

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING OF MARCH 11, 2019**

Supervisor 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, Randy Moyer, Robert Patterson and Geoffrey Beers. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczkowski, Community Development Director Joellyn Warren, Finance Coordinator Vicki Harnish, and Recording Secretary Susan Worby were also present.

PRESENTATION – ANNUAL AUDIT REPORT

Megan Senkowski and Kelly Deihm, Trout, Ebersole & Groff LLP, presented the 2018 Audit Report to the Supervisors. Ms. Senkowski stated the audit received an unmodified “clean” opinion, meaning the township is doing a good job handling the finances. Operating on a modified cash basis, the amount of assets totaled \$18.6 million, approximately \$1.5 million more than in 2017. Liabilities totaled \$1.9 million, about \$155,000 decrease from the previous year. Revenues from all accounts ended the year at \$7.9 million, a slight decrease from 2017. Expenses totaled \$6.3 million, a \$200,000 increase from 2017. Total net position of all township accounts is 16.7 million, an \$1.6 million increase from 2017.

General Fund (GF) revenues totaled \$6,403,365, down a bit from the year prior, but over the anticipated \$6,138,271 due primarily to projects, taxes and realty transfer taxes. Total GF expenditures were \$5,219,806, under the budgeted \$5,493,464. The ending fund balance for the GF was \$3,912,317. Ms. Senkowski said this is a strong ending position of about nine months of expenses, where three to four months of reserves are recommended.

The Capital Improvements Fund (CIF) revenues totaled \$77,314. Total CIF expenditures were \$677,956, ending the year with a fund balance of \$2,154,103. Long term debt at end of year had a balance of \$1,630,532. In the Parks Capital Project Fund, (Special Revenue Fund) Ms. Deihm explained total revenues equaled \$224,771. Expenses were \$175,309, leaving a year-end fund balance of \$349,300. The State Highway Aid Fund (Liquid Fuels, also a Special Revenue Fund), revenues totaled \$511,539 with expenses at \$477,649 ending the year with a 6.3% increase in the fund balance of \$571,273. The required GASB No. 54 Fund Balance Reporting of GF, CIF, Parks and State Highway totaled \$6,986,993.

Post-Employment Benefits Trust Fund (Fiduciary Fund) expenditures increased due to the addition of premiums for the police sergeant who retired during the year. The ending fund balance for 2018 was \$520,043.

Ms. Senkowski and Ms. Deihm thanked Ms. McGuire, Ms. Harnish and township staff for their cooperation throughout the audit process.

PUBLIC INPUT PERIOD

1. Robert Bodnar, 2131 Millcreek Road, spoke concerning a letter he had written to the Supervisors where he thanked the police department and Lanc. County Drug Task Force for the recent raid of a property in his neighborhood at 2105 Millcreek Road. Shots were fired and the situation ended with two arrests. This is a rental property and he would like to see the township create a “three strikes, you’re out” ordinance as other communities have done to deal with problem rentals.
2. Connie Kilby, 2117 Millcreek Road spoke about the multiple issues occurring with the rental units in the neighborhood, such as trailers parked out front, unkempt properties, renters’ behavior and offensive language. She mentioned 2122 Millcreek Road should be condemned as a fire hazard.
3. Corinne Hein, no address given, remarked she is a landlord for properties in Strasburg area and she uses strong leases. Violations of the lease result in evictions. She is willing to assist Supervisors if they have any questions.

4. Mary Ann Schlegel, 2129 Millcreek Road, spoke about how the neighborhood is not like it was when she bought the house years ago. She is concerned about the safety of the neighborhood.

Chief Wiczkowski responded that following the raid the department has met with the landlord of 2131 Millcreek Road about evicting the residents, but he isn't sure what happened. It is up to the judge at this point. Evictions can be a long, drawn-out process. He has contacted the District Attorney's office about drug nuisance laws and landlords; the law is still in effect and can be used with evictions for these types of cases. Supervisor Kauffman replied he has worked with "three strikes" ordinances in other communities and they can be effective with consistent inspections. Where they are not effective is for the 85% of landlords who do follow the rules and care about the properties. The Supervisors would like Ms. McGuire to check with other townships to see if they have similar ordinances, and how they operate. Mr. Bodnar responded that East Hempfield and Manheim townships are a good place to start.

