

**EAST HEMPFIELD TOWNSHIP  
BOARD OF SUPERVISORS MINUTES**

**DATE AND TIME:** April 20, 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

Director of Public Works:

Perry T. Madonna

Director of Planning & Development:

Andrew B. Stern

Chief of Police:

Stephen A. Skiles

**ABSENT:**

Cindy A. Schweitzer

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:**

- Amos Herr House Foundation – Bob Wildasin presented a brief history of the Foundation and an update on the status of their barn project. He thanked the Board and staff and all the many people for their on-going support of the House and noted the next large project is a grant to replace the roof. Mr. Russell noted, on behalf of the Board, the awesome complex at which the A Herr House is the anchor and thanked Mr. Wildasin for his time and service.

**Consent Agenda:**

- a) Department Reports - Golf Course, Public Works, Planning & Development, Police.
- b) The Arbors at Spring Valley escrow release of \$47,938.79 leaving a balance of zero.
- c) Rachel Snow and Sandra Henny – acceptance of drainage easement agreement for Centerville Road widening project.
- d) Treasurers Report for April covering all funds:

2/28/16 total all funds	\$8,758,254.29
March receipts	\$1,643,180.14
<u>March expenses</u>	<u>\$1,335,020.63</u>
3/31/16 total all funds	\$9,066,413.80
- e) Invoices from all funds covering 4/9/16 – 4/22/16 & totaling \$473,668.11
- f) Approval of minutes: April 6, 2016

Following discussion and there being no further comments or questions (Board or Public), items (a) through (e) of the Consent Agenda were *approved* as presented and item (f) was approved as corrected by motion of Mr. Bingham, seconded by Mr. LeFevre and passed by the Board (5-0).

**Action items:**

## (a) Planning/Subdivision/Land Development:

- 15-19-FP: Springbrook Annex at Good Drive, Additional Modification Requests – Mr. Stern reviewed the plan as previously approved December 2, 2015 with modifications and conditions and the three additional modifications they are requesting as outlined in his memorandum dated April 14, 2016. Following discussion, the following actions were taken:
  - Motion to **conditionally approve** Modifications #10, 11, and 12 subject to staff and engineer comments was made by Mr. LeFevre, seconded by Mr. Bingham and passed by the Board (5-0).
  - Motion to **re-approve** Springbrook Annex, Final Plan #15-19-FP, as per the originally approved modifications and conditions from December 2, 2015 was made by Mr. Brubaker, seconded by Mr. Bingham and passed by the Board (5-0).
- 15-27-FP: Kirby Agri Warehouse Expansion, Running Pump Road, Action on Final Plan Mr. Stern reviewed the Plan. There were no modifications. Following discussion, motion was made by Mr. LeFevre and seconded by Mr. Brubaker to **conditionally approve** Kirby Agri, Final Plan #15-27-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).
- 16-05-FP: Burger King, 5300 E. Main St., E. Petersburg, Action on Final Plan – Mr. Stern reviewed the Plan and requested modifications. Peter Seckinger, Omni Group, was present to address questions and comments. After discussion, the following actions were taken:
  - Motion was made by Mr. Bingham and seconded by Mr. Brubaker to **conditionally approve** Modifications #1, and 2, and **approve** Modification #4 subject to staff and engineer comments. The motion passed (5-0).
  - Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to **conditionally approve** Burger King, Final Plan 16-05-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).
- 5100 Main Street, Maintenance and Right-of-Way Agreement – Following discussion, motion was made by Mr. Brubaker and seconded by Mr. Bingham to **approve** Maintenance and Right-Of-Way Agreement for 5100 Main Realty LP regarding a bypass lane to be installed parallel to Commercial Avenue on the property of 5100 Main Street as discussed. The motion carried (4-0-1) with Mr. Wiglesworth abstaining.
- Hayden Manor: Revised Open Space / Recreation Plan – Mr. Stern reviewed the original Plan and proposed revisions to revise the Plan. Mr. John Hogan, Developer, was present to address questions and comments. Greg Burkholder, Hayden Manor resident,

complimented the developer. His questions concerning escrow and Township support of the project were addressed by Mr. Stern. Another Hayden Manor resident also thanked Mr. Hogan and Mr. Stern for their time, due diligence, passion and expertise for the project. Mr. Hogan advised that construction and planning will be starting immediately. There being no further discussion (Board or Public), motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to **approve** the proposed revisions to the open space recreational areas for Phase 1 of Haydn Manor. The motion passed (5-0).

