

**EAST HEMPFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES**

DATE AND TIME: April 6, 2016

7:00 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

Director of Planning & Development:

Andrew B. Stern

Chief of Police:

Stephen A. Skiles

The meeting was called to order at 7:00 p.m. by Mr. Russell, followed by a moment of silence and the Pledge of Allegiance.

Public Comment - None

Visitors – Mr. Russell welcomed Jeff Shue, Manheim Township Engineer, who was present in response to a request by East Hempfield Township to Manheim Township for a review of the Crossing’s Stormwater Management Plan and recently approved modification. Following an in-depth review of the Plan and modification, Mr. Shue addressed comments and answered questions. In voicing his findings, he stated his opinion that the system Manheim Township is putting in is the best choice and is equal to or better than their (MT) ordinance standard. Comments were heard from Mr. Eric Ashley, West Roseville Road. The Board expressed their appreciation and thanked Mr. Shue for his time and effort in providing a better understanding of the action taken by Manheim Township.

Consent Agenda:

- (a) Spooky Nook Fathers 5K Run on June 18, 2016 (Spooky Nook Rd. closure at the trail crossing for approximately 1/2 hour - traffic control to be handled by the police).
- (b) Centerville Road – north widening project – Easement Approvals:
 - Christ Stoltzfus, 756 Centerville Road
 - Bruce & Joan Gettle, 570 Centerville Rd.
 - United Pentecostal Church of Lancaster, 747 Centerville Rd.
- (c) Approval to pay invoices from all funds covering 3/19/16-4/8/16 & totaling \$487,991.94.
- (d) Approval of minutes: March 16, 2016.

Following discussion and there being no further comments or questions (Board or Public), Item (a) was **conditionally approved** to address concerns expressed regarding ambulance service and items (b) through (d) were **approved** as presented by motion of Mr. Bingham, second by Mr. LeFevre and passed by the Board (5-0).

Action Items:

(a) Subdivision/Land Development

- 15-23-FP: Richter Precision: 1021 Commercial Avenue: Mr. Stern reviewed the Plan. Following discussion, the following actions were taken:

- Motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to **conditionally approve** Modifications #1, 2, 3, 4, and 5 subject to staff and engineer comments. The motion passed (5-0).
- Motion was made by Mr. Brubaker and seconded by Mr. Wiglesworth to **conditionally approve** Richter Precision, Final Plan #15-23-FP, conditioned on resolution of all remaining staff and engineering comments, within 90 days of plan approval, unless extended by the Board for cause shown, or plan approval will be null and void. The motion passed (5-0).

(b) 2016 Paving Bid results – Mr. Madonna presented and reviewed the paving bids received for 2016. Following discussion, it was moved by Mr. LeFevre and seconded by Mr. Bingham to **award** the low bid for paving in-place to Pennsy Supply at \$852,208.02 and the low bid for paving materials FOB to Highway Materials Inc. at \$45,075.00. The motion passed (5-0).

(c) January 2016 Snow Event – Resolution #2016 – 10 – designation of agent to sign snow event forms/documents. Following discussion, motion was made by Mr. Wigglesworth and seconded by Mr. Brubaker, to **adopt** Resolution #2016-10, authorizing Robert S. Krimmel, Township Manager to act as agent on behalf of East Hempfield Township in the execution and signing of the Public Disaster Assistance Agreement between the Commonwealth of Pennsylvania and East Hempfield Township. The motion passed (5-0).

(d) McCormick Taylor, Centerville Road North project – Proposal for Part 1 – Warrant Analysis. Mr. Krimmel reviewed the updated Project Cost Summary received from Matthew Goudy, McCormick Taylor, summarizing the additional work that would be needed to obtain approval for a temporary signal at Church Street and Nolt Road. Following discussion and review of the detour plan and updated project cost summary, motion was made by Mr. LeFevre and seconded by Mr. Brubaker to **approve** Supplement C - Warrant Analysis Part 1 for additional scope of work and anticipated fee to evaluate and design a temporary signal (if warranted) at a cost of \$7,360.00. The motion passed (5-0).

(e) Township Emergency Action Plan & Safety and Loss Control Policy – Following discussion, motion was made by Mr. Bingham and seconded by Mr. Brubaker to **approve** the updated Township Emergency Action Plan and Safety and Loss Control Policy documents as submitted by the Safety Committee. The motion passed (5-0).

