

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING OF SEPTEMBER 11, 2017**

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, Robert Patterson, and Geoffrey Beers. Township Manager, Dee Dee McGuire, and Recording Secretary, Susan Worby, were also present.

Following the pledge, Chairman Hershey asked for a moment of silence in remembrance of those who lost their lives in the 9/11 attacks.

PUBLIC COMMENT

None.

MINUTES

Regular Meeting, July 10, 2017

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to approve the Minutes of the Regular Meeting of August 14, 2017 as presented. The motion was approved unanimously approved 5 to 0.

PLANNING MATTERS

1. Preliminary/Final Subdivision & Land Development Plan – Grace Community Church

Applicant/Owner – Grace Community Church of the Evangelical Congregation Church

Property Owners – Grace Community Church, John & Betty Johnson, Paul & Lloyd Hess

Property Location – 212 Peach Bottom Road

Proposed Project – Applicant is looking for final plan approval for church building, parking, stormwater improvements and lot add-ons.

Steve Gergely, Harbor Engineering, and John Baker, Grace Community Church, were present to discuss the plan.

Special exception approval was granted by the Zoning Hearing Board for the expansion in the R2 zone, and waiver of lot coverage requirement. Planning Commission recommended conditional approval at their August meeting. The total acreage when other properties purchased will be 5.6 acres (4+ currently). The plan is restricted from going through Dennis Drive (no vehicular access). Easements with GR Mitchell and Hess' BBQ have been obtained, respectively, for access during church services and while constructing the retaining wall. 262 parking spaces are planned. The existing detention basin will be put underground, and parking will be put on top.

WAIVERS

Section 240-10 – Preliminary Plan

Section 240-15.C(3) – Existing Features

Section 240-24.C – Improvements to Existing Streets

Section 230-32.A(1) – Volume Control

Supervisor Kauffman said due to the complexity of the project the plan should have followed the preliminary plan process first, and not waived. He pointed out as an example the Waiver for Existing Features. The engineer's recommendation to have detailed design plans for the retention wall before the Board takes action on the waiver cannot be met, as those details are still being finalized. Mr. Gergely said the Planning Commission had no objections, and the project would be delayed another several months if the plan were to get preliminary approval first, then to go back to Planning Commission and back to Board of Supervisors. Supervisor Beers said he does not wish to delay them on moving forward with the project.

Future road improvements by deferred agreement and lighting were discussed. Gated access to GR Mitchell's will be open only during church services, however Chairman Hershey was concerned it would end up open all the time and people would use it to bypass traffic.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to approve the waiver requests subject to staff, engineer, and solicitor's reviews and approvals of those conditions as recommended. The motion was approved unanimously, 5 to 0.

FINAL PLAN APPROVAL

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Moyer, to grant Final Plan Approval subject to the staff memo of September 6, 2017; ELA's letter with comments dated August 8, 2017; LCPC's letter of June 13, 2017; and further conditioned upon staff, engineer and solicitor review and approvals. The motion was approved unanimously, 5 to 0.

2. Revised Final Land Development Plan – Addition to the Glen at Willow Valley

Applicant/Owner – Willow Valley Manor

Property Location – Northeast corner of Willow Street Pike and Locust Lane

Proposed Project – Applicant proposes modifications to previously recorded final plan to the existing Glen by the addition of 144 beds to the assisted living facility. Also includes a parking lot and access drive from existing Glen facility to the barn at the adjacent property (Harnish Farm, now Providence Park) also owned by Willow Valley.

Joel Young, Rettew Associates, was present to discuss the proposal. The original final plan was approved in 2007 and recorded in 2008. A loading dock and walkway will be added, including a plaza area outside. Minor adjustments will be made to the façade. Minor revisions to sewer and water were approved by the respective agencies. A letter responding to the comments of ELA letter of August 8 was submitted August 28. Planning Commission recommended conditional approval. LCPC had only one comment on the proposed revised plan. NPDES modification was applied for in early August and an email was received last week with minor comments.

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to approve the Revised Final Plan subject to conditions set forth in the staff memo of September 6, 2017 and August 1, 2017; ELA letter of August 8, 2017; and LCPC letter of September 6, 2017. Vote resulted 4 in favor, 0 against, with 1 abstention (Moyer, work conflict).

3. Sketch Plan Discussion – Willow Valley Crossroads

Chairman Hershey explained to the public this is a sketch plan and requires no action.

