

**EAST HEMPFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES**

DATE AND TIME: January 18, 2017 7:00 p.m.

ATTENDANCE: Board Members: John D. Bingham
G. Edward LeFevre
H. Scott Russell

Manager: Robert S. Krimmel
Assistant Manager: Cindy A. Schweitzer
Director of Public Works: Perry T. Madonna
Director of Planning & Development: Jon E. Beck
Chief of Police: Stephen A. Skiles

ABSENT: Douglas W. Brubaker
W. Scott Wigglesworth

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:

- Jeff Book, Executive Director of Hempfield Area Recreation Commission. Mr. Book shared his 11-year background with HARC, and provided an update on projects, goals and initiatives. He assured the Board he is concentrating on his new executive director role and is no longer on the fitness end. His goal is to build upon his good relationship with HARC's Board of Directors and improve communication with the Township and school district with a focus in three areas: Finance, Marketing, Operations/organizational structure. He reported that the boiler issue is finished and complete, the Pool Pak dehumidification is waiting to be finalized and a loan has been approved. The 2015 audit is complete, 2016 actuals will be caught up and the 2017 Budget will be available next Wednesday (January 28th). Mr. Book intends to hand-deliver copies to the Township. He has reached out to and will be bringing on S.C.O.R.E. and the HARC Board will be evaluating a strategic plan within the next few weeks.

Chairman Russell commended Mr. Book on noticeable positive changes. The Board questioned the tennis courts expansion and Mr. Book reported that the proposal has been tabled.

Consent Agenda:

- a) Landis Farm Associates, LLC (13-05-FP1)– release of road improvement escrow (Nissley & Bowman Road) in the amount of \$1,309,199.80 leaving a balance of \$11,027.09.

- b) Department Reports - Golf Course, Public Works, Planning & Development, Police.
- c) Treasurers Report for January 1, 2017 covering all funds:

11/30/2016	\$9,366,028.07
December receipts	\$ 537,388.34
December expenses	<u>\$1,396,874.24</u>
12/31/2016	\$8,506,542.17

- d) Invoices from all funds covering 1/4/2017 – 1/20/2017 & totaling \$469,743.13
- e) Approval of minutes: January 3, 2017

Following discussion and there being no further comments or questions (Board or Public), Items (a) through (d) were **approved** as presented and item (e) was **approved** as corrected by motion of Mr. LeFevre, second by Mr. Bingham and passed by the Board (3-0).

Action items

a) Development Services:

- Noll Drive Office Building extension of time to record plan (30 days, until Feb. 17, 2017). Mr. Beck presented the request. Following discussion, motion was made by Mr. Bingham and seconded by Mr. LeFevre to **approve** 206 Rohrerstown Road LP’s request for a 30-day time extension to February 17, 2017 to record the conditionally approved final plan #16-09-FP for the Noll Drive Office Building. The motion passed (3-0).

- Township Engineer - Engineering Request for Proposals. Mr. Beck presented and reviewed the drafted document. Following discussion, motion was made by Mr. Bingham and seconded by Mr. LeFevre to **authorize** staff to advertise Requests for Proposals and Qualifications for Professional Engineering Services as presented and including the changes requested by Mr. Krimmel. The motion passed (3-0).

- MS4 - Mr. Beck reviewed the proposals. After review and discussion, the following actions were taken:
 - Land Studies – MS4 Services
 - Land Studies – CBPRP/PRP’s

Motion was made by Mr. Bingham and seconded by Mr. LeFevre to **approve** Land Studies, Inc.’s proposal for MS4 Services and CBPRP/PRP’s associated with completion and submission of the Township’s 2018-2023 MS4 Permit Notice of Intent (NOI) and to **designate** Land Studies, Inc. as the Township’s MS4 consultant. The motion passed (3-0). Mr. Beck advised that Land Studies will have a time-line by the beginning of next week.

