

**EAST HEMPFIELD TOWNSHIP  
BOARD OF SUPERVISORS MINUTES**

**DATE AND TIME:** January 2, 2018

4:30 p.m.

<b>ATTENDANCE:</b>	Board Members:	Thomas A. Bennett 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 Development Services:	Jon E. Beck
	Director of Finance:	Joseph A. Robinson
	Chief of Police:	Stephen A. Skiles

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.

**Welcome:** Thomas A. Bennett was welcomed to his new position of East Hempfield Township Board Supervisor. G. Edward LeFevre was also welcomed to his re-election as East Hempfield Township Board Supervisor.

**Public Comment:** Mr. Russell reflected on the Township's past challenges and accomplishments and upcoming opportunities for 2018 and informed he would be stepping down as Board Chair in 2018 due to other commitments.

**Reorganization of Board:**

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

**Appointments by Motion (Staff, Boards, Commissions, Committees)**

- A. Staff - The following annual appointments were *approved* by motion of Mr. LeFevre, second by Mr. Russell and passed by the Board (5-0):
  - 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 Development Services/Stormwater Management Officer/Alternate Zoning Officer – Jon Beck
  - Zoning Officer/Alternate Stormwater Management Officer – Colin Siesholtz
  - Director of Public Works – Perry Madonna
- B. Emergency Management Coordinator – Diane Garber. Motion was made by Mr. LeFevre and seconded by Mr. Wiglesworth to **approve** the annual reappointment of Diane Garber. The motion passed (5-0).
- C. Vacancy Board (1 year term until 12/31/2018) - Diane Moore. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the annual reappointment of Diane Moore for a 1 year term until 12/31/2018. The motion passed (5-0).
- D. Water Authority (5 year term until 12/31/2022) – James Eshleman. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of James Eshleman for a 5 year term until 12/31/2022. The motion passed (5-0).
- E. Building Code & Property Maintenance Board of Appeals (5 year term until 12/31/2022)- Brian Klugh. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of Brian Klugh for a 5 year term until 12/31/2022. The motion passed (5-0).
- F. Industrial Development Authority (5 year term until 12/31/2022) – Ronald Fink. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of Ronald Fink for a 5 year term until 12/31/2022. The motion passed (5-0).
- G. Planning Commission (4 year term until 12/31/2021) – Ann Byrnes. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of Ann Byrnes for a 4 year term until 12/31/2021. The motion passed (5-0).
- H. Township Engineer (annual appointment). Motion was made by Mr. Russell, seconded by Mr. Wiglesworth and passed by the Board (5-0) to **approve** the annual reappointment of the following:
- David/Miller Associates Inc., Lancaster (Township Engineer)
  - Rettew Associates, Lancaster (Township Alternate Engineer)
  - McMahan Associates Inc. (Township Traffic Engineer)
  - McCormick Taylor, Harrisburg (Township Traffic Engineer – existing projects)
- I. Township Solicitor and Special Legal Counsel (annual appointment). Motion was made by Mr. LeFevre, seconded by Mr. Wiglesworth and passed by the Board (5-0) to **approve** the annual reappointment of the following:
- Blakinger Thomas PC (General Counsel)
  - Campbell Durrant & Beatty PC (special labor counsel for administration)
  - Brubaker Connaughton Goss & Lucarelli LLC (labor counsel & special projects)
  - Gibble Kraybill and Hess (special projects)

- J. Pension Fund Actuary (annual appointment) – Univest, Allentown). Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the annual appointment of Univest, Allentown as Pension Fund Actuary. The motion passed (5-0).
- K. Appointment of Smith Elliot and Kearns to perform the 2017 Township Audit. Motion was made by Mr. Wiglesworth and seconded by Mr. Russell to **appoint** Smith Elliot and Kearns to perform the 2017 Township Audit. The motion passed (5-0).
- L. Professional Rate Schedules. Motion was made by Mr. Russell, seconded by Mr. Bennett and passed by the Board (5-0) to **accept** the following professional rate schedules as provided:
- Blakinger Thomas
  - McMahon Associates
  - Rettew Associates
  - Brubaker Connaughton Goss & Lucarelli

