

**WEST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING OF OCTOBER 12, 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 Geoffrey Beers and Randall Andrews. Randy Moyer and J. Richard Breneman were absent. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczowski, Public Works Supervisor James Kreider, Community Development Director Amanda Hickman, Finance Director Vicki Harnish, and Recording Secretary Susan Worby were also present.

**ORDINANCE 261 – Refinancing Long Term Debt – Lou Verdelli, Managing Director, Municipal Finance, RBC Capital Markets, LLC**

The Chairman announced the ordinance was published in the legal section of LNP on October 5, 2020 and posted in the municipal building.

**OPEN PUBLIC HEARING**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to open the public hearing on Ordinance 261. The motion was approved 3 in favor to 0 opposed.

Mr. Verdelli provided background on the refinancing as combining a bond from 2012 and note from 2019 into one note at a much lower interest rate. The proposed new note of \$2,597,000 will provide level annual payments over 6 years at a fixed rate of 1.10% with final maturity in October 2026. The note can be paid off at any time with no penalty. Savings of \$115,000 is expected.

**PUBLIC COMMENT**

None.

**CLOSE PUBLIC HEARING**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to close the public hearing on Ordinance 261. The motion was approved 3 in favor to 0 opposed.

**BOARD DISCUSSION**

Supervisor Beers extended his appreciation to bond counsel and staff on working to get such a low interest rate.

**ADOPTION**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to adopt Ordinance 261 authorizing incurrence of non-electoral debt by general obligation note of \$2,597,000 principal for a term of 6 years at 1.10% interest. The motion was approved 3 in favor to 0 opposed.

**COMPREHENSIVE PLAN CONSULTANT PRESENTATIONS**

Two firms presented their proposed consulting services to the Supervisors: ELA Group and Wallace Montgomery.

ELA GROUP: Rick Jackson, VP, Landscape Architect was present for ELA Group. Mr. Jackson said ELA has been the township's engineer for many years, and they know the staff, community and county well. Mr. Jackson said the company has many years' experience in working with the Lancaster County Planning Commission (LCPC). Mr. Jackson most recently worked on comprehensive plans for Warwick Township. He would be the head of the planning team, responsible for leading the team. Mr. Jackson explained the systematic process he would use working with township staff, township committees, LCPC, members of the community and school. The plan would be written in real time as the process progresses from workshops to data collection to public meetings to draft and adoption. Mr. Jackson said the proposed cost of the project is \$50,000.

WALLACE MONTGOMERY: Ray Moravec, VP Planning, who works from the main office in MD; Lauren Good, who would be the Project Manager from the DE office; Will Weismantel, PE, a county resident working from the PA office represented Wallace Montgomery. Mr. Moravec explained the company is based in Maryland, and most of their work is done in MD and DE, but they have worked on comprehensive plans with several municipalities in the state and county, closest i.e. Lancaster City and City of Harrisburg. Municipal work has always been their focus. They propose a multi-step process over approximately 12 months. The phases would include: working with township staff and township committees; involving the public through community outreach using marketing and branding; providing updates on a designated comp plan website and in the LampPost newsletter; conduct online and hard copy surveys, hold workshops and public meetings. The cost of their proposal is \$49,962.

Mary Stoltzfus, Andy Toms, and Garrett Weaver from the WLT Planning Commission were in the audience. Ms. McGuire asked for their input on the two proposals. Mr. Weaver said he preferred ELA Group being a local company with a good working relationship with the township. Mr. Toms said he liked ELA's proposal, but did appreciate the forward thinking of Wallace Montgomery. Ms. Stoltzfus said both companies were so similar, but Wallace Montgomery has done more comprehensive plan work and their methods seemed so cogent.

Supervisor Beers noted ELA knows the township and county, yet Wallace Montgomery provides a fresh perspective. With the COVID-19 situation it may be difficult for people to participate so a good approach will be needed to get their involvement. Ms. Hickman said her choice is ELA Group for their knowledge of the township and comfortable working relationship with their staff. Wallace Montgomery has a bigger team which could be helpful. She does not have any working knowledge of Wallace Montgomery. Supervisors decided to wait to select a consultant when all Supervisors are present.

#### **PUBLIC INPUT PERIOD**

1. Jim Kulp, 131 River Bend Park, President of the Friends of the West Lampeter Township Police Force (FOF). He thanked the township and residents of the community for their generosity with the organization. The FOF has come up with a new program – Coffee with the West Lampeter Township Police. The program is to provide open communication with the public and strengthen the relationship between the department and the public. The first meeting is scheduled for November 16 at the Willow Street Diner (COVID certified restaurant). People can meet and discuss whatever they want in a comfortable, relaxed setting. They would like to have at least two officers available to attend, and two sessions to start.
2. Bob Doyle, 310 Broadmoor Drive asked about polling location changes, primarily Willow Valley's site. Mr. Doyle was directed to contact the Lancaster County Board of Elections.

#### **MINUTES**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews, to approve the Minutes of the Regular Meeting of September 14, 2020 as presented. The motion was approved 3 in favor to 0 opposed.

#### **SUBDIVISION AND LAND DEVELOPMENT MATTERS**

- **Stormwater Management Plan – Willow Valley Cultural Center Parking Lot**  
Applicant/Owner – Willow Valley Retirement Communities  
Property Location – East of Peach Bottom Road, North of Wynwood Drive  
Project Description - Applicant proposes an addition of a twenty-four (24) space parking lot adjacent to the existing Willow Valley Cultural Center with associated stormwater management facilities.

