suspect for arrest. Chief would like the Supervisors' support of a central booking station should the issue ever be presented countywide in the future.

Speed detail was done near 1559 Millport Road westbound from about Duncan Street. The area is a 35mph zone. 59,705 cars drove the roadway over a period of nine days the speed trailer was in place. The average speed was 36.59 mph. The 50th percentile speed was 36.98mph. The 85th percentile was 41.95mph. A total of 2,928 vehicles were recorded

traveling in excess of 46 mph. Of that number, 2,565 vehicles (88%) were traveling between 46-50 mph and 314 vehicles (11%) were traveling 51-55mph. A total of 4.9% of the vehicles speeding were eligible to be cited.

#### **4. Community Development Department Report**

Ms. Warren said things have been quiet; however next month the Supervisors will likely be considering the Willow Valley Phase 3 and Chapel plans; the Keener tract; and, a revised plan for Peony Road. She explained the Dustin Martin Zoning Hearing application was withdrawn after being tabled by the Zoning Hearing Board. The West Creek development plan approvals will expire May 2018. Civil complaints have been drafted and will be submitted to the District Justice's office for the Woodhall Drive and Village Road property maintenance issues. Mr. King's fill project at his property at 881 Eshelman Mill Road is ongoing. Ms. Warren said Mr. King has been informed he will need to file a full plan for the project (stormwater) and eventually come before the Supervisors for approval. Supervisor Kauffman asked the staff to be proactive and let the agencies involved (PA DEP, LCCD) understand the impact this project is having on the community.

Bridgeport Transportation Study – an Open House was held recently at HACC Lancaster campus to get public input on the multi-municipal road/community improvement project. There is a website for the public to take a survey and she encouraged the Supervisors to do so.

#### **5. Township Manager's Report**

Ms. McGuire stated the Village Park Capital Campaign group will meet this week to move the project forward.

The claim fund performance report (health insurance) was received from the Inter-municipal Insurance Cooperative (IIC). Claims have risen substantially since 2015. The IIC as a whole had good performance, but ours being high increased the township's premiums over the last several years. This will continue to be reviewed and later discussed during the budget cycle.

### **TOWNSHIP ADMINISTRATION MATTERS**

#### **1. Ordinance 250 – Mutual Aid Agreement – Crash Scene Investigative Team**

The ordinance was published and posted as required by law.

##### **Public Hearing**

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to open the Public Hearing on Ordinance 250.

Chief Wiczkowski explained his department wants to join the members of the Crash Scene Investigative Unit, whose members include East and West Hempfield, East Lampeter, and Manor townships, and Columbia Borough. An ordinance must be adopted to create the mutual aid among the communities' departments.

There was no other public comment.

Supervisor Moyer made a **MOTION**, seconded by Supervisor Patterson, to close the Public Hearing. The motion was approved unanimously, 5 to 0.

##### **Adoption**

There was no further Board discussion, and Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer to adopt Ordinance 250, authorizing West Lampeter Township to join the Townships of East and West Hempfield, East Lampeter and Manor, and the Borough of Columbia and enter into a restated agreement regarding the Crash Scene Investigative Team. The motion was approved unanimously, 5 to 0.

**2. Resolution 3-2018 – Amending Personnel Policies Handbook – Appendix B – CDL Drug and Alcohol Testing Policy**

Ms. McGuire explained there were issues with the company where CDL tests were previously performed. PSATS has a program for testing and it costs less as well. A sample policy was provided by PSATS and the township's labor attorney reviewed it, and made a few changes. This policy will replace the one in the Personnel Policies Handbook.

Supervisor Patterson made a **MOTION**, seconded by Supervisor Moyer, to adopt Resolution 3-2018 amending the Personnel Policies Handbook, Appendix B, CDL Drug and Alcohol Testing Policy as attached to this resolution. The motion was approved unanimously, 5 to 0.

**3. Resolutions 4-2018 – Authorizing Disposal of Specific Township Police Records**

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to adopt Resolution 4-2018, authorizing the disposal of specific police records, according to the records manual. The motion was approved unanimously, 5 to 0.

**4. Request to Purchase Equipment for Public Works Department**

Mr. Kreider requested to purchase a 2018 4WD tractor loader and 2018 Compact Track Loader, with trade-ins on both. He received quotes as follows:

2018 4WD Tractor Loader (60 hp)

Deer Country Farm & Lawn	PRICE QUOTE
2018 - 4066R Tractor, Loader, Pallet Fork & Flail Mower	\$ 52,643.03
2007 – 4720 JD Tractor, Loader, Mower Trade-In	\$ (14,200.00)
TOTAL	\$ 38,443.03

Messick Farm Equipment, Inc.

2018 - L6060 Tractor, Loader Pallet Forks & Flail Mower	\$ 52,929.99
2007 – 4720 JD Tractor, Loader, Mower Trade-In	\$ (21,000.00)
TOTAL	\$ 31,929.99

2018 Compact Track Loader (74 hp)

Bobcat of Lancaster	PRICE QUOTE
2018 - T595 Bobcat Compact Track Loader	\$ 48,373.72
2013 JCB 300 Skid Loader Trade-In	\$ (26,500.00)
TOTAL	\$ 21,873.72

Cleveland Brothers Cat

2018 - 259 Cat Track Loader	\$ 52,400.00
2013 JCB 300 Skid Loader Trade-In	\$ (26,000.00)
TOTAL	\$ 26,400.00

Messick Farm Equipment, Inc.

2018 - SVL75 Kubota Track Loader	\$ 53,864.98
2013 JCB 300 Skid Loader Trade-In	\$ (26,000.00)
TOTAL	\$ 27,864.98

Supervisor Moyer made a **MOTION**, seconded by Supervisor Patterson to authorize purchase of a 2018 4 Wheel Drive Tractor/Loader with pallet forks and rear flail mower from Messick Farm Equipment for \$31,929.99 (w/ trade in 2007 – John Deere 4720

Tractor/Loader/Mower) and 2018 Compact Tract Loader from Bobcat of Lancaster for \$21,873.72 (w/ trade in 2013 JBC 300 Skid Loader). The motion was approved unanimously, 5 to 0.

**5. Discuss Disposition of 2000 Jeep Cherokee**

Ms. McGuire explained Mr. Kreider had an accident with the 2000 Jeep during a snow fall, hitting a deer. Mr. Kreider was not hurt, but the Jeep needs repairs estimated at \$3,100.00. The Jeep is worth \$3,100.00 according to Kelly Blue Book, and the insurance adjuster recommended "totaling" the Jeep. Ms. McGuire said she wants to wait to see what the appraiser, who inspected the Jeep today, has to say, and then either sell the Jeep for parts or accept the insurance adjuster's recommendation. The Public Work Department will then take the next Police vehicle available, which was discussed during budget meetings. Supervisor Beers made a **MOTION**, seconded by Supervisor Patterson, to allow township staff to do what they feel is best based upon the adjuster's/appraiser's report. The motion was approved unanimously, 5 to 0.

**OTHER BUSINESS**

None.

With no other business to be conducted, the meeting was adjourned at 8:24 p.m.

Respectfully Submitted,  
Robert E. Patterson, Township Secretary-Treasurer