### Resolutions

- A. Resolution #2018-01 - Sewage Enforcement Officer (SEO) appointment and fee schedule.
- David Lockard as SEO and Marvin Stoner as alternate SEO – 1 year appointments through 12/31/2018. Motion was made by Mr. Russell and seconded by Mr. Wiglesworth to **adopt** Resolution #2018-01. The motion passed (5-0).
- B. Resolution #2018-02 - Employee Contributions - Non-Uniform Pension Fund. Motion was made by Mr. Bennett and seconded by Mr. Russell to **adopt** Resolution #2018-02. The motion passed (5-0).
- C. Resolution #2018-03 - Zoning Hearing Board (5 year term until 12/31/2022).
- John Bingham (appointment). Motion was made by Mr. Russell and seconded by Mr. LeFevre to **adopt** Resolution #2017-03. The motion passed (5-0).
- D. Zoning Hearing Board (appointment for 3 years)
- Motion was made by Mr. LeFevre and seconded by Mr. Russell to **table** action pertaining to a Zoning Hearing Board three year appointment. The motion passed (5-0).
- E. Zoning Hearing Board (alternate appointments)
- Motion was made by Mr. LeFevre and seconded by Mr. Russell to **table** action pertaining to Zoning Hearing Board alternate appointments. The motion passed (5-0). The Board concurred that having two alternates is appropriate and the Zoning Hearing Board shall be so advised.

### Authorizations/Approvals/Motions

- A. 2018 PSATS Convention (to be held April 22nd – 25th, 2018 @ Hershey).
- Voting delegate – Robert Krimmel
  - Alternate voting delegate – Thomas Bennett

Motion was made by Mr. Russell and seconded by Mr. Wigglesworth that Mr. Krimmel shall *serve* as voting delegate with Mr. Bennett as alternate voting delegate at the 2018 PSATS Convention. The motion passed (5-0).

- B. 2018 Employee Holiday schedule – 9 holidays and 4 personal days were *approved* as discussed by motion of Mr. Wigglesworth and second by Mr. Russell. The motion passed (5-0).
- C. Approval of Banks for deposit of Township funds - By motion of Mr. Russell and second by Mr. LeFevre, the Board *approved* (5-0) the following banks for deposit of East Hempfield Township funds:
- First National Bank
  - Any bank located within East Hempfield Township
- D. Establish Treasurer’s Bond in the amount of \$1,000,000.00 – Motion was made by Mr. Bennett and seconded by Mr. LeFevre to *approve* establishment of a Treasurer’s Bond in the amount of \$1,000,000.00. The motion passed (5-0).
- E. Fund Raising Activities for Volunteer Fire Companies – Motion was made by Mr. Bingham and seconded by Mr. Brubaker 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).
- F. Bi-weekly Pay Period for Employees – Motion was made by Mr. LeFevre and seconded by Mr. Bennett to *approve* the Bi-Weekly pay period for employees for 2018. The motion passed (5-0).
- G. Invoice Payment Dates – The following motions were made by Mr. LeFevre, seconded by Mr. Russell and passed by the Board (5-0):
- *Establish* invoice payments for 1<sup>st</sup> and 3<sup>rd</sup> 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.
- H. Preservation of Farmland resolution – The Board *acknowledged* Resolution #2013-07 designating the Board’s historical and current intention to protect farmland and to protect and promote agriculture and agricultural businesses in East Hempfield Township; to preserve prime agricultural farmland, and to preserve both the rural and agricultural character of the areas of the Township generally referred to as North of 283.

### **Supervisor Committee Appointments/Goals**

- Mr. Russell and Mr. Brubaker are currently working on updated committee assignments.
- 2018 Board Goals – A draft of Board of Supervisors Goals, updated January 1, 2018 was provided. Priority actions were highlighted. The Board will review comprehensive plan goals and discuss at the next Board of Supervisors meeting scheduled for Wednesday, January 17, 2018 with a goal of adopting at the February 7, 2018 Board of Supervisors Meeting.