Tim Harrison, Craig Smith, RGS Assoc., and Tom Englerth, Site Design Concepts discussed the sketch plan. Mr. Harrison provided an update that signal permits were received from PennDOT for both proposed locations (Willow Street Pike, Long Lane) and no further requirements are needed from PennDOT. Restaurant feature to the Crossroads will be Mick's All American Pub. The project will cover 5,800 sq ft with a patio overlooking the pond, with seating for 175. 100 parking spaces are required, and 155 are planned.

Another 7,600 sq ft of inline retail will be available on the site. The space for Mick's and the retail shops is currently occupied by the wedding and prayer chapel. The walking trail is to be completed with Mick's plan, and the existing trail around the pond will be improved. Utilities are present, stormwater is in process, hoping to infiltrate on-site. The goal is to present a preliminary plan to the Supervisors at the December 2017 meeting.

They hope to have the wedding chapel moved sometime in 2018 to accommodate Mick's pub. Previously connected to the old Willow Valley Inn & Suites (now demolished) it made sense to move the chapel closer to the DoubleTree. Other locations were considered, but rejected as not large enough, ground not suited for placement, etc. The new location will take the space of two holes at the Willow Valley golf course, reducing the 9-hole to a 7-hole course. Houses of Worship are not permitted in the OSR zone (existing golf course zone), but are permitted at the hotel. A rezoning request and text amendment change are forthcoming to accomplish moving the chapel and making the golf course 7-hole.

When asked by Supervisors, it was noted 25 rounds of golf a day are played at this course, or approximately 9,000 a year. There is no plan to redevelop the golf course except to reduce the number of holes. Fees will be adjusted accordingly. Currently there are 15 members with annual golf memberships, and three to four are Willow Valley residents.

Public Comments

- Betty Saner, 650 Willow Valley Square, K 503, spoke in opposition to moving the chapel to the golf course and provided a hand-drawn alternative site suggesting cutting back the number of parking spaces for Mick's and moving the chapel close to the stream nearby its current location.
- Russ Shaner, 241 Willow Valley Drive, spoke in opposition to moving the chapel, saying after walking the site it appeared the chapel is closer to the Doubletree at its current location. He also has concern for increased traffic cutting through on Willow Valley Drive.
- George Williams, 512 Willow Valley Lakes Drive, spoke in opposition to changing the golf course from 9 to 7-holes. He is a regular golfer at the course, golfing each Thursday with a group of 6 to 12 players.
- Pat Richards, 617 Willow Valley Lakes Drive said she believes the chapel is locked all the time when not in use for a wedding.
- (Unknown person) asked for process time-line and Joellyn Warren, Director of Community Development explained it is a long process, and a hearing may take place in October or November. The Planning Commission will likely revisit the matter and make recommendation to the Board of Supervisors. The Zoning Hearing Board will not hear the matter until the property is rezoned. She recommended the public follow the newspaper, Facebook or township website for meeting agendas.

4. REQUEST FOR REDUCTION IN LETTER OF CREDIT – Reinhart Café Phase 1 & 2

Supervisor Beers made a **MOTION**, seconded by Supervisor Patterson, to approve the request for a reduction in the letter of credit for Reinhart Café, Phase 1, in the amount of \$17,056.00 leaving a balance of \$34,157.00. The motion was approved unanimously, 5 to 0.

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve the request for a reduction in the letter of credit for Reinhart Café, Phase 2, in the amount of \$64,756.00 leaving a balance of \$52,774.00. The motion was approved unanimously, 5 to 0.

MONTHLY REPORTS

1. Treasurer's Report

Status of the Post-Employment Benefits Trust and West Lampeter Township Community Foundation were noted on the monthly report.

Payment of Bills

Supervisor Patterson 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

Jim Kreider, Public Works Supervisor, said work at Shiprock and Otsu roads will begin tomorrow. Paving by the developer at Country Meadows went well. Flag pole in front of the township entrance was fixed today.

Mr. Kreider asked for guidance with an issue on Spring Hollow Road along Book Road. This is a paper trail to Wheatland School Road. The township owns the paper road, and the residents of the one house at 1649 Book Road would like the township to pave the short portion of roadway to the end of their driveway. Mr. Kreider said the cost would run about \$5,000.00. It was suggested by Supervisor Kauffman to use oil and chip (stone) instead of asphalt. Mr. Kreider said he will check on a price for oil and chip.

3. Police Report

Chief Brian Wiczowski noted the National Night Out turnout was good and he thanked the Public Works and his staff for their work on the event.

He reported the price for the new CODY system turned out to be \$5,000.00 cheaper than anticipated. The department will not use the cloud storage for the system due to the cost factor, but will try a server first (less expensive).

