

**WEST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING OF APRIL 9, 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, Randy Moyer and Geoffrey Beers. Robert Patterson arrived at 7:15 p.m. Township Manager Dee Dee McGuire, and Recording Secretary Susan Worby were also present.

**PUBLIC COMMENT**

None

**MINUTES**

**Regular Meeting, March 12, 2018**

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to approve the Minutes of the Regular Meeting of March 12, 2018 as presented. The motion was approved unanimously, 4 to 0.

**SUBDIVISION AND LAND DEVELOPMENT MATTERS**

None.

**MONTHLY REPORTS**

**1. Treasurer's Report**

**Payment of Bills**

Supervisor Beers 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, 4 to 0.

**2. Public Works Report**

Chairman Hershey asked James Kreider, Public Works Supervisor, about five trees that were removed from the old elementary school lot. Mr. Kreider replied the trees were rotted in the middle. Roots will need to be dug out and grass seed planted.

Supervisor Kauffman asked how the Amish farmers are taking to the delivery of the recycling carts for their agricultural waste, and Mr. Kreider said they are accepting of the program. There are some farmers, he said, who are working on the same type of program with another gentleman from another community.

**3. Police Report**

Chief Wiczowski was asked by Supervisor Beers on the increase in criminal reports this month. The Chief attributed the increase to better reporting with the CODY system.

Chief Wiczowski handed out a proposed summer schedule for the administrative staff he would like the Supervisors to consider. The one administrative staff person would work four ten-hour days, and the part-time employee would work the thirty-five hours over the four days. The office would remain open five days a week, but the hours would begin earlier and end later to accommodate those members of the public needing police service who work the same hours as the office is opened. Ms. McGuire stated that flex time can be authorized according to the personnel handbook, and she has no issues with the proposal. Chief would like to try it for the summer months, and then revisit afterwards. Questions were asked about the building being open and how holidays and time off would be addressed. Holiday and time off would be the same as the Public Works crew with their four ten-hour days in the summer. Supervisors considered and agreed to do a trial period of three months over the summer.

**4. Community Development Department Report**

Joellyn Warren, Director, provided an update on the Eckman Road property maintenance issue. The owner passed away last year, and the department has been in contact with the

daughter through an attorney. The estate will close soon, and so will the life estate. The building is currently boarded up and condemned.

Supervisor Patterson arrived at this part of the meeting, at 7:15 p.m.

Ms. Warren said she was contacted late last week about the property at 901 Village Road. Mr. David Charles, owner and developer, was present in the audience. Ms. Warren explained that the plan was originally approved back in 2008, and Mr. Charles is now in the process of getting the legal documents in place, as well as the letter of credit. The original conditions of approval set a parkland in-lieu-off fee based on 14 units, but a modification of this was later granted. At the time the plan was approved Mr. Charles did not own the corner lot. He has since purchased the corner, and a four-foot concrete sidewalk is required. Mr. Charles would like to know, prior to moving forward with an engineer, if the Supervisors want the sidewalks installed now, or later during development. The Board consensus was to install the sidewalks as soon as possible.

Ms. Warren mentioned the next Community Recycling Event will include shredding of confidential documents for residents of the township, and will be held on Saturday, April 21 from 9:00 a.m. until noon.

#### 5. Township Manager's Report

Ms. McGuire reported the four-way stop sign at the intersection of Strasburg Pike and Rockvale Road has been installed and is now operational. She spent about 30 minutes at the intersection one day observing the traffic and was surprised to witness several drivers not heed the signs, driving through the intersection without fully stopping. She said the intersection is marked fairly well with flashing lights. She was contacted by East Lampeter Township's manager to see if street lights would help. Not many comments have been received about the new intersection, but it was agreed it will take time for drivers to take note of the new stop signs. Supervisors asked Mr. Kreider if he felt a stop bar would help. He replied that while not required by PennDOT, he could put them in.

Ms. McGuire provided an update on last month's discussion about the lack of communication from the Sewer Authority. CDM is now creating agendas for their meetings, and Ms. Warren had attended a recent meeting. Ms. McGuire and Ms. Warren will also meet bi-annually with the township SLSA representatives to go over matters and keep the Supervisors informed.

### TOWNSHIP ADMINISTRATION MATTERS

#### 1. Resolution 7-2018 – Roadway Improvement Fees

Ms. Warren said the fees for roadway improvements have not been updated since 2012. The township engineer provided costs at the current rate, attached to the resolution, which will be incorporated into the township's fee schedule.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer to adopt Resolution 7-2018 setting the roadway improvement fees as provided by the township engineer. The motion was approved unanimously, 5 to 0.

