

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING OF April 12, 2021**

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 Nancy Mellinger were also present.

POLICE DEPARTMENT PROMOTION-Chief Wiczkowski to Sergeant Murray

After an extensive interview process, Officer Thomas Murray, was selected for promotion to the rank of Sergeant. Sergeant Murry has over 25 years of experience. He has attended over 40 training classes and is qualified as a field training officer. Murray has received several commendations in his career as a law enforcement officer. His wife, Julie was present to pin on his chevrons. Congratulations were extended to Sergeant Murray.

PRESENTATION-2020 ANNUAL AUDIT REPORT

Megan Senkowski and Kelly Deihm, Trout CPA, presented the 2020 Audit Report to the Supervisors. Ms. Deihm 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 \$21.8 million, a \$2.3 million increase from 2019, which was mainly due to the park improvements. Liabilities totaled \$2.7 million, about \$1.1 increase from the previous year due in part to a few draws on the general obligation note series of 2019 which was then refinanced into the general obligation note of 2020. Due to this refinancing, you will see a new line item-Deferred Inflow of Resources which relates to the unamortized bond premium. Revenues from all accounts ended the year at \$8.0 million, a slight increase from 2019. Expenses totaled \$6.4 million, a \$533,000 decrease from 2019. Total net position of all township accounts is 19.1 million, an \$1.6 million increase from 2019.

General Fund (GF) revenues totaled \$7,020,107, up a bit from the year prior. Total GF expenditures were \$5,600,299, under the budgeted \$6,411,836. The ending fund balance for the GF was \$6,696,895.

Ms. Senkowski focused on the Capital Improvements Fund (CIF) revenues totaled \$235,672. Total CIF expenditures were \$652,494, ending the year with a fund balance of \$2,387,228. Long term debt at end of year had a balance of \$2,600,000. In the Parks Capital Project Fund, (Special Revenue Fund) Ms. Deihm explained total revenues equaled \$52,194. Expenses were \$2,704,248, leaving a year-end fund balance of \$206,673. The State Highway Aid Fund (Liquid Fuels, also a Special Revenue Fund), revenues totaled \$495,522 with expenses at \$13,867 ending the year with a fund balance of \$783,274.

Post-Employment Benefits Trust Fund (Fiduciary Fund) ending balance for 2020 was \$606,153.

The required GASB No. 54 Fund Balance Reporting of GF, CIF, Parks and State Highway totaled \$7,839,200.

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

Ms. Senkowski reminded the Township to track grant funding closely and following the terms of each grant.

PUBLIC INPUT PERIOD

Bob Doyle recognized Representative Greiner for the passage of shared oil storage legislation. He complimented the Township on how nice of a job was done on Village Park; like the film 'Field of Dreams', they will come.

LeAnn Supeck extended her thanks to the Township on completion of the Village Park project. She also suggested that the entrance and exit driveways of the Township building be reversed to allow for quicker response time from police officers and greater safety to visitors to the building.

MINUTES

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to approve the Minutes of the Regular Meeting of March 8, 2021 as presented. The motion was approved unanimously, 5 to 0.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

1. Request for Component Two Planning Module– Golf Road Holding Company

Golf Road holding Company seeks to increase their EDU's. DEP requires a Sewage Facilities Planning Module be submitted to the township for approval of an on-site on-lot septic system. Planning Commission has approved the plan.

Supervisor Beers made a **MOTION**, seconded by Supervisor Breneman to adopt Resolution 7-2021 approving the Sewer Module for Golf Road Holding Company. The motion was approved unanimously, 5 to 0.

3. Request for Component Two Planning Module-Franklin Properties Two, LLC

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews to adopt Resolution 8-2021 release the sewer capacity for Franklin Properties Two, LLC. The motion was approved unanimously, 5 to 0.

MONTHLY REPORTS

1. Treasurer's Report

Revenue for the period ending March 31, 2021 totaled \$1,261,506, increasing \$19,786 from 2020.

- Real Estate Tax collection totaled \$141,591, increasing \$2,545 from 2020.
- Earned Income Tax totaled \$590,859, increasing \$21,405 from 2020.
- Local Service Tax totaled \$62,832, decreasing \$3,210 from 2020.
- Real Estate Transfer Tax totaled \$83,600, decreasing \$10,629 from 2020.
- Building Permit Fees totaled \$42,997, decreasing \$35,719 from 2020.
- Zoning Fees totaled \$3,730, a decrease of \$1,990 from 2020.
- Contracted Inspection Service Fees totaled \$9,167, decreasing \$5,669 from 2020.
- Motor Vehicle and False Alarm Fines totaled \$6,436, a decrease of \$5,468 from 2020.
- Trash and Recycling Fees totaled \$25,926, decreasing \$69,252 from 2020. This decrease stems from the timing of when residents received trash bills in March.
- General Fund interest earnings totaled \$2,093, decreasing \$12,217 from 2020.
- Cable TV Franchise Fees totaled \$88,824, increasing \$24,602 from 2020. This increase is mainly from a one-time payment of \$23,106 resulting from the cable franchise fees being audited.
- Miscellaneous Revenue totaled \$127,600, increasing \$127,258 from 2020. This figure is the second round of CARES ACT money distributed by the county.

Total expenditures for the period ending March 31, 2021, excluding Capital Reserve Transfers, totaled \$1,350,038, which is an increase of \$93,732 from 2020. This increase is basically a result of the 2020 police longevity and bonus payments being made at the end of 2019, overall pay increases and an increase in cost for snow and ice removal from 2020.