- PHFA: Request for comments for “The Elms” project – Following discussion, motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to **authorize** staff to prepare an update to the April 16, 2015 letter in response to the current PHFA request as described by Chairman Russell and that he be authorized to sign and forward said letter to PHFA. The motion passed (5-0).
  - 2016 Comprehensive Plan: Authorization to forward to Lancaster County Planning Commission, adjoining municipalities, and the Hempfield School District and to Schedule a Public Hearing – Copies of the draft 2016 Comprehensive Plan were provided for review. Mr. Russell reviewed the Plan and described many of the guidance concepts. Following discussion, motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to **authorize** staff to forward the draft 2016 Comprehensive Plan to the Lancaster County Planning Commission, adjoining municipalities, and the Hempfield School District. The motion passed (5-0).
- (b) Hometown Press – Authorization to move forward with using Hometown Press to publish and mail the Township newsletter twice a year using advertising to cover the cost of printing. Mr. Krimmel reviewed information received from Hometown Press and requested authorization to accept the offer as presented. Following discussion, motion was made by Mr. LeFevre and seconded by Mr. Wiglesworth to **authorize** staff to move forward with using Hometown Press to publish and mail the Township newsletter twice a year using advertising to cover the cost of printing. The motion passed (5-0).
- (c) Holland Street Bridge removal – Authorization to have Robert Krimmel sign a supplemental agreement between PennDOT and the Township providing for reimbursement of Amtrak Fees–Resolution #2016- 11. Mr. Krimmel reviewed the supplemental agreement. After discussion, the following actions were taken:
- Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to **adopt** Resolution #2016-11 authorizing the Township Manager to execute the Supplemental Federal-Aid Bridge Project Grant Agreement between PennDOT and the Township of East Hempfield. The motion passed (5-0).
  - Motion was made by Mr. LeFevre and seconded by Mr. Wiglesworth to **authorize** Chairman H. Scott Russell and Township Manager Robert S. Krimmel to sign the Supplemental Federal -Aid Bridge Project Grant Agreement between PennDOT and the Township of East Hempfield. The motion passed (5-0).

- (d) Pension Plans – Authorization to advertise a correction to the non-uniform pension plan and adopt Resolution #2016-12 appointing the Township Manager as the Chief Administrative Officer for both plans (Uniformed and Non-Uniformed). Mr. Krimmel explained the Non-Uniform Pension amendment correction to the ordinance and the resolution naming a Chief Administrative Officer for both plans. Copies of his memorandum dated April 13, 2016 were provided. After discussion, the following actions were taken:
- Motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to *advertise* an amendment to correct an omission error in the non-uniform pension plan as presented in Mr. Krimmel’s April 13, 2016 memorandum. The motion passed (5-0).
  - Motion was made by Mr. Bingham and seconded by Mr. LeFevre to *adopt* Resolution #2016-12 naming the Township Manager the Chief Administrative Officer for both the police and non-uniform pension plans. The motion passed (5-0).
- (e) HARC Cooperative Agreement - requesting adoption based on revisions made and discussed at the last meeting and provided to participating entities – There was concern that HARC has not yet provided a strategic plan, a property appraisal, capital outlays and support for a capital improvement plan - not just having money for operation costs. Mr. Krimmel will contact the HARC Director. Motion was made by Mr. Wiglesworth and seconded by Mr. Bingham to *adopt* the revised agreement as discussed, provided that the receiving municipalities execute the agreement along with East Hempfield Township. The motion passed (5-0).

**Old Business** – None

**New Business** – None

### **Board Group Reports**

- Public Safety
  - Spooky Nook Emergency Plan - The committee met on April 12, 2016 and discussed development of an emergency plan for the Nook to be completed by Diane Garber, Emergency Management Coordinator, at the rate of \$35.00/hour based on hours worked as an independent consultant for the project. Her goal is to complete the plan by the end of April or early May.
  - Emergency Management Coordinator – Compensation - The committee is recommending a commitment of \$35.00/hour for hours worked when Ms. Garber is called out to do her EMC duties. Mr. Wiglesworth will research the proper employment classification for this type of position.
  - Appointment of Deputy Emergency Management Coordinators – Mr. Krimmel reviewed the proposed Memorandum of Understanding by and between East Hempfield Township and East Petersburg Borough, Warwick Township and Lititz Borough as presented at the April 6, 2016 Board of Supervisors meeting. Mr. Wiglesworth reported that the Safety Committee reviewed and discussed the information and recommends the

Board enter into the Memorandum of Understanding with East Petersburg Borough, Warwick Township and Lititz Borough.

