

**EAST HEMPFIELD TOWNSHIP  
BOARD OF SUPERVISORS MINUTES**

**DATE AND TIME:** January 3, 2017

4:30 p.m.

<b>ATTENDANCE:</b>	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 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.

**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. LeFevre. 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. Bingham. The motion passed (5-0).

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

- A. Staff - The following annual appointments were *approved* by motion of Mr. Bingham, second by Mr. Wiglesworth 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/ Zoning Officer – Jon Beck
  - Director of Public Works – Perry Madonna
- B. Emergency Management Coordinator – Diane Garber. Motion was made by Mr. LeFevre and seconded by Mr. Brubaker to *approve* the annual reappointment of Diane Garber. The motion passed (5-0).

- C. Vacancy Board (1 year term until 12/31/2017) - Diane Moore. Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **approve** the annual reappointment of Diane Moore for a 1 year term until 12/31/2017. The motion passed (5-0).
- D. Water Authority (5 year term until 12/31/2021) – Glenn Brubaker. Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **approve** the reappointment of Glenn Brubaker for a 5 year term until 12/31/2021. The motion passed (5-0).
- E. Building Code & Property Maintenance Board of Appeals (5 year term until 12/31/2021). Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **approve** the reappointment of Earnest Rojahn for a 5 year term until 12/31/2021. The motion passed (5-0).
- F. Industrial Development Authority (5 year term until 12/31/2020). Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **approve** the reappointment of Dennis Gehringer for a 5 year term until 12/31/2021. The motion passed (5-0).
- G. Lancaster Area Sewer Authority (5 year term until 12/31/2021). Motion was made by Mr. Brubaker and seconded by Mr. Bingham to **approve** the reappointment of Nicholas Sahd for a 5 year term until 12/31/2021. The motion passed (5-0).
- H. Fire Services Committee (5 year term until 12/31/2021).
- 2017 vacancy - Willard Landis declined to continue. The Committee has not met since 2013. The Board will seek public safety group review and recommendation for future need of this committee.
- I. Planning Commission (4 year term until 12/31/2020). 2 positions.
- Andy Weaver – Motion was made by Mr. Bingham and seconded by Mr. Brubaker to **approve** the reappointment of Andy Weaver for a 4 year term until 12/31/2020. The motion passed (5-0).
  - Linda DiPerna or Brian Biggs (both currently alternates) or Brent Detter (expressed interest). The Board will seek planning commission recommendations.
- J. Township Engineer (annual appointment).
- RAV Associates, Landisville (Township Engineer). After lengthy discussion, the following actions were taken:
    - Motion made by Chairman Russell and seconded by Mr. LeFevre to appoint RAV Associates as Township Engineer was **defeated** (0-5).
    - Motion was made by Mr. Bingham and seconded by Mr. LeFevre to **appoint** RAV Associates as interim township engineer of record effective 1/1/2017 through 90 days after selection of a new Township Engineer, and **direct** staff to prepare a RFQ for engineering services. The motion passed (5-0). RAV will be advised of the Board’s action regarding this appointment.

- McCormick Taylor, Harrisburg (Township Traffic Engineer and Alternate Township Engineer). Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **appoint** McCormick Taylor, Harrisburg as Township Traffic Engineer and Alternate Township Engineer. The motion passed (5-0).
- K. Township Solicitor and Special Legal Counsel (annual appointments). Motion was made by Mr. Brubaker, seconded by Mr. Bingham and passed by the Board (5-0) to **approve** the following annual appointments:
- 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)
- L. Pension Fund Actuary (annual appointment)
- Univest/The Trollinger Consulting Group, Allentown. Motion was made by Mr. Bingham and seconded by Mr. Brubaker to **approve** the annual appointment of Univest/The Trollinger Consulting Group, Allentown as Pension Fund Actuary. The motion passed (5-0).
- M. Auditor
- Smith Elliot Kerns & Company, LLC, Chambersburg. Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to **approve** Smith Elliot Kerns & Company, LLC, Chambersburg to conduct the 2016 audit. The motion passed (5-0). Mr. Krimmel noted that 2017 is the last year of their contract.
- N. Professional Rate Schedules. Motion was made by Mr. Brubaker, seconded by Mr. Bingham and passed by the Board (5-0) to **accept** the following professional rate schedules:
- RAV Associates (township engineer) – As provided.
  - McCormick Taylor (traffic engineer & alternate township engineer) – No change in 2017.
  - Blakinger Thomas (township solicitor) – As provided.
  - Brubaker Connaughton Goss & Lucarelli LLC (labor council and special projects) – no change in 2017.