**Consent Agenda**

- a) Approval of minutes: December 20, 2017, as corrected
- b) Payment of bills: 12/22/2017 – 1/2/2018
- c) Kreider Squash Plant (94-FLD-124) – Acceptance of \$75,000 fee in lieu and release of letter of credit

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

**Other Business**

- a) Adoption of Electronic Device policy and authorization to purchase Dell 2 in 1 laptops for BOS to facilitate the use of a paperless agenda. Following discussion, motion was made by Mr. Bennett and seconded by Mr. LeFevre to **adopt** the Electronic Device Use policy and **authorize** staff to purchase Dell 2 in 1 laptop computers for the five Board Members and the Township Manager at a cost not to exceed \$4,200.00. The motion passed (5-0).
- b) 2018 Fee scheduled recommended edits. Edited East Hempfield Township Fee Schedules were provided and discussed. The following actions were then taken:
  - Motion was made by Mr. Wigglesworth and seconded by Mr. LeFevre to **approve** the edited 2018 East Hempfield Township Fee Schedule as reviewed and discussed. The motion passed (5-0).
  - Motion was made by Mr. Wigglesworth and seconded by Mr. Bennett to **adopt** Resolution #2018-04 establishing the 2018 East Hempfield Township permit, application and review fee schedule. The motion passed (5-0).
- c) Succession planning for Township Manager's retirement. Mr. Krimmel confirmed his retirement plans for October/2018. Mr. Krimmel and Mrs. Schweitzer have started work on an organization chart to show what exists now and any changes that have been discussed with the Finance/Administration Group. Mr. LeFevre would like to see an up and coming organizational chart for the next two or three year period and a Master Plan. Mr. Russell reported the Finance/Administration Group is recommending a process of promotion from within for the Township Manager position and not going out with a formalized advertisement. They met with the Township Solicitor who recommended that an announcement to that effect be made during a public meeting.  
Mr. Russell asked the entire Board to give a general weigh-in about where they stand regarding a promote from within process. Mr. Brubaker discussed the importance of the entire Board being amenable and that this information gets communicated to the public should the Board agree to go in this direction. Following this, the Board was polled and each member agreed with the promote from within concept. Mr. Brubaker then declared the consensus of the Board is to move forward with succession planning as discussed and as recommended by the Township Solicitor. He expanded upon this by stating the Board is blessed with very good people within the organization and he looks forward to making this succession and transition as seamless as possible as well as laying the groundwork for other departments within the organization. The Board desires to be as prepared and proactive as possible that, should something unforeseen happen, the right people are groomed, molded, prepared and guided to be able to step in.

- d) PSATS sample resolution opposing HB 1620 (Wireless Infrastructure Deployment Bill). A letter dated December 21, 2017 and attached sample resolution was received from PSATS regarding opposition to HB 1620. Following review and discussion, the following actions were taken:
- Motion was made by Mr. LeFevre and seconded by Mr. Bennett to **approve and support** PSATS opposition to HB 1620. The motion passed (5-0).
  - Motion was made by Mr. Russell and seconded by Mr. Bennett to **adopt** Resolution #2018-05 approving and supporting PSATS opposition to HB 1620 and forward same to PSATS via email as soon as possible so that opposition to pre-empting local decision makers can be accurately quantified. The motion passed (5-0).

### **Good of the Order**

- PSATS Board of Directors - PSATS released an announcement of the upcoming new Board of Directors elections and Mr. Russell is being considered.
- Outgoing Chair - Mr. Wigglesworth thanked Mr. Russell for his role as Chair and Mr. Russell stated his position was unique in having four board members with considerable and diverse assets.
- Police Expansion/Construction Management – Mr. LeFevre reported a meeting was held with the architect this afternoon regarding ownership participation in this project. They recommended sending out an RFP for construction manager and will provide names of three construction management firms with whom they have worked that we could solicit regarding fees and costs. Various other determining factors and alternatives were discussed. At the close of discussion, motion was made by Mr. LeFevre and seconded by Mr. Wigglesworth to **authorize** staff to send out an RFP for construction manager on receipt of three recommended construction management firms from the architect. The motion passed (5-0).

### **Adjournment**

By unanimous consent of the Board, Mr. Brubaker adjourned the meeting at 6:05 p.m.

Respectfully submitted,

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Robert S. Krimmel, Manager