- Firearm and Nuisance/Landlord Ordinances – The committee will be looking into what types of ordinances exist relating to (1) discharge of fire arms in residential areas and (2) nuisance/landlord issues. Further discussion was tabled.
- Police Department Expansion – Mr. LeFevre provided and explained drawings based on suggestions as requested by the Public Safety Group. A letter referencing some of the concerns will be provided to Kimmel Bogrette so that these items can be addressed at the May 4, 2016 meeting. Following discussion, the Board concurred with the following general guidelines to be included in the letter:
  1. Preserve as much of the existing parking spaces as possible.
  2. Square off the building.
  3. Examine the exterior height, roof line and window placements.
  4. Eliminate the colonnade across the front of the building.
  5. Eliminate the new administrative entrance but harden the existing administrative entrance.
  6. Provide a rough estimate to construct a roadway to connect to Naomi Avenue.

The Board concurred with contacting Ben Craddock to handle the primary responsibility of site engineer for Phase II of the project.

- Dream Park – Mr. LeFevre reported the Honor Society of the Hempfield High School has donated \$5,000.00 to the park project.
- Fire Services (Finance Committee) - Mr. Wiglesworth reported there is a time-line in reference to the fire services merger. They are doing presentation for all the fire departments on May 25, 2016. A question and answer session will be held on June 8, 2016. Votes will be taken in June and July. They plan to give something to us by September. They have given up on a 2017 start date and are looking at a 2018 start date.

**Traffic Commission Report** – no meeting

### **Manager's Report**

- Fire Extinguisher Training - Mr. Krimmel publically thanked the Rohrerstown Fire Company for assisting in the training of township employees in the use of fire extinguishers. They provided a device that simulated a small fire and the use of practice extinguishers. A power point presentation on the type and use of the different extinguishers was also viewed.
- Bowman Road Storm Water Project – Mr. Krimmel reported this project is just about completed. Only restoration of the area disturbed by the work needs to be finished.

- Amtrak/Township Agreement for the Holland Street Bridge Project – The Agreement for this project should be finalized and ready for the Board’s adoption in a few weeks. The PennDOT/Township supplemental reimbursement agreement was provided to the Board this evening.
- EHTWA Easement - Mr. Krimmel contacted Amtrak on behalf of the East Hempfield Township Water Authority regarding a new easement to cross under the Amtrak lines in Salunga. He forwarded the packet of information received from Amtrak to the water authority for their review and execution if they choose. From his discussion with Amtrak personnel, a right of way should be able to be obtained in a reasonable amount of time.
- Robert Pickle Retirement – Long-time employee, Bob Pickle, will be retiring at the end of May, 2016. Bob has been an employee for a total of 30 years and has also served the community as a volunteer fireman with the Hempfield Fire Company. He will be recognized at the upcoming employee appreciation luncheon.
- Centerville Road Widening Project Property Easements – There are three properties remaining that we need to obtain easements in connection with the Centerville Road Widening Project. The one owner has two properties and we have made him an offer based on the appraisals we had performed. Mr. Krimmel reported he held a face to face meeting with the gentleman and our appraisal company representative and hopes to have a reply this week. He needs to contact one other property owner to acquire a signature on an amended easement document. After we obtain the signed easements and record them at the County, McCormick Taylor can notify the utilities to begin design and relocation of their facilities.
- Selection of a Site Engineer for the Police Department Expansion - This was presented to Mr. Krimmel by Kimmel Bogrette, as we move into Phase II of the project to finish out the design and construction phase of the expansion. Rob Visniski was considered to handle this portion of the work; however, Mr. Visniski would be reviewing this as the Township Engineer through the land development process and it could be interpreted as a conflict of interest. Following discussion, the Board concurred with contacting Benjamin Craddock, Lancaster Civil Engineering to fulfill the position of primary responsibility of site engineer for the police expansion project. Fees for his services would be paid by Kimmel Bogrette who would then bill the Township.
- Mr. Krimmel reported he approved Chief Skiles’ request to attend the International Association of Chiefs of Police meeting to be held in California.

### **Adjournment**

By unanimous consent of the Board, Mr. Russell adjourned the meeting at 8:56p.m.

Respectfully submitted,

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Robert S. Krimmel, Manager