MINUTES – Regular Meeting of February 11, 2019

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to approve the Minutes of the Regular Meeting of February 11, 2019 as submitted. The motion was approved unanimously, 5 to 0.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

1. Preliminary Land Development Plan – Willow Valley Retirement Communities – Herr Farm/South Campus

Applicant/Property Owner – Willow Valley Retirement Communities

Project Location – East side of Peach Bottom Road north of Wynwood Drive

Project Description – Applicant is seeking Preliminary Plan approval for Medical Residence Facility, including 140 bed memory care facility, 120 independent living apartments, and 88 cottages.

Craig Smith, RGS Associates, was present to discuss the plan. Also in attendance were Justin Nolt and Bill Koch from CCS Group.

WAIVERS

Section 240-26.B(1) – Curbs

Section 240-24.C(1) – Improvements to Existing Streets

Section 240-24.R(3)(c) – Access Drive – Setback

Section 240-24.R(3)(h) – Access Drive – Clear Sight Triangle

Section 230-32 – Volume Control

Mr. Smith explained the waivers being requested. The curbs will have a flush entrance from parking spot to sidewalk rather than using wheel stops or bollards, which can cause a trip and fall hazard. The improvements to existing streets waiver concerns two small sections along Peach Bottom Road (about 300') in an area where the township has recently made improvements. Walkways from this development will tie into Peach Bottom Road, and a crosswalk to the other side of Peach Bottom is planned. A 30' Right-of-Way will be sought. Supervisor Kauffman asked if the Applicant is amenable to a deferred fee-in-lieu of dedication for future roadway improvements. Setback for the access drive is just shy of the required amount along the north end of the campus. The Clear Sight Triangle waiver regards reducing the distance to 50' instead of 100' as the areas in question are stop intersections with plenty of clearance. The stormwater waiver of Volume Control will be handled as a water quality issue instead of an infiltration one. They are working on a discharge condition of an area close to the Technical School campus property, and this – as well as the traffic study – will be addressed at the Final Plan stage.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Patterson to move to approve Preliminary Plan for Willow Valley granting requested waivers subject to final plan submission with detail submissions on items regarding storm water and traffic. The motion was approved 4 in favor, 0 against, with 1 abstention (Moyer, professional conflict).

2. Revised Final Plan – River View Estates (Ketterline)

Applicant – Ketterline Builders

Property Owners & Project Locations -

Joseph S. & Kristen R. Ullman and Donald W. & Barbara A. Julian, 1597 Wicker Ave

Russell N, Jr & Sherri L. Harlan, 1595 Wicker Ave

Sahlor M. & Victoria L. Stutz, 1593 Wiker

Robert D & Karen L. Kettering, 3121 Mount Joy Road (Applicant)

Project Description – Applicant wishes to remove previously approved landscaping from around the detention basin.

No representative was present to discuss the plan. Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to **TABLE** consideration of the plan. The motion was approved unanimously, 5 to 0.

3. Sketch Plan – Signature Stone, Inc.

Applicant – Going for the Green LLC

Project Location – 1024 & 1026 Willow Street Pike

Project Description – Applicant seeks to consolidate 3 lots and construct a manufacturing facility for stone veneer.

Kevin Ember, Rettew was present to discuss the sketch plan. The current manufacturing plant for the company will be moving to this site, and it will remain a manufacturing facility at 1005 Willow Street Pike. The showroom will be across the road at the company's original location. Plans include a main building for manufacturing, and a small storage building for pallets and other material. The site is mostly gravel covered. Proposed reduced impervious coverage is planned, including a rain garden to assist with water runoff. There will be large truck deliveries, and two silos for dispersing loose material into trucks. Access will be "right turn in/right turn out" as the Pike is one way south at this location. They will be looking for a waiver of the Preliminary Plan Approval and present a Preliminary/Final Plan for consideration.

MONTHLY REPORTS

1. Treasurer's Report

Revenue for the period ending February 28, 2019 totaled \$795,924. This is an increase of \$5,033 from 2018. Total expenditures for the period ending February 28, 2019, excluding Capital Reserve Transfers, totaled \$931,014 which is an increase of \$143,732 from 2018. The Deficit at the end of the period totaled \$135,090, which is an increase of \$138,699 from the \$3,609 surplus during the same period in 2018. The deficit was due to January having three pay periods.

Paying the Bills

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, 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 was absent and there were no comments on his report.

