

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING OF SEPTEMBER 14, 2020**

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

PRESENTATION – Refinancing Long Term Debt – Lou Verdelli, Managing Director, Municipal Finance, RBC Capital Markets, LLC

Mr. Verdelli explained the township's current debt is comprised of \$1,345,000 in bonds from 2012 which refinanced the township's previous debt on building the municipal building. A \$2 million note was approved in 2019 for the Village Park Improvements, but only approximately \$1.5 million will be drawn down for that project. The interest rate on the 2012 bonds ranges from 2.00% to 2.75% and matures in October 2028. The interest rate on the 2019 note is 3.35% and matures in December 2024.

A proposed General Obligation Note would combine the bonds and note into one note for a term of five to eight years. Interest rates are currently their lowest ever recorded and refinancing can provide a significant reduction in debt service for the years 2021 and 2022, and allow the ability to pay off the entire loan if possible. Mr. Verdelli talked about the remaining payments on both bonds and note until paid off, and provided conservative estimates on the structure of the proposed debt service with interest at between 1.50% and 1.75%. Annual payments are expected to be anywhere from approximately \$550,000 to \$355,000 depending on the term of the note. The annual payment in 2021 and 2022 without refinancing will be about \$835,000 each year.

Supervisors agreed to move forward. Mr. Verdelli will work on the parameters for a six-year note, and prepare RFPs and an ordinance to be considered for action at the October 2020 meeting.

PUBLIC INPUT PERIOD

None.

MINUTES

Supervisor Breneman made a **MOTION**, seconded by Supervisor Beers, to approve the Minutes of the Regular Meeting of August 10, 2020 as presented. The motion was approved unanimously, 5 to 0.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

1. HEARING – Zoning Map Amendment Application – Snyder Funeral Home (2419 Willow Street Pike)

Applicant/Owner – Franklin Properties Two, LLC

Property Location – 2419 Willow Street Pike

Project Description - Applicant proposes to change the zoning designation of the property from OTR (Office-Technology-Residential) to CH (Commercial Highway) to develop a funeral home operating as "Charles F. Snyder Funeral Home"

Notice of the Public Hearing was published in LNP on August 31, 2020 and September 7, 2020.

OPEN PUBLIC HEARING

Supervisor Breneman made a **MOTION**, seconded by Supervisor Moyer, to open the public hearing on the Zoning Map Amendment Application. The motion was approved unanimously, 5 to 0.

PUBLIC COMMENT

Matthew J. Crème, Jr., Esq., was present for the township. Reilly S. Noetzel, Esq., Barley Snyder, LLP was present for the Applicant, Charles F. Snyder, also present. John Hershey, RGS Associates, was also present for the Applicant.

Mr. Noetzel discussed the plan and area of the lot to be added stating the rezoning has nothing to do with the use of the land. Both the funeral home and crematorium are permitted under current zoning. He explained the inconsistency is with the lot size, lot width and impervious coverage. All other zoning requirements will be met. Both the West Lampeter and Lancaster County planning commissions recommended approval. The proposed amendment will not create any issues with spot zoning. Mr. Crème confirmed with Mr. Noetzel that all uses and accessory structure uses would be on a parcel consistently zoned.

PUBLIC COMMENT

- a. Charles King, 2534 Willow Street Pike, asked what would become of the existing building.
- b. Cheryl Flury, 107 Tracy Court, whose house abuts the proposed lot, has concerns with stormwater flooding already occurring in her neighborhood.
- c. Lindy Coblentz, 105 Cheryl Ann Court, also spoke about stormwater concerns; her basement routinely floods with each storm.

Mr. Hershey from RGS, answered the existing building will be demolished, and the new structure will be built on a raised level. He also indicated the high point of the lot on the plan and stated the stormwater will run in the opposite direction from the adjacent properties. A 30 ft buffer will also be in place, and some evergreen trees will likely remain.

CLOSE PUBLIC HEARING

Supervisor Beers made a **MOTION**, seconded by Supervisor Breneman, to close the public hearing on the Zoning Map Amendment Application. The motion was approved unanimously, 5 to 0.

BOARD DISCUSSION

Chairman Hershey asked if approval from PennDOT has been received, and Mr. Hershey from RGS said it has conceptual approval.

