

**EAST HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL ORGANIZATIONAL AND MEETING MINUTES**

**DATE AND TIME:** January 7, 2019

4:30 p.m.

**ATTENDANCE:** Board Members:

Thomas A. Bennett  
Douglas W. Brubaker  
G. Edward LeFevre  
H. Scott Russell  
W. Scott Wiglesworth

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

EMS Coordinator:

Diane E. Garber

The meeting was called to order at 4:30 p.m. at the Four Seasons Banquet Facility, 949 Church Street, Landisville by Mr. Brubaker, followed by a moment of silence and the Pledge of Allegiance.

**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. Wiglesworth. 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. Brubaker and second by Mr. LeFevre. The motion passed (5-0).

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

**A.** Staff (Annual Appointments)

1. The following annual appointments were *approved* by motion of Mr. LeFevre, second by Mr. Bennett and passed by the Board (5-0):
  - Manager /Secretary/Treasurer– Cindy A. 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 (Reappointment Consideration). Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to **approve** the reappointment of Diane Garber. The motion passed (5-0).
- C. Vacancy Board (1 year term until 12/31/2019) - 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 12/31/2019. The motion passed (5-0).
- D. Water Authority (5 year term until 12/31/2023) – Jeffrey Bleacher. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of Jeffrey Bleacher for a 5 year term until 12/31/2023. The motion passed (5-0).
- E. Building Code & Property Maintenance Board of Appeals (5 year term until 12/31/2023)- William Keays. Motion was made by Mr. LeFevre and seconded by Mr. Bennett to **approve** the reappointment of William Keays for a 5 year term until 12/31/2023. The motion passed (5-0).
- F. Planning Commission (4 year term until 12/31/2022) – Dwight Rohrer and James Hackett. Motion was made by Mr. Russell and seconded by Mr. Bennett to **approve** the reappointment of Dwight Rohrer and James Hackett for a 4 year term until 12/31/2022. The motion passed (5-0).
- G. Industrial Development Authority (5 year term until 12/31/2023) – Robert Krimmel. Motion was made by Mr. Bennett and seconded by Mr. LeFevre to **approve** the appointment of Robert Krimmel for a 5 year term until 12/31/2023. The motion passed (5-0).

**Appointment by Motion of professional services and rates:**

- A. Township Engineer (annual appointment). Motion was made by Mr. Russell, seconded by Mr. Bennett 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., Camp Hill (Township Traffic Engineer)
  - McCormick Taylor, Exton (Township Traffic Engineer – existing projects)
- B. Township Solicitor and Special Legal Counsel (annual appointment). Motion was made by Mr. Bennett, seconded by Mr. Russell 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 police)
  - Brubaker Connaughton Goss & Lucarelli LLC (labor counsel & special projects)
  - Gibble Kraybill and Hess (special projects)

- C. Pension Fund Actuary (annual appointment) – Univest, Allentown). Motion was made by Mr. Russell and seconded by Mr. LeFevre to **approve** the annual appointment of Univest, Allentown as Pension Fund Actuary. The motion passed (5-0).
- D. Appointment of Smith Elliot and Kearns to perform the 2018 Township Audit. Motion was made by Mr. Bennett and seconded by Mr. Wiglesworth to **appoint** Smith Elliot and Kearns to perform the 2018 Township Audit. The motion passed (5-0).
- E. Professional Rate Schedules. Motion was made by Mr. Bennett, seconded by Mr. Russell 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
  - McCormick Taylor
  - David Miller/Associates

### **Resolutions**

- A. Resolution #2019-01 - Sewage Enforcement Officer (SEO) appointment and fee schedule.
- David Lockard as SEO and Marvin Stoner as alternate SEO – 1 year appointments through 12/31/2019. Motion was made by Mr. Russell and seconded by Mr. Wiglesworth to **adopt** Resolution #2019-01. The motion passed (5-0).
- B. Resolution #2019-02 - Employee Contributions - Non-Uniform Pension Fund. Motion was made by Mr. Bennett and seconded by Mr. LeFevre to **adopt** Resolution #2019-02. The motion passed (5-0).
- C. Resolution #2019-03 - Zoning Hearing Board (5 year term until 12/31/2023).
- Mark Hanson (appointment). Motion was made by Mr. LeFevre and seconded by Mr. Bennett to **adopt** Resolution #2019-03. The motion passed (5-0).
- D. Resolution #2019-04 - 2019 Fee Schedule
- Motion was made by Mr. LeFevre and seconded by Mr. Bennett to **adopt** Resolution #2019-04. The motion passed (5-0).

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

- A. 2019 PSATS Convention (to be held April 14<sup>th</sup> – 17<sup>th</sup>, 2019 @ Hershey).
- Voting delegate – Thomas Bennett. Motion was made by Mr. Russell and seconded by Mr. LeFevre that Mr. Bennett shall **serve** as voting delegate at the 2019 PSATS Convention. The motion passed (5-0).
  - Alternate voting delegate – Cindy Schweitzer. Motion was made by Mr. Wiglesworth and seconded by Mr. Russell that Mrs. Schweitzer shall **serve** as alternate voting delegate at the 2019 PSATS Convention. The motion passed (5-0).