3. Police Report

Chief Wiczkowski updated the Supervisors on the Tasers the department would like to purchase. He said the original price he quoted at the last meeting is no longer valid. The Friends of the Force have agreed to purchase the Tasers in full for \$29,686. Chief also noted all officers have transitioned to the 9mm weapons.

4. Community Development Department Report

Ms. Warren reported three members of the Planning Commission along with the Deputy Zoning Officer, are participating in a Pennsylvania Municipal Planning training series,

Supervisor Kauffman noted (reviewing the report) how quickly the developer of the Peony Road tract needed to get the revised plan approved, and yet the plans have yet to be recorded. Ms. Warren replied the department can withhold zoning permits and Supervisor Kauffman responded they should seriously consider doing such.

Ms. Warren said Winding Partners (of Willow Valley, Re: Willow Woods Apartments) have requested release of the cash escrow currently held by the township as a new Letter of Credit from PNC has been filed in her office. Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to release the cash escrow to Winding Partners in the amount of \$86,611 replaced with a new Letter of Credit from PNC. The motion was approved unanimously, 5 to 0.

Comprehensive Plan Vision Statement states the next Plan should be ready in 2020, so Ms. Warren says they need to begin the process of updating the Plan. There is a DCED municipal assistance (50/50 match) grant and the next application filing is spring. The consensus of the Board is to move forward with the grant. Ms. Warren also mentioned an RFP for a consultant will need to be drafted and should be available at the next meeting. Selection and plan committees will need to be set up soon and she asked the Supervisors for names of potential members.

Supervisor Beers asked if the department has responded to Mr. Linville's concern for a never-draining basin in the Spring Meadow (Peony Road tract) Development. Ms. Warren replied the Stormwater Coordinator has responded, in fact, a total of three times to explain.

5. Township Manager's Report

Ms. McGuire received a request from the Home Owners' Association of Meadows of Lyndon for a street light at the entrance of the development. She met with Jim Kreider and contacted PPL. The township would pay for the electricity at about \$200 per year. Board consensus is to go ahead with installing the street light as requested.

Craig Rhineer, Fire Chief at Willow Street Fire, requested permission for the Fire Police to work at a Bart Fire Company funeral on Tuesday, March 12. Supervisors agreed to the request.

TELEPHONES

Replacement of the current telephone system was discussed. Ms. McGuire asked several companies for quotes and the only company to respond was EComm, the current company who initially installed the system. Chairman Hershey said he would prefer to have other prices to compare. She said no other companies wanted to reply. She met with Verizon representatives who went through the building, but after six months still has not been provided a price to replace the system. The price quote received is about \$893 per month, as opposed to the current \$271.

The current system is antiquated, difficult to repair (repair costs in 2017/18 were \$2,380), with minimal to no features. The system quoted includes many of the current technological amenities – caller ID on every phone, caller blocking, voice messages forwarded to email,

local and long distance calls included in monthly price, maintenance and replacement phones included, transferring calls from administration to police available, updated conference calling features and call history information available.

Supervisor Beers made a **MOTION**, seconded by Supervisor Kauffman, to approve moving forward with replacing the current phone system with a new system for the quoted \$863 per month. The motion was approved 4 in favor, 1 against (Hershey).

TOWNSHIP ADMINISTRATION MATTERS

1. Contracts

a) Village Park Improvements – General Site and Fencing

Two bids were received for the General Site work. Difference in price was over \$1 million. The low bidder later that day called to say they neglected to use prevailing wages in the bid as required. The situation was discussed with the township solicitor and he recommended rejecting the bids. The General Site work can be rebid advertising April 8 and 12, bid opening on May 2 for a May award. Construction could then begin June – July. Four companies submitted bids for Fencing.

Supervisor Moyer made a **MOTION** to **REJECT** the bids received for General Site work, and **HOLD** the Fencing bids until the April meeting. The motion was approved unanimously, 5 to 0.

b) Broadmoor Drive Curbing

Four companies submitted bids for the Broadmoor Drive Curb and Roadway Improvements project:

COMPANY	PRICE
Construction Masters Services, LLC	\$218,795.00
Doug Lamb Construction, Inc.	\$221,715.00
Flyway Excavating, Inc.	\$244,330.00
G & B Construction	\$549,797.00

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to award the Broadmoor Drive Curb and Roadway Improvements contract to Construction Masters Services, LLC for the bid price of \$218,795.00. The motion was approved unanimously, 5 to 0.

With no other business to be conducted, the meeting was adjourned at 9:10 p.m.

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