DECISION

Supervisor Beers made a **MOTION**, seconded by Supervisor Breneman, to adopt Ordinance 260, to change the zoning classification of the two-acre tract of land at 2419 Willow Street Pike from the Office Technology Residential (OTR) zoning district to the Commercial Highway (CH) zoning district. The motion was approved 4 in favor, 0 against, with 1 abstention (Moyer, professional conflict).

2. Award Contract for Comprehensive Plan Consultant

Ms. Hickman said the Planning Commission narrowed down the list of potential consultants to three for the Supervisors to review: Simone Collins, ELA Group, and Wallace Montgomery. Discussed was the importance of having a company, such as ELA Group, who is quite familiar with the township, the staff and community. Wallace Montgomery would, however, have a “fresh new set of eyes” in updating the comp plan. It was suggested and agreed to have representatives from both ELA Group and Wallace Montgomery make presentations at the next Supervisors meeting.

MONTHLY REPORTS

1. Treasurer’s Report

Revenue for period ending August 31, 2020 totaled \$5,212,815, increasing \$330,982 from 2019. Contracted Inspection Fees totaled \$37,714, decreasing \$38,162 from 2019. Total expenditures for the period ending August 31, 2020, excluding Capital Reserve Transfers, totaled \$3,357,443 which is a decrease of \$46,653* from 2019. The surplus at the end of August 2020 totaled \$1,855,372*, which is an increase of \$377,635 from the same period in 2019. *Calculation does not include the 2020 payroll expense of \$138,706 recorded in 2019. Village Park Improvement Project General Site Contractor made applications for payment, to date, of 94.43% of the completed work in the \$1,446,617.95 contract. Supervisor Beers noted earlier concerns of reduced tax revenue due to COVID turned out better than anticipated, with 97.35% of real estate tax revenue received to date, and earned income tax only .72% lower than it was this time last year.

Paying the 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 5 to 0.

2. Public Works Report

The department has been working at Village Park a lot over the summer. Mr. Kreider reminded the Supervisors he can take them on a tour of the park. The soccer and ball fields were sodded. Paving had to be delayed a bit, but will begin soon, and then finish the rest two to three weeks later.

A new bank mower will be delivered and vendors who submitted quotes gave a buy-back quote of \$40,000 for the older 2007 mower. Strasburg Township has expressed an interest to buy the old mower for \$45,000. Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to authorize the sale of the old bank mower to Strasburg Township for a price of \$45,000. The motion was approved unanimously, 5 to 0.

3. Police Report

Chief Wiczkowski received an invitation to assist the Washington (DC) Metro Police Department during the presidential inaugural parade and balls January 18-21, 2021. All expenses would be paid for by the WMPD. So long as the township is protected during that time, the Supervisors have no issue with the request. The Chief, Sgt. Schroeder and Officer Murray will attend.

Due to complaints of speeding the department performed speed checks on Millport Road at Lightfoot Drive both eastbound and westbound. The speed on the road is 35mph. On a six-day speed check going westbound 1.6% of approximately 29,000 vehicles exceeded a speed limit of 46mph. The eastbound side speed check was of a shorter duration and of 3,200 vehicles 3.2% exceeded 46mph. Chief also noted their ENRADD speed detection device was hit on the Willow Street Pike recently and damaged.

Chief was asked about calls received complaining of fireworks around holidays. He said he doesn't feel there is a problem in the township, with less complaints received over the last couple of years. The department is still reviewing quotes from two companies for body cameras. He is gathering model policies from other agencies so a policy is in place prior to any purchase. A grant is currently available, closes October 15, and he is looking to apply.

4. Community Development Department Report

Ms. Hickman announced there will be a Community Recycling and Shredding Event held on Saturday, November 14, 2020 from 9:00 a.m. until noon. The township was awarded a \$50,000 Clean Water Fund grant for the rain garden at the Willow Street Park. The department is currently preparing a new agreement with Strasburg Township to work together on the Pequea Creek Watershed/MS4 project. A new feasibility study for a concept design needs to be done, and each township would split the cost 50/50. Feasibility study cost is anticipated to be \$14,000. Supervisor Moyer made a **MOTION**, seconded by Supervisor Andrews to approve moving forward with the new agreement and approve the expenditure of \$7,000 for a feasibility study. The motion was approved unanimously, 5 to 0.