#### 2. Award Contracts – Paving, Bulk Asphalt and Aggregate Stone

Bids were received and opened on March 8, 2018 for paving, bulk asphalt and aggregate stone. Mr. Kreider met with a representative of Kinsley Construction to discuss the blacktop mix, and they assured Mr. Kreider the mix would come from Lancaster County (more limestone in mix). He is satisfied with the lowest bidder.

#### PAVING

COMPANY	TOTAL
Kinsley, York PA	\$436,380.72
Pennsy Supply, Annville PA	\$444,129.78
Highway Materials, Flourtown PA	\$446,377.90
Long's Asphalt, Quarryville PA	\$460,491.42
New Enterprise Stone, Ephrata PA	\$469,085.24

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to award the paving contract to Kinsley Construction, Inc. for the bid price of \$436,380.72. The motion was approved unanimously, 5 to 0.

**STONE**

COMPANY	TOTAL (delivered)
Allan Myers/Compass Quarries, Malvern PA	\$52,883.75
Pennsy Supply, Harrisburg PA	\$59,539.50

**BULK ASPHALT**

COMPANY (prices per ton)	400 TONS 9.5mm FOB	400 TONS 9.5 Delivered	350 TONS 25mm FOB	350 TONS 25mm Delivered
Allan Myers, Malvern, PA	\$18,700.00	\$20,900.00	\$14,787.50	\$16,712.50
Highway Materials, PA	\$20,220.00	\$22,660.00	\$14,822.50	\$16,957.50

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers to award the aggregate stone and bulk asphalt to Allan Myers, LP dba Compass Quarries, for the amounts listed on the bid documents. The motion was approved unanimously, 5 to 0.

**3. School Resource Officer**

Chief Wiczkowski said he met with the Lampeter-Strasburg School Administration to discuss providing a School Resource Officer (SRO) on campus. The School Board voted in favor of having an SRO at a 70%/30% split for funding between the school and the township. Chief explained he will need to quickly assign an officer to train for the position over the summer months. The position, however, will not begin until January 2019. He wants to begin with an officer from the current force, and then hire a permanent officer for the role at the high school. He explained an SRO is not just armed security or a disciplinarian, but is part of the larger community policing ideology of partnerships and problem solving.

The SRO will work the same number of fulltime hours as his other officers, will be at school when in session, and yet provide flexibility to accommodate the department's schedule when needed in another school building on campus or with the department on investigations and such when school is closed. Daily, the officer will report first to the department, then head over to the school, and return to the department when school is over for the day. The officer will be in uniform, armed and carry the same equipment as other officers. The officer would not work athletic events unless necessary and directed by the school administration. Chief also said the Friends of the Force (FOF) have already offered to pay for the training, equipment, etc of this SRO.

The proposed term for the program is a five-year Memorandum of Understanding (MOU) between the school and township. It will take a while for the program to produce the desired results, so a shorter term would not be helpful. Dr. Peart from the LSSD was present at the meeting and said he and the district appreciate the partnership with the township. Grant funding will likely be a large source of funding for the program and his administration will work to obtain the financing. A question about what happens with the department if the SRO leaves, retires or the program is disbanded, and Ms. McGuire said the labor attorney stated the management rights clause of the police contract allows the township to make the determination about the number of officers needed with or without such a program.

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve beginning the process of providing a School Resource Officer to the Lampeter-Strasburg School District, conditioned on township staff and school administration agreeing on a five-year Memorandum of Understanding, with a 70%/30% split in the funding of said program. The motion was approved unanimously, 5 to 0. Supervisor Beers extended his appreciation for all the work done for this important joint endeavor.

**4. Fire Police Service Request**

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to approve the request of the Willow Street Fire Police to assist the Refton Fire Co. with a fire company sale on June 23, 2018; assist the Conestoga Fire Co. on May 12, 2018 fire company sale, and September 22, 2018 car show as requested. The motion was approved unanimously, 5 to 0.

**OTHER BUSINESS**

None

**EXECUTIVE SESSION**

Chairman Hershey announced that the Board of Supervisors would hold an executive session to discuss a legal matter. The Board entered the session at 8:10 p.m.

The Supervisors returned to the meeting, and with no further business to be conducted, the meeting was adjourned at 8:20 p.m.

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