Old Business

- Four Seasons Driving Range. Mr. Krimmel recommended looking at opportunities in relation to the facility as a whole and factoring in potential commercial uses on the property. The Board agreed to *table* further discussion and refer to the various committees.
- HARC Cooperative Agreement – Mrs. Schweitzer explained the changes to the existing agreement. Following review and discussion, the Board *concurred* to move forward with the 2016 version of the Agreement and distribute to the other signers and assure that it is adopted and a complete signed copy provided to all.

New Business

- Four Seasons 2016 Golf Rates – Mr. Krimmel provided 2015 rate information and a competitive market analysis. Following discussion, the Board *concurred* with continuing with existing rates as presented and discussed for 2016.

Board Reports

- MS4 – Review Goals for 2016/Land Studies Task Proposal. Mr. Stern reported the first MS4 Committee meeting was held March 24, 2016. He reviewed his March 31, 2016 memorandum that reported results of the January 12, 2016 mock EPA audit and the February 29, 2016 DEP audit and identified seven proposed goals for 2016 and an overview of future requirements and related financing considerations. The Board *concurred* that Items (1) and (2) as listed on the memorandum shall be the first to be addressed and with Mr. Stern's request to re-allocate resources to move toward compliance with EPA requirements. Michael LaSala, Land Studies was present to address questions regarding his proposal submitted March 28, 2016 for services totaling \$18,750.00. Following discussion, motion was made by Mr. Brubaker and seconded by Mr. Bingham to *adopt* Land Studies proposal and move forward as discussed. The motion passed (5-0).
- Public Safety – Police Building Expansion. Chief Skiles reported the committee reviewed the second rendition of the expansion of the police department with the designer, Kimmel Bogrette. He provided concept plans of the proposed site, conceptual exterior and the proposed building plan. The committee requested consensus of the Board to continue to move forward with a formal presentation by Kimmel Bogrette at the May 4, 2016 meeting and to request staff to research financing options. The Board *concurred*.
- Finance/Administration – Consideration of adding education benefits to Employee Manual. Mr. Krimmel provided and reviewed a draft document based on the police contract wording. Following discussion, motion was made by Mr. Bingham and seconded by Mr. Brubaker to *approve* adding educational benefits to the Employee Manual as presented and discussed. The motion passed (5-0).

Manager's Report

1. Traveler's Risk Insurance review/report – Bob Fever, Sr. RC Account Consultant with Travelers Risk Control recently met with department heads (Public Works, Police and Administration) to review department operations and discuss safety and risk management programs already in place and to provide an overview of Travelers Risk Control services. Mr. Fever provided each department with suggestions and materials to improve or augment existing safety programs.
2. Historic Preservation Trust Property Inventory – The project is underway after the kick-off meeting held March 24, 2016. The meeting was well attended, review teams were created and the 100 historic properties assigned to teams of two. The next meeting will be held on April 28, 2016 at 6:30 p.m. to review the progress.
3. 2016 Annual APMM Annual Conference - Mr. Krimmel requested approval to attend the manager's conference in Gettysburg and provided information sent out by the organization. He would be out of the office May 18th and 19th, a one-night stay, and cost would be approximately \$500.00. The request was *approved* by motion of Mr. Wigglesworth, second by Mr. Brubaker and passed by the Board (5-0).
4. Trash Collection Day Changes – Mr. Krimmel advised a change of trash day for some residents in the Bowman Road area to accommodate the new homes in Landis Farms. Residents along Harrisburg Pike (South side) near Bowman and residents North of Bowman and West of Harrisburg Pike were switched to Wednesday collection from Friday. Letters were sent out a few weeks ahead of the change and it will begin April 6, 2016.
5. 2015 Annual Audit and Financial Report - Confirmation has been received that the State received our 2015 Annual Audit and Financial Report in a timely fashion. No other comments were included with the email.
6. Appointment of Deputy Emergency Management Coordinators – Mr. Krimmel met with Dan Zimmerman, Warwick Manager and Duane Ober, EMC for Warwick Township and Lititz Borough regarding an idea presented by Diane Garber, EHT-EMC that would provide backup coverage for the Township when Diane would be away or was unable to perform her duties. Mr. Krimmel believes there is value in the cooperative approach and provided information regarding sharing EMCs on an as needed basis, along with a copy of Mr. Ober's resume. He requested that the Public Safety Committee review and discuss the proposed Memorandum of Understanding by and between East Hempfield Township and East Petersburg Borough, Warwick Township and Lititz Borough and make their recommendation to the entire Board in the near future. Chief Skiles agreed to coordinate the meeting.

Adjournment

By unanimous consent of the Board, Mr. Russell adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Robert S. Krimmel, Manager