Contracted service revenues from Lancaster Township should increase soon. During the COVID crisis the township stopped all construction permit services, but has since reopened.

5. Manager's Report

Ms. McGuire reported there will be an unveiling of the "funding meter" for the Village Park Improvement Project Tuesday, September 15, 2020 at 10:30 a.m. at the entrance of Village Park. This will begin the public phase of the funding campaign. She asked for authorization to move \$450,000 from the General Fund Reserve account to the Park Fund for the project. \$150,000 from the West Lampeter Township Community Foundation will be deposited in the

Park Fund soon. Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to authorize transfer of \$450,000 from the General Fund Reserve account to the Park Fund. The motion was approved unanimously, 5 to 0.

Ms. McGuire read aloud an East Hempfield Township policy on Trick or Treat night. It states that the township will follow the Lancaster Intermunicipal Committee's policy of Trick or Treat being held on the 31st of October unless it falls on a Saturday or Sunday, in which case it will be held on the Friday before the 31st, rain or shine. It also states that parents should use their best discretion with their children regarding concerns of weather and/or COVID. It also reminds residents they can choose to participate or not. She would like to use the same policy for West Lampeter, and the Supervisors agreed. The information will be posted to the township's website.

Willow Street Fire Company requested permission to assist Strasburg Borough with their annual Halloween Parade on October 29, 2020. The Lampeter Fire Company asked permission to attend a training session in West Chester, PA on September 26, 2020. The Supervisors approved both requests.

TOWNSHIP ADMINISTRATION MATTERS

1. Discuss Proposed Ordinance Prohibiting Truck Traffic on Locust Lane and Morningside Drive

A draft proposed ordinance prohibiting truck traffic on Morningside Drive, and the same, except local deliveries, on Locust Lane was discussed. Ms. McGuire said the issue has been discussed at past meetings over the last several years, but no ordinance was ever adopted to allow the police enforce the rule. Prohibition signs are already in place, however.

Supervisor Breneman asked about local truck deliveries currently servicing a farm on Morningside Drive. Ms. McGuire said lack of "except local deliveries" for Morningside Drive was based upon a township engineer's report that the road would not take trucks larger than 30 ft.

Chief Wiczowski said this is hard to enforce no matter how the ordinance is written. An officer would have to follow the truck the entire length to see if a local delivery was made. After further discussion it was agreed to change the wording on both roadways to "except local deliveries" and publish the proposed ordinance notice for adoption at the October meeting.

2. Authorize Discharge of Certain Receivables

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers to approve discharging the following amounts of uncollected receivables (interest on past due invoices):

Invoice	Date	Name	Amount
ESC 19-07	2/25/2019	Charter Homes	\$ 4.16
CD 19-43	6/17/2019	Anil & Jyotsna Jivani	\$ 1.18
ESC 19-42	8/22/2019	Charter Homes	\$ 8.38
ESC 19-49	9/27/2019	Charter Homes	\$ 22.72
ESC 19-62	11/21/2019	Charter Homes	\$ 1.95
ESC 19-68	11/23/2019	Charter Homes	\$ 6.39
CD 20-06	1/9/2020	Rudolph & Brenda Talamante	\$ 0.38
CD 20-19	1/9/2020	Sean & Julie Garvey	\$ 0.38
ESC 20-05	1/27/2020	Willow Street Corner LP	\$ 9.97
ESC 20-38	5/20/2020	Charter Homes	\$ 12.17
PD 20-22	6/4/2020	Samuel Esh	\$ 3.38
PD-20-23	6/26/2020	Univest	\$ 3.00
		TOTAL	\$ 74.06

The motion was approved unanimously, 5 to 0.

3. Acknowledge Minimal Municipal Obligation for Uniform and Non-Uniform Pension Plans

The Minimum Municipal Obligations (MMOs) for Uniform and Non-Uniform pension plans for the year 2021 were noted and acknowledged: \$191,113.00 for the Uniform Pension Plan and \$107,470.00 for Non-Uniform Pension Plan.

OTHER BUSINESS

None.

EXECUTIVE SESSION – Personnel Matters

Chairman Hershey announced the Supervisors would enter into Executive Session to discuss personnel matters. Executive session began at 8:51 p.m.

ADJOURNMENT

The meeting reconvened and with no other business to be conducted, the meeting was adjourned at 9:35 p.m.

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