

**EAST HEMPFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES**

DATE AND TIME: January 4, 2016

4:30 p.m.

ATTENDANCE: Board Members:

John D. Bingham
Douglas W. Brubaker
G. Edward LeFevre
H. Scott Russell
W. Scott Wiglesworth

Manager:

Robert S. Krimmel

Assistant Manager:

Cindy A. Schweitzer

Director of Public Works:

Perry T. Madonna

Dir. of Planning & Development:

Andrew B. Stern

Chief of Police:

Stephen A. Skiles

Attorney:

Stephen M. Kraybill,

The meeting was called to order at 4:30 p.m. by Mr. Russell, followed by a moment of silence and the Pledge of Allegiance.

Public Comment: None

Reorganization of Board:

- Chairman – Mr. Russell was nominated to serve as Chairman of the East Hempfield Township Board of Supervisors on motion by Mr. Brubaker and second by Mr. Bingham. The motion passed (5-0).
- Vice-Chairman – Mr. Brubaker was nominated to serve as Vice-Chairman of the East Hempfield Township Board of Supervisors on motion by Mr. Russell and second by Mr. LeFevre. The motion passed (5-0).

Conditional Use Hearing - J&S Properties – 101 West Main Street, Salunga. Chairman Russell opened the Hearing to parties testifying, the applicant and the public. East Hempfield Township Solicitor Stephen M. Kraybill reviewed the rules and procedures pertaining to the Hearing. Mr. John Wenger, Owner, J&S Properties, and Dave Mease, Diehm & Sons were sworn in and presented a request for modification of a previous conditional approval changing designated apartment space on the lower floor to warehouse space for Wild Meadow Farm expansion of use. The second and third floors would remain as apartment use space. Following discussion and there being no further comments or questions (Board or Public), motion was made by Mr. LeFevre and seconded by Mr. Wiglesworth to *grant* the requested modification of the previous conditional use approval decision. The motion passed (5-0). The Public Hearing was then closed.

Appointments:

The following appointments were made by motion of Mr. LeFevre, seconded by Mr. Bingham and passed by the Board (5-0).

- A. Staff (annual appointments)
 - Manager /Secretary/Treasurer– Robert Krimmel
 - Asst. Manager/Asst. Secretary/Asst. Treasurer – Cindy Schweitzer
 - Chief of Police – Stephen Skiles
 - Director of Finance – Joseph Robinson
 - Director of Planning & Development/Stormwater Management Officer/Asst. Zoning Officer – Andrew Stern
 - Director of Public Works – Perry Madonna
 - Zoning Officer/Asst. Stormwater Management Officer – Jon Beck
- B. Emergency Management Coordinator – Diane Garber (reappointment)
- C. Vacancy Board (1 year term until 12/31/2016)
 - Diane Moore
- D. Water Authority (5 year term until 12/31/2020)
 - Theodore Ayers Jr. (reappointment)
 - TJ Titcomb (replace Jeffrey Glass, until December/2019)
- E. Building Code & Property Maintenance Board of Appeals (5 year term until 12/31/2020)
 - G. Pat Devery and Michael Memmo (reappointment)
- F. Planning Commission (4 year term until 12/31/2019)
 - F. James Fullerton and Michael Lehr (reappointment)
- G. Industrial Development Authority (5 year term until 12/31/2020)
 - Ellis Payne (reappointment)
- H. Hempfield Area Recreation Commission (3 year term)
 - Cynthia Zawrotuk – correction of appointment for 3 year term ending 12/31/2017
- I. Township Engineer (annual appointment)
 - RAV Associates, Landisville (Township Engineer)
 - McCormick Taylor, Harrisburg (Township Traffic Engineer and Alternate Township Engineer)
- J. Township Solicitor and Special Legal Counsel (annual appointment)
 - Blakinger Thomas PC (general council)
 - Reager & Adler PC (special land use issues)
 - Campbell, Durrant & Beatty PC (special labor counsel for administration)
 - Brubaker Connaughton Goss & Lucarelli LLC (labor council and special projects)
- K. Pension Fund Actuary (annual appointment)

- Univest/The Trollinger Consulting Group, Allentown

L. LUAB - Douglas Brubaker - (reappointment)

M. Acceptance of the following professional rate schedules:

- RAV Associates (township engineer) – 2016 rate schedule provided
- McCormick Taylor (traffic engineer & alternate township engineer) – 2016 rate schedule provided
- Blakinger Thomas (township solicitor) – no change in 2016
- Brubaker Connaughton Goss & Lucarelli LLC (labor council and special projects) – no change in 2016

N. Auditor

- Smith Elliot Kerns & Company, LLC, Chambersburg – auditing firm appointed to conduct the 2016 audit.