- RAV Associates – MS4 work

Motion was made by Mr. LeFevre and seconded by Mr. Bingham to **approve** RAV Associates’ proposal for MS4 work associated with completion and submission of the Township’s 2018-2023 MS4 Permit Notice of Intent (NOI) as presented. The motion passed (3-0).

- b) Police memo – request to hire based on officer retirement. Mr. Krimmel and Chief Skiles recapped previous requests and discussions pertaining to the hiring of new police officers and submitted Chief Skiles’ memo dated January 12, 2017 for consideration due to upcoming retirements. After discussion, motion was made by Mr. LeFevre, seconded by Mr. Bingham and passed by the Board (3-0) to **authorize** the following:
- **Vacate** the 2016 Lancaster County Chiefs of Police Association Consortium hiring list and **authorize** the Township to hire outside of that list by advertising for an experienced police officer candidate who holds current MPOETC certification.
 - **Authorize** Chief Skiles to begin the hiring process for a police officer and to **authorize** the hiring of the 34th officer upon approval of the Manager.

Old Business – None

New Business - None

Board Group Reports

- MS4/SWM - The committee met on Thursday, January 12, 2017. The NOI is on schedule and will be ready for public comment in early June. The Committee also reviewed and approved the proposal for services from RAV and Land Studies, Inc. which were approved by the Board earlier in tonight’s meeting. Mr. Beck reported he received promising information yesterday regarding individual permits versus general permits that could have a positive effect for Brubaker Run. He will report on this after he has had the opportunity to evaluate it.
- Police Group (police memo) – Mr. LeFevre favorably reviewed Chief Skiles’ 1/12/2017 synopsis of 2016 crime and police workload. Chief Skiles will submit a comprehensive annual report during the first quarter of 2017.
- Dreampark Group – Mr. LeFevre reviewed the memorandum dated 1/9/2017 and accompanying spreadsheet submitted by Cindy Schweitzer and Joe Robinson which outlined the Dreampark budget (revenues and expenditures) and the actual numbers (revenues and expenditures). Spreadsheet comments were highlighted and outstanding items were discussed.
- Police Expansion – Mr. LeFevre provided copies and led discussion of Kimmel Bogrette’s January 16, 2017 meeting minutes.

Traffic Commission Report – Mr. Russel reported there was one item on tonight’s meeting agenda that was discussed about a resident who lives at 720 Church Street around the curve north of Nolt where there are a lot of single vehicle accidents caused by drivers trying to negotiate the curve. The Township will be taking action by increasing police enforcement and sending a request to PennDOT to conduct a safety study which will hopefully show safety enhancements along that road.

Good of the Order – Mr. Madonna reported that the house on Nissley Road has been demolished.

Manager's Report:

1. **Police Building Extension:** A meeting was held Monday January 16th at 2:00 p.m. The chief has done some work on the interior. He provided Kimmel Bogrette with conceptual ideas for furnishings and Mr. Krimmel was given updated floor plans. Nothing else has occurred since the last report.
2. **TIP Projects:** No new update since last meeting.
3. **Centerville Road North:** The staff attended a Utility Coordination Meeting on January 18th to determine if any conflicts are foreseen with our road project in 2017. The outcome was that the Township will not be able to do the Centerville Road work this year.
4. **Stony Battery Road Gas line Projects:** Mr. Krimmel reported that he was told by a UGI representative that the project would be shut down after Friday, January 13th and started again in the summer of 2017.
5. **Engineer's Fee:** McCormick Taylor submitted a letter to the township stating that while they have not increased rates they have revised personnel within the rate schedule for 2017. Mr. Krimmel provided a copy of the letter and schedule.
6. **Letter of Agreement for trash Exemption the Farmstead at Lime Springs:** Mr. Krimmel provided a letter from Homestead Village that addresses the consolidation of lots, trash service and tax concerns discussed at the last board meeting. The Board will review.

Adjournment

By unanimous consent of the Board, Mr. Russell adjourned the meeting to executive session at 7:58 p.m. to discuss a litigation matter concerning a land development issue.

Respectfully submitted,

Robert S. Krimmel, Manager/Secretary