Friends of the Force (FOF) will be purchasing three new AEDs, bringing the total to six – one for each operating cruiser. The department is applying for a grant to replace the three older AEDs. FOF will also purchase a portable breath tester.

Chief received a request with residents' signatures for a three-way stop sign at Cliff and Conestoga Avenues in Lyndon. Resident who talked with the Chief is concerned a child will get hit riding his bike. Chief Wiczowski doesn't feel a three-way stop will prevent this.

Chairman Hershey asked about whether a return call is made to a caller reporting suspicious activity, and the Chief replied he has instructed his staff to tell callers who wish to speak to an officer to contact Countywide Control. The calls are recorded, able to retrieve if cut off, and if someone wants a return call they would have to ask for a return call. It would not be automatic.

4. Community Development Department Report

Recycling report is up for both trash and recycling over last year's figures. Higher recycling due to the new carts may be the factor. The goal is to be over 30% by the end of the year. Some residents not on the township program have asked about purchasing the new recycling cart, but there is no fee for this on the fee schedule. It will be discussed during budget meetings.

Ms. Warren attended a meeting for the Bridgeport intersection improvements. The kick-off begins with an 18-24 month study of the area as well as a few other township intersections.

Outdoor lighting at the Rocky Springs Entertainment Center was discussed. An adjacent neighbor complained about the glare of nighttime lights. The lights are the correct type and positioned as directed by the recorded plans. The department is working with the resident on a solution. A broken down shed on the back side of the property was found to be open to the front and staff spoke with Rocky Springs Bowling about sealing this off.

5. Township Manager's Report

Ms. McGuire stated she was approached by a business owner in Willow Street adjacent to the newly acquired park (old Willow Street school lot) to lease three to four parking spaces for about four months out of a year (during tax season). The solicitor has reviewed the request and can prepare a simple lease if the Supervisors agree. The lease would be for only one year, and the business owner is offering \$30.00 a space, plus snow plowing.

After further discussion it was decided to ask the business owner for a donation of \$500.00 to the West Lampeter Township Community Foundation, a certificate of insurance covering the township for parking, and that the business owner will do the snow plowing, if the solicitor approves.

Conestoga Township also made a request of Ms. McGuire for police service quotes, but the Supervisors do not wish to provide such services.

TOWNSHIP ADMINISTRATION MATTERS

1. ORDINANCE 246 – Amending Suburban Lancaster Sewer Authority Agreement to include Pequea Township

The ordinance was posted and published according to law.

OPEN PUBLIC HEARING

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to open the Public Hearing on Ordinance 246. The motion was approved unanimously, 5 to 0.

Public Comment

None.

CLOSE PUBLIC HEARING

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Beers, to close the Public Hearing on Ordinance 246. The motion was approved unanimously, 5 to 0.

BOARD DISCUSSION

None.

ADOPTION

Supervisor Kauffman made a **MOTION**, seconded by Supervisor Patterson, to adopt Ordinance 246, amending the Suburban Lancaster Area Sewer Authority Agreement to include Pequea Township into the Authority. The motion was approved unanimously, 5 to 0.

2. Updates to Township Personnel Policy (follow up to August meeting)

Ms. McGuire outlined the changes as discussed at last month's meeting. The labor attorney advised the township can hold a position open for one year. Any accrued vacation time in the first six months of employment would be forfeited if the employee leaves in that six month period. The CDL language was added to the section for use of township property/equipment as in the appendix. Sick leave policy was changed for existing employees and those hired after January 1, 2018, to accumulate unused sick leave benefits until reaching the maximum 150 days. Existing employees with more than the maximum allowed will be permitted to retain those days with no further accumulation until reduced to the balance of the 150 day limit. No further accrual of vacation, holiday or sick leave pay if an employee is out 65 consecutive sick days. Transitioning to short term disability and long term disability will be more clearly defined than it now reads in the personnel policy. The changes will be incorporated into a resolution for adoption at next month's regular meeting.

3. Acknowledge 2018 Minimum Mandatory Obligations for Uniformed/Non-Uniformed Pension Plans

The Supervisors acknowledged the amounts shown as the 2018 Minimum Municipal Obligations for Pensions as follows: Police, \$205,676.00; and, Non-Uniform, \$77,601.00.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Chairman Hershey announced the Supervisors would enter into Executive Session to discuss Personnel issues. The Board entered the session at 9:47 p.m.

ADJOURNMENT

The Supervisors reconvened to Open Session and with no other business to be conducted was adjourned at 10:15 p.m.

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