The deficit at the end of March 2021 totaled \$88,532, which is an increase of \$73,946 from 2020. Two General Fund certificates of deposit matured in March at Citadel and were renewed for one year at a rate of .5%. A six month General Fund certificate was also purchased at S & T Bank for \$250,000 at a rate of .5%.

A certificate of deposit in the OPEB Trust also matured. The 2021 budgeted transfer to the OPEB Trust of \$50,000 was added to these funds and a new one year CD was purchased for \$209,000 at Citadel at a rate of .5%.

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

Mr. Kreider reported that paving at Village Park will be finished this week. Hummer will fertilize and aerate the sod. Fields have been used for two weeks now and are holding up well.

3. Police Report

Chief Wiczkowski announce that all officers have now completed Crisis Intervention Team (CIT) training. Chief Wiczkowski requested approval to pursue PA Law Enforcement Accreditation Commission (PLEAC) for the department. The process will take several years to complete. Duties have been reassigned to allow Lieutenant Schroeder to take charge of this. A data management system will be necessary. Chief would like to ask the Friends of the Force to cover the cost for the first year, estimated at \$3,800, year two is estimated at \$4,400, year three-\$5,300. The system updates policies and helps to ensure that best practices are being communicated to all officers. Insurance premiums will be slightly lower when accredited. Families and individuals with special needs such as autism, diabetes, epilepsy, oxygen dependent, mental illness and along with other impairments may participate in the Special Needs Registry. A secure data base will provide first responders with vital information during time of emergency. Window decals are provided to registrants. Use of decals is voluntary. Chief Wiczkowski provided samples of graphics for the black patrol vehicles. Full color keystone was preferred over badge emblem. Resident Bob Doyle stated that he felt the examples were "combat subdued". The sample illustrations did not include details such as light bars and push bars. Chief will assemble more illustrations and samples of other cruisers will similar color schemes to show the Board.

4. Community Development Department Report

Ms. Hickman reported that the Bridgeport display boards will be in the lobby until April 25, 2021. Everyone should complete the survey. An open house will be held Wednesday, April 14, 2021, 7:00-8:30pm. Stormwater informational meeting for Hayward Health residents will be held on April 19, 2021. Pequea residents affected may also attend the meeting. A grant through Lancaster Clean Waters could potentially be available to GR Mitchell's to complete the PRP/MS4 project. The Township must sponsor the application. Approval to explore the possibility was given.

5. Township Manager's Report

Ms. McGuire noted that the Gypsy Hill Road and Long Rifle Road improvement project has been postponed by PennDOT until next year. Manheim Township requested that the board issue a statement supporting a county wide health department. On April 29, 2021, Dee Dee will attend a meeting on this topic. Included in tonight's packet is a Resolution on the YMCA Refinancing from Dan Blakinger. Joselle Clearly has reviewed and approved the resolution. Strasburg Borough has requested Lampeter and Willow Street Fire Police to assist with the Memorial Day parade in Strasburg. Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer to allow the fire police to help with the event. The motion was approved unanimously, 5 to 0.

TOWNSHIP ADMINISTRATION MATTERS

1. Award 2021 Paving and Aggregate Contracts

Bids were received and opened April 1, 2021.

Paving COMPANY	TOTAL BID
Pennsy Supply, Harrisburg, PA	\$400,950.00
New Enterprise Stone & Lime, Ephrata, PA	\$409,989.00
Highway Materials, Flourtown, PA	\$413,604.00
Long's Asphalt, Inc., Quarryville, PA	\$477,502.50

Stone COMPANY	TOTAL BID
County Line Quarry, Inc., Flourtown, PA	\$59,050.00
New Enterprise Stone & Lime, Ephrata, PA	\$66,182.50
Pennsy Supply, Harrisburg, PA	\$66,291.00

Bulk Asphalt COMPANY	TOTAL
Highway Materials, Flourtown, PA	\$36,766.50
New Enterprise Stone & Lime, Ephrata, PA	\$37,332.50
Pennsy Supply, Harrisburg, PA	\$55,058.00 + truck fee

Supervisor Moyer made a **MOTION**, seconded by Supervisor Andrews to award the contracts to the lowest bidder as indicated on J. Kreider's Memo dated April 8, 2021. The motion was approved unanimously, 5 to 0.

2. RESOLUTION 9-2021 Authorize Destruction of Specific Township Records

Supervisor Moyer made a **MOTION**, seconded by Supervisor Andrews to destroy specific township records as indicated on Exhibit "A". The motion was approved unanimously, 5 to 0.

3. Authorize Discharge of Certain Receivables

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers to discharge the interest fees on certain receivables as listed. The motion was approved unanimously, 5 to 0.

4. RESOLUTION 10-2021 YMCA REFINANCING

Supervisor Moyer made a **MOTION**, seconded by Supervisor Breneman to approve the YMCA Refinancing. The motion was approved unanimously, 5 to 0.

OTHER MATTERS

None.

EXECUTIVE SESSION-Real Estate Issue

Chairman Hershey announced the Supervisors would enter into Executive Session to discuss a real estate issue. Official action will not be taken when meeting reconvenes. Executive session began at 8:35 p.m.

The public meeting reconvened at 9:15 p.m.

ADJOURNMENT

With no other business to be conducted, the meeting was adjourned at 9:15 p.m.

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