Craig Smith, RGS Associates, was present to discuss the plan. He pointed out the location of the proposed expansion, and explained the need to expand is to have adequate parking for Cultural Center events. The previous overflow site was where the new memory facility is being built. An underground stormwater pipe system will discharge into a rain garden, and then on to a stream. A cistern near the barn will allow water to be reused in the rain garden. The Applicant is in agreement with the latest ELA letter (October 12) with understanding they receive approval for the NPDES, obtain financial security and provide lighting schematics.

## **WAIVER**

### Section 230-32 Volume Control

Supervisor Beers made a **MOTION**, seconded by Supervisor Hershey, to grant the modification conditioned upon meeting the requirements of ELA letters of October 12, 2020 and September 22, 2020. The motion was approved 3 in favor to 0 opposed.

## **APPROVAL**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews, to approve the Stormwater Management Plan of Willow Valley conditioned upon meeting the requirements of ELA letters of October 12, 2020 and September 22, 2020. The motion was approved 3 in favor to 0 opposed.

## **MONTHLY REPORTS**

### **1. Treasurer's Report**

Revenue for the period ending September 30, 2020 totaled \$5,766,233, increasing \$305,512 from 2019. Keep in mind, 2019 revenue included \$105,210 from areas such as FOF, DTF and Contracted SW Coordinator that are not occurring in 2020. Total expenditures for the period ending September 30, 2020, excluding Capital Reserve Transfers, totaled \$4,299,176 which is an increase of \$292,811\* from 2019. The surplus at the end of September 2020 totaled \$1,467,057\*, which is an increase of \$12,701 from the same period in 2019. Calculation does not include the 2020 payroll expense of \$138,706 recorded in 2019.

### **Paying the Bills**

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews, 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 3 in favor to 0 opposed.

### **2. Public Works Report**

The department has been working at Village Park for most of the month. The paving will be completed this coming week. Sod is down and doing well on the first two levels. The upper level may need another year to take hold. The Butterfly Garden and playground were completed last weekend. He is proposing to leave the security fencing up until the end of March, 2021 at a cost of \$1,900, and Supervisors agreed. Privacy trees along the meadow will be planted by Austin Thomas (adjacent neighbor).

### **3. Police Report**

Chief Wiczkowski said the department is moving forward with applying for state and federal grants for body cameras. A \$300,000 state grant requires 50% match. Chief has the selection of body cameras to two companies. One makes the camera turn on automatically when the officer's weapon or Taser is drawn. It also turns on the cameras of every officer involved on scene. The other company's camera does not.

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

Ms. Hickman gave an update on the rain garden at the Willow Street Park. Labor has been pushed off until spring 2021. The design is complete and the signage done and will be ordered. There was much discussion about the recent incident at a home on Old Lampeter Road listed as an "Airbnb" property. Ms. Hickman would like to see an ordinance amendment to better regulate this type of property. She has ordinances from several municipalities in the state to review and work on one for West Lampeter. Supervisor Andrews said he sees the importance of having restrictions to avoid more potential problems. She would also like to make additional necessary changes to the zoning ordinance at some time in the near future.

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

Ms. McGuire asked the Supervisors about an email she sent about advertisement banners placed on the hockey rink during the funding campaign. She checked with the solicitor who advised to do this as a permanent revenue source an ordinance would need to be adopted.

If only temporary, no ordinance would be necessary. After some discussion, it was decided Ms. McGuire will prepare some preliminary parameters for temporary banners to be placed on the hockey rink.

#### **TOWNSHIP ADMINISTRATION MATTERS**

##### **1. ORDINANCE 262 – PROHIBITING TRUCK TRAFFIC ON MORNINGSIDE DRIVE AND LOCUST LANE**

Chairman Hershey noted the ordinance was published in the legal section of LNP on September 28, 2020 and posted in the municipal building.

Ms. McGuire stated this ordinance was discussed at the September meeting, and was revamped by removing the prohibition of trucks “over 30 ft.” on Morningside Drive because many farm trucks making deliveries are over 30 ft. in length.

Chief Wiczkowski said the department discussed the ordinance after the September meeting to see if they could come up with a way to make it safe, his main concern. He isn’t sure an ordinance will make Morningside Drive any safer. Enforcement, he said, is nearly impossible on Morningside Road due to the curvature of the road and lack of shoulder to make a stop. He then suggested using truck weight, because “truck” could mean almost any truck, like a pick-up truck, which is not the type of truck intended for the ordinance.

Length of the truck was brought up again as another way to identify/define “truck.” Supervisors decided to re-insert the “over 30 ft. in length” and have the ordinance re-advertised for reconsideration at the November meeting.

Supervisor Beers made a **MOTION**, seconded by Supervisor Hershey, to **TABLE** Ordinance 262 until the November meeting. The motion was approved 3 in favor to 0 opposed.

##### **2. RESOLUTION 11-2020 – TRANSFER OF RIGHT-OF-WAY ON GYPSY HILL ROAD TO PENNDOT**

The Resolution was not acted upon since the engineer working with PennDOT said the documents needed corrections.

#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

The meeting reconvened and with no other business to be conducted, the meeting was adjourned at 9:28 p.m.

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