- B. 2019 Employee Holiday schedule – 9 holidays and 4 personal days were **approved** as presented by motion of Mr. Bennett and second by Mr. Russell. The motion passed (5-0).
- C. Approval of Banks for deposit of Township funds - By motion of Mr. Wiglesworth and second by Mr. LeFevre, the Board **approved** (5-0) the following banks for deposit of East Hempfield Township funds:
- First National Bank, Pittsburgh
  - 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. LeFevre and seconded by Mr. Russell 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. Wiglesworth and seconded by Mr. Bennett 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. Russell and seconded by Mr. Bennett to **approve** the Bi-Weekly pay period for employees for 2019. 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 and take advantage of discounts.
- H. Resolution #2013-07 - 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 being North of 283. There was additional discussion concerning revisiting the resolution to determine if updates were appropriate.

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

- Chairman Brubaker provided a draft of Board of Supervisors committee appointments and goals and asked that the Board review between now and the Board of Supervisors meeting scheduled for Wednesday, February 6, 2019. He added that all work group assignments will remain the same for 2019.

**Consent Agenda**

- a) Approval of minutes: December 19, 2018
- b) Payment of bills: 12/22/2018 – 1/7/2019

There being no further discussion (Board or Public) motion was made by Mr. LeFevre and seconded by Mr. Bennett to **approve** the Consent Agenda as presented. The motion passed (5-0).

**Other Business**

- a) Centerville-South – Authorization to sign the agreement between the Township and Norfolk Southern Railway authorizing the Township to reimburse Norfolk Southern for preliminary engineering review fees estimated at \$50,278. Following discussion, motion was made by Mr. LeFevre and seconded by Mr. Russell to **approve** the agreement between the Township and Norfolk Southern Railway which provides for payment to Norfolk Southern for preliminary engineering review fees for work to be done as part of the Centerville South Road Widening project. The motion passed (5-0).
- b) Intergovernmental Cooperative Agreement between Manor Twp. and East Hempfield Township regarding cost sharing for the Centerville-South road project – Ordinance #2019-01. Following discussion, motion was made by Mr. Russell and seconded by Mr. Wiglesworth to **approve** Ordinance #2019-01, an intergovernmental cooperative agreement between Manor Township and East Hempfield Township in connection with cost sharing for the Centerville-South road widening project. The motion passed (5-0).
- c) Amendment to the 2014 Street and Sidewalk Ordinance – Ordinance #2019-02. Mr. Beck reviewed the amendment. Following discussion, motion was made by Mr. LeFevre and seconded by Mr. Bennett to **approve** Ordinance #2019-02, an ordinance amending the roadway classifications of the Township. The motion passed (5-0).

**Manager's Report**

Mrs. Schweitzer reviewed highlights of several items on the December-January 7, 2019 report.

- ❖ Centerville Road-South – A public plans display meeting will be held this coming Thursday, January 10, 2019, 12:00 p.m. – 2:00 p.m. at Four Seasons.
- ❖ A. Herr Park Master Plan – Mrs. Schweitzer asked for feedback regarding moving the recycling bins away from the back of the property (currently near the fuel pumps) and creating a location in front of the Water Authority well structure on the stone parking lot past the A. Herr House. The area will be screened with plantings or fencing and security cameras are being considered. The reasoning is to limit traffic behind the Township building to promote security and less congestion. Mr. Madonna stated the “do not enter” signs off the drive leading to the Township parking lots has been removed and the drive will be widened slightly to permit two-lane traffic while entering and exiting the parking areas. The Board had no objection to moving forward with relocating the recycling bins to the back of the property and was pleased with the recommendation.

- ❖ East Petersburg Borough police service inquiry. Mrs. Schweitzer noted that East Petersburg Borough has approached the Township inquiring about police services for the Borough. She restated her recommendation that the Public Safety committee, along with Chief Skiles and herself, start meeting with East Petersburg to discuss their needs. The Board concurred.

### **Group Reports**

Public Safety – Mr. Wiglesworth reported the Public Safety Committee met and Diane Garber provided the following highlights:

- ❖ Working on and finalizing fueling policy.
- ❖ Moving forward with strategic plan . . . finalize in February; presentation in March
- ❖ All but \$1.05 of the \$10,000 tuition reimbursement has been distributed to 5 fire fighters.
- ❖ Police Staffing Discussion.
- ❖ East Petersburg police service discussion.

Recreation Authority – Mr. Russell reported a meeting was held in December and they will be looking to the Board of Supervisors for a lease agreement.

### **Public Comment** (non-agenda items only/residents or EHT tax-payers only)

- Tom MacVaugh, Main Street, asked if the draft of the Board Goals would be available for public review prior to the February 6, 2019 Board of Supervisors meeting. The Chair confirmed that, although it is a draft and subject to change, it can be made available.

### **Good of the Order**

Executive Session: Mr. Wiglesworth requested an Executive Session be held prior to the next Board of Supervisors meeting regarding the Conditional Use Hearing.

Next Board of Supervisors Meeting:

**Wednesday, January 23, 2019, 7:00 p.m. @ Four Seasons Banquet Facility**

### **Adjournment**

By unanimous consent of the Board, Chairman Brubaker adjourned the meeting at 5:23 p.m.

Respectfully submitted,

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Cindy A. Schweitzer, Manager/Secretary