

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING OF September 13, 2021**

IN MEMORIAM: SUPERVISOR ROBERT E. PATTERSON

Supervisors Patterson's service to the community was recognized posthumously by his family and township staff.

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, Police Lieutenant Jeremy Schroeder, Public Works Supervisor James Kreider, Community Development Director Amanda Hickman, and Recording Secretary Nancy Mellinger were also present. Police Chief Brian Wiczkowski was absent.

PUBLIC INPUT PERIOD

Karen Ippolito, Chelsea Loop, thanked the Board for not approving the Parkside concept sketch last month. She is very concerned that an NDO would increase traffic, accidents, and place a high demand on public services. Ms. Ippolito would like to see NDOs removed from the Township Comprehensive Plan.

Bob Doyle, 310 Broadmoor Drive, commented that Pequea Township has several high-density neighborhoods. Mr. Doyle inquired about the fundraising progress of the park and when the sign would be updated. Fundraising is at 85% of its goal and the sign will be updated shortly.

MINUTES

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve the Minutes of the Regular Meeting of August 9, 2021 as presented. The motion was approved unanimously, 5 to 0.

SUBDIVISION AND LAND DEVELOPMENT MATTERS

1. Sewer Capacity Request-Willow Valley Southpointe

This request has been withdrawn.

2. Letter of Credit Release-Weaver Poultry Operation

Supervisor Moyer made a **MOTION**, seconded by Supervisor Breneman, to approve the Letter of Credit release as outlined by the township engineer. The motion was approved unanimously, 5 to 0.

MONTHLY REPORTS

1. Treasurer's Report

Revenues

Revenue for the period ending August 31, 2021 totaled \$6,273,083, an increase of \$1,060,015 from 2020. Included in the 2021 revenue is funding from the American Rescue Plan and the Cares Act totaling \$962,337. Excluding these Federal funds, revenue increased \$97,678 from 2020.

- Real Estate Tax collection totaled \$1,739,309, increasing \$64,787 from 2020.
- Earned Income Tax totaled \$1,670,489, increasing \$89,113 from 2020.
- Local Service Tax totaled \$182,374, **increasing** \$1,540 from 2020, but still \$15,586 less than 2019.
- Real Estate Transfer Tax totaled \$222,803, increasing \$804 from 2020. September's distribution totaled \$28,644, which makes year to date \$12,355 **less** than 2020, and \$28,868 **less** than 2019. (See note)
- Building Permit Fees totaled \$119,476, decreasing \$106,164 from 2020. (See note)
- Zoning Fees totaled \$20,005, a decrease of \$595 from 2020.
- Contracted Inspection Service Fees totaled \$51,207, increasing \$13,492 from 2020 but **decreasing** \$24,669 from 2019.
- Current Refuse and Recycling Fees totaled \$549,861, increasing \$4,022 from 2020.
- General Fund interest earnings totaled \$5,087, decreasing \$22,142 from 2020.
- Cable Television Franchise Fee totaled \$219,105, an increase of \$24,595 from 2020.

- Miscellaneous Revenues totaled \$1,210,956, increasing \$964,256 from 2020. This figure includes the second round of CARES ACT money totaling \$127,600, the first half of the American Rescue Plan funds totaling \$834,737, and the IIC refund from 2020 totaling \$182,366.

Expenditures

Total expenditures for the period ending August 31, 2021, excluding Capital Reserve Transfers, totaled \$3,570,038, which is an increase of \$212,342 from 2020.

- Police Contracted Services, as well as the expenditures reimbursed by the Friends of the Force, increased by \$43,407 from 2020. This increase is primarily from the purchase of the body cameras and the annual fee for their data storage.
- Police Longevity and Degree Bonus payments made in 2021 totaled \$40,650. The 2020 payments are not reflected in the 2020 expenditures since they were paid at the very end of 2019.
- Refuse & Recycling Contracted Hauling totaled \$424,477, an increase of \$55,731 from 2020 and an increase of \$79,629 from 2019.
- Snow and Ice Removal totaled \$59,568, increasing \$42,851 from 2020.

Surplus

The surplus at the end of August 2021 totaled \$2,703,045, an increase of \$847,673 from 2020. When making the comparison, after adjusting for the Federal funds and the Police Longevity and Degree Bonuses, the surplus has decreased from 2020 by \$74,014.