Resolutions

Motion was made by Mr. LeFevre, seconded by Mr. Brubaker and passed by the Board (5-0) to **adopt** Resolutions #2016-01 through #2016-05 as follows:

- Resolution #2016-01 - Sewage Enforcement Officer (SEO) appointment and fee schedule
 - David Lockard as SEO and Marvin Stoner as alternate SEO – 1 year appt. through 12/31/2016
- Resolution #2016-02 - Employee Contributions - Non-Uniform Pension Fund
- Resolution #2016-03 - Zoning Hearing Board (5 year term until 12/31/2020)
 - Brett Jackson (reappointment)
- Resolution #2016-04 - authorizing renewal of Four Seasons Liquor License for 2016 and 2017.
- Resolution #2016-05 - authorizing a supplemental budget appropriation for Fire Services-Administrative Services Agreement between Rohrerstown and Manheim with MTFR (annual fee \$19,114).

The Board **acknowledged** the existence of resolution 2013-07, a resolution for the Preservation of Farm Land north of Rt. 283, as a nonbinding resolution.

Authorizations/Approvals/Motions

- 2016 PSATS Convention (April 17-20, 2016 @ Hershey) – Following discussion, the Board **concurred** that Mr. LeFevre shall serve as voting delegate with Mr. Bingham as alternate voting delegate.
- Banks for deposit of Township funds – By motion of Mr. Bingham and seconded by Mr. Brubaker, the Board **approved** (5-0) the following banks for deposit of East Hempfield Township funds:
 - PA Local Government Investment Trust
 - Any bank located within East Hempfield Township

- Treasurer's Bond – Motion was made by Mr. Brubaker and seconded by Mr. Bingham to **approve** the establishment of a Treasurer's Bond in the amount of \$1,000,000.00. The motion passed (5-0).
- Fund Raising Activities for Volunteer Fire Companies – Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to **approve** fund raising activities provided those activities fall within the by-laws of the Fire Companies and they do not violate any local, state or federal laws. The motion passed (5-0).
- 2016 Employee Holiday schedule – 9 holidays and 4 personal days were **approved** as read by motion of Mr. LeFevre and seconded by Mr. Wiglesworth. The motion passed (5-0).
- Bi-weekly Pay Period for Employees – Motion was made by Mr. Bingham and seconded by Mr. Brubaker to **approve** the Bi-Weekly pay period for employees for 2016. The motion carried (5-0).
- Invoice Payment Dates - The following motions were made by Mr. Wigglesworth, seconded by Mr. Brubaker and passed by the Board (5-0).
 - **Establish** invoice payments for 1st and 3rd weeks of each month.
 - All invoices shall be **approved** at regular meetings with the exception of operating invoices, which shall be paid when due in order to avoid penalties.

Supervisor Committee Appointments – Mr. Russell presented and the Board **concurred** with the following supervisor committee appointments for 2016:

- Administration/Personnel – Russell/Brubaker
- Finance – Brubaker/Russell
- Parks & Recreation – Bingham/Brubaker
- Planning & Development – Wiglesworth/Bingham
- Public Safety – LeFevre/Wiglesworth
- Public Works – Russell/LeFevre
- Stormwater (MS4 concerns) – Bingham/Russell
- Traffic Commission – Russell/Bingham/LeFevre

2015 Board goals – Mr. Russell reviewed 2015 goals accomplished and plans for 2016. Further discussion and adoption of 2016 goals will be placed as an agenda item for the January 20, 2016 Board of Supervisors meeting.

Consent Agenda

- a) Approval of minutes: December 16, 2015
- b) Payment of bills: 12/19/2015 – 1/4/2016
- c) C. M. High contract for traffic signal maintenance
- d) Sean and Alicia Harmann road widening, storm water facilities and temporary construction easement for Centerville North project.
- e) Village Grande (02-FP-08) – escrow reduction of \$32,612.36 leaving a balance of \$403,915.49.

- f) Village Grande (03-FP-41) – escrow reduction of \$\$30,192.47 leaving a balance of \$498,635.28.
- g) CASA 5th Annual Superhero 5K special event for 6/11/2016

Following discussion and there being no further comments or questions (Board or Public), the Consent Agenda was approved as presented and discussed by motion of Mr. LeFevre, seconded by Mr. Wiglesworth and passed by the Board (5-0).

Other Business

- Leaf Vacuum Machine – Mr. Krimmel initiated discussion regarding the significant price change in Leaf Vacuum machines. He requested approval to purchase one Leaf Vacuum machine before the price increase of approximately \$20,000. Mr. Madonna explained that the increase is due to more stringent emissions requirements. Following discussion, motion was made by Mr. LeFevre and seconded by Mr. Bingham to approve the purchase which will replace the oldest Leaf Vacuum unit at a cost of \$41,587.00. The motion passed (5-0).
- Executive Session – Mr. Krimmel requested an executive session be held immediately following the Board of Supervisors meeting to discuss a police personnel matter.

Adjournment

By unanimous consent of the Board, Mr. Russell adjourned the meeting to executive session at 5:25 p.m.

Respectfully submitted,

Robert S. Krimmel, Manager