## Resolutions

- A. Resolution #2017-01 - Sewage Enforcement Officer (SEO) appointment and fee schedule.
- David Lockard as SEO and Marvin Stoner as alternate SEO – 1 year appointments through 12/31/2017. Motion was made by Mr. Brubaker and seconded by Mr. Wiglesworth to **adopt** Resolution #2017-01. The motion passed (5-0).
- B. Resolution #2017-02 - Employee Contributions - Non-Uniform Pension Fund. Motion was made by Mr. Bingham and seconded by Mr. Brubaker to **adopt** Resolution #2017-02. The motion passed (5-0).

- C. Resolution #2017-03 - Zoning Hearing Board (5 year term until 12/31/2021).
- Andrew Loose (reappointment). Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **adopt** Resolution #2017-03. The motion passed (5-0).

#### **Authorizations/Approvals/Motions**

- A. 2017 PSATS Convention (to be held April 23rd – 26th, 2017 @ Hershey).
- Voting delegate – John Bingham
  - Alternate voting delegate – Edward LeFevre
- Motion was made by Mr. Brubaker and seconded by Mr. Russell that Mr. Bingham shall serve as voting delegate with Mr. LeFevre as alternate voting delegate at the 2017 PSATS Convention. The motion passed (5-0).
- B. 2017 Employee Holiday schedule – 9 holidays and 4 personal days were **approved** as discussed by motion of Mr. Wiglesworth and second by Mr. LeFevre. The motion passed (5-0).
- C. Banks for deposit of Township funds - By motion of Mr. Brubaker and second by Mr. Bingham, the Board **approved** (5-0) the following banks for deposit of East Hempfield Township funds:
- First National Bank
  - PA Local Government Investment Trust
  - Any bank located within East Hempfield Township
- D. Treasurer's Bond – Motion was made by Mr. Brubaker and seconded by Mr. Bingham 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. Wiglesworth to approve the Bi-Weekly pay period for employees for 2017. The motion passed (5-0).
- G. Invoice Payment Dates – The following motions were made by Mr. Bingham, seconded by Mr. Brubaker 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**

- Motion was made by Mr. LeFevre, seconded by Mr. Bingham and passed by the Board (5-0) to **approve** the following 2016 existing assignments as presented:
  - 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) – Russell/Bingham
  - Traffic Commission – Russell/Bingham/LeFevre
- 2017 Board Goals – The Board will review comprehensive plan goals and discuss at the next Board of Supervisors meeting scheduled for Wednesday, January 18, 2017 with a goal of adopting at the February 1, 2017 Board of Supervisors Meeting.

### **Consent Agenda**

- a) Approval of minutes: December 21, 2016
  - b) Payment of bills: 12/23/2016 – 1/3/2017
- 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. Bingham, second by Mr. Wiglesworth and passed by the Board (5-0).

### **Other Business**

- LUAB – Following discussion led by Mr. Brubaker, motion was made by Mr. Brubaker and seconded by Mr. LeFevre to **cease** participation in LUAB in 2017. The motion passed (5-0). Mr. Krimmel will send written notification.
- C.M. High street light contract for 2017 (no rate change from 2016) – Motion was made by Mr. Wiglesworth and seconded by Mr. Bingham to **approve** the C.M. High street light maintenance contract for 2017 as submitted. The motion passed (5-0).
- Growing Greener Grant Plus program support resolution #2017-04 – Mr. Beck explained the program. Following discussion, motion was made by Mr. Bingham and seconded by Mr. Wiglesworth to **adopt** Resolution #2017-04 as read. The motion passed (5-0).
- Homestead letter requesting exemption from township’s single hauler trash collection system – Mr. Krimmel reviewed the letter. Following discussion, action was **tabled** and Mr. Krimmel was asked to contact the township solicitor to determine feasible options.

**Adjournment**

By unanimous consent of the Board, Mr. Russell adjourned the meeting at 5:47 p.m.

Respectfully submitted,

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Robert S. Krimmel, Manager