Notes

- Real Estate Transfer Tax continues to decline as the real estate inventory for sale within the township is sparse.
- Building Permit Fees still continue to show a large drop when compared to 2020 fees. A large factor for this drop is the fees collected in 2020 for the South Pointe project, as well as projects at the Glen and Arbor View that totaled \$106,775 to date. When comparing to 2019 year to date, 2021 fees have increased by \$612.

ARPA Funds

We continue to monitor changing Federal Regulations regarding the spending and reporting process of the ARPA Funds. Trout CPA has scheduled a meeting in September to discuss the ARPA Funds, as well as any other federal grant revenue expected.

As part of the American Rescue Plan, municipalities are able to use ARPA funds to replace revenue loss due to COVID over four years starting with 2020. The formula calculating the reduction in revenue is based on entity wide income plus a growth adjustment of the greater of 4.1 percent or the recipient's average annual revenue growth over the three years prior to COVID. Based on the formula, for the fiscal year ending December 2020, West Lampeter's revenue reduction was \$159,086 with a calculated growth rate of 5.1%. Further details on this calculation, as well as additional information regarding the regulations will be brought to the October Budget Workshop.

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 replacement of stormwater pipes will begin shortly in Candlestick Square Development. Recently, two vehicles have caused damage to Village Park sports fields and open areas. Security footage has been turned over to the police department for review.

3. Police Report

Lieutenant Schroeder described how the department was reimbursed for aggressive driver details. He remarked that the department continues to get compliments on National Night Out; it was useful in sharing Special Needs Registry information with families. It is time to begin planning for replacement of the departments' radios.

4. Community Development Department Report

Ms. Hickman gave updates on L-S Early Learning Center, Parkside, and Willow Valley - Southpointe. Bridgeport Crossing final recommendation is on our website. Airbnb language is being crafted. Planning Commission meeting this month is cancelled since there were no plans to review. The ZHB has four applications to consider for games of skill this month.

5. Township Manager's Report

Ms. McGuire received three requests for fire police assistance. LCAT convention reservations may be given to Ms. McGuire. Joint Bord meeting will be held on September 29, 2021.

TOWNSHIP ADMINISTRATION MATTERS

1. Ordinance 264-Open Burning and Fires

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve Ordinance 264 Open Burning Regulation which would permit open burning and fires for warmth, cooking, ornament, recreation, ceremonial, farming, and training purposes. Location, materials, size, malodorous emissions are specified in the ordinance. The Police Department and Code Officials have the authority to order that the fire be extinguished if it is in violation of the ordinance. The motion was approved unanimously, 5 to 0.

2. Acknowledge PMRS Minimal Municipal Obligations (Police & Non-Uniform Pensions) for 2022

The Board of Supervisors acknowledged that based on the projected 2021 payroll, the 2022 Minimum Municipal Obligation for the Police Pension Plan is \$195,926 and the Non-Uniform Plan is \$100,010.

3. Resolution 13-2021 YMCA Refinancing Version 2

Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve Resolution 13-2021 YMCA Refinancing Version 2. Refinancing is through Fulton Bank, East Hempfield Industrial Authority bond financing. The refinancing is associated with the building only, as the YMCA does not own the land. The motion was approved unanimously, 5 to 0.

4. Notice of Termination of Inspection Agreement-Lancaster Township

Notice of Termination of Inspection Agreement with Lancaster Township was acknowledged. The dissolution of the agreement was mutual based on voluntary resignation of the building code inspector.

5. Resolution 14-2021 Amend Fee Schedule

Due to use of Code Administrators for inspections, the 2021 Fee Schedule must be amended to reflect the current fees. Supervisor Moyer made a **MOTION**, seconded by Supervisor Beers, to approve the Amendment to the 2021 Fee Schedule. The motion was approved unanimously, 5 to 0.

OTHER MATTERS

None.

EXECUTIVE SESSION-Personnel Matters

Chairman Hersey announced that the Supervisors would enter into Executive Session to discuss personnel matters. He said no votes would be taken. Executive session began at 7:45 p.m.

The board reconvened the meeting, and with no other business to be conducted, the meeting was adjourned at 8:20 p.m.

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