

## **January 6, 2025**

The East Lampeter Township Board of Supervisors met on Monday, January 6, 2025 at 7:00pm at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The statement of recorded meetings was played for all in attendance. Corey Meyer (via Zoom), who called the meeting to order at 7:00pm, followed by the Pledge of Allegiance. In addition to Supervisor Meyer, in attendance were Supervisors Ethan Demme, Roger Rutt, Michael Thornton, and Ted Gallagher (also via Zoom.) Also present in the meeting room were Mr. Ralph M. Hutchison, Township Manager, Ms. Tara Hitches, Assistant Township Manager, and Ms. Rhiannon Eckinger-Seda, Administrative Assistant.

### **Public Present for Meeting:**

Gavin Scalyer – resident of N. Cherry Ln.

### **Board of Supervisors Reorganization:**

Appointment of Temporary Chairman - Mr. Meyer asked Mr. Thornton to serve as temporary chair for reorganization.

Election of Chairman - Mr. Meyer nominated Mr. Demme as Chairman, seconded by Mr. Rutt. The nomination passed by unanimous voice vote. Mr. Demme assumed the role of Chairman for the remaining reorganization.

Election of Vice Chairman - Mr. Meyer nominated Mr. Thornton for Vice Chairman, seconded by Mr. Rutt. The nomination passed by unanimous voice vote.

Appointment of Secretary/Treasurer - Mr. Thornton nominated Mr. Hutchison as Secretary/Treasurer, seconded by Mr. Rutt. The nomination passed by unanimous voice vote.

Appointment of Assistant Secretary/Treasurer - Mr. Rutt nominated Ms. Hitchens as Assistant Secretary/Treasurer, seconded by Mr. Gallagher. The nomination passed by unanimous voice vote.

Public Comment for Non-Agenda Items: None

### **Consent Agenda:**

- a. Approval of the January 6, 2025 Board of Supervisors meeting agenda
- b. Approval of the Minutes of the Monday, December 16, 2024 Regular Meeting
- c. Time Extension for Township Review & Action: Weis Gas N Go Land Development Plan #24-11 – 1631 Old Philadelphia Pike. This is third extension for the project and expire on April 7, 2025.
- d. Approval to pay invoices from all funds: Total - \$86,041.83

Mr. Thornton made a motion to approve the Consent Agenda, seconded by Mr. Rutt. The motion passed by unanimous voice vote.

Mr. Rutt asked for clarification on what volunteer fire insurance worker's compensation coverage. Mr. Hutchison stated the insurance covers a volunteer from door-to-door from the time a volunteer is called until they return. Ultimately, claims would be submitted to the insurance company who make the final determination. Mr. Demme noted the Township also has an approved list of activities covered. Mr.

Hutchison added once the Board approves a volunteer event, such as a parade, the Township coverage is active for that event, whether the event is in East Lampeter Township or not.

### **Annual Appointments:**

Appointment of Solicitor – Appel, Yost & Zee Law Firm, Susan Peipher, Esq.

Appointment of Township Engineer & Alternates – David Miller & Associates, Becker Engineering, HRG Inc., Grove Miller Engineering and Bowman

Appointment of 2025 Vacancy Board Chairman – John Blowers

Appointment of Depositories – PLGIT, M&T Bank, CNB Bank, Univest Bank, and Fulton Bank

Appointments of SEO and Alternate: David Miller & Associates & Leonard Spencer, respectively. Mr. Hutchison noted David Miller & Associates is a new appointment.

Appointments of LCTCB Representative & Alternate for 2025 – Tara Hitchens & Jenna Reigle (West Earl Twp. Manager) respectively

Appointment of PSATS Conference Delegates & Voting Delegate. Mr. Hutchison was appointed as Voting Delegate and Ms. Hitchens as Township Delegate along with all the Supervisors.

Resolution re: Appointments of CPA firm to perform 2024 Audit – Herbein & Co. Mr. Demme noted the approved engagement letter with Herbein & Co. is through 2028.

Mr. Demme asked for a motion on Annual Appointment for Solicitor, Township Engineer and Alternates, Vacancy Board Chairman, Depositors, SEO and Alternate, LCTCB Representative and Alternate, and PSATS Conference Delegates and Voting Delegate. Mr. Thornton moved to approve these appointments which was seconded by Mr. Gallagher. The motion passed by unanimous voice vote.

Mr. Thornton asked to clarify how PLGIT (PA Local Government Investment Trust) operates. Mr. Hutchison answered they operate much like a bank but for municipalities.

Mr. Demme asked for a motion on the resolution appointing the Certified Public Accounting firm for the 2024 Audit as Herbein & Co. Mr. Rutt made a motion to approve the resolution, seconded by Mr. Gallagher. Mr. Rutt added Herbein & Co. will accommodate the request for a new lead on the 2024 audit as a best practice reducing the chance something will be overlooked. The motion passed by unanimous voice vote.

### **Appointments to Vacant Positions & Reappointments**

Emergency Services Committee – Two Year Terms ending 12/31/2026

Hand in Hand Fire Co. Representative – Paul Fisher

Lafayette Fire Co. Alternate Representative – (future appointment)

Lafayette Fire Co. Citizen Representative – Rob Patterson

Ronks Fire Co. Representative – Dave Gribble

Witmer Fire Co. Alternate Representative – John Kreider Jr.

Witmer Fire Co. Citizen Representative – Chad Englerth

Township Supervisor Alternate Representative – Ted Gallagher

Township Citizen Representative – Dana Omerod

Industrial & Commercial Development Authority – Glenn Eberly, 5-year term ending 1/16/30

East Lampeter Sewer Authority – Gavin Scalyer, 5-year term ending 9/9/2029

Mr. Rutt moved to approve the Appointments to Vacant Positions and Reappointments, seconded by Mr. Meyer. The motion passed by unanimous voice vote.

**Establishment of Treasurer's Bond Amount - \$740,000**

Mr. Thornton moved to approve the Treasurer's Bond amount at \$740,000, seconded by Mr. Rutt. The motion passed by unanimous voice vote.

Mr. Hutchison clarified, at Mr. Rutt's request, the Finance Director and Auditors determine the amount.

Old Business – None

New Business – None

**Supervisor's Discussion items:**

Homeless Encampments

Mr. Hutchison noted that Ms. Hitchens recommended setting a meeting with partners and other stakeholders in the community to include: Township Board members and staff, various County organizations, school district staff, and local ministerium. This would be held at the end of February. Mr. Demme noted getting stakeholders together and communicating is critical.

The Point-in-Time count will be held later in January. Mr. Thornton asked if the Clay Street shelter will be used as an emergency shelter, specifically if they receive a middle of the night call when no contacts are available. Mr. Demme is unsure staff would have a role in transport. Mr. Thornton suggested a fund to pay for transport via ride share like Uber.

Park & Open Space Ordinance Requirements

Mr. Hutchison noted staff continues to gather information. When all information is available it will be summarized and provided to the Board along with suggestions to revise the current Zoning Ordinance.

Ballfield Reservation & Use

Mr. Hutchison reported Township staff worked with CV Baseball and entered their field reservations in the new software, RecDesk. They are also revising the current agreement with CV Baseball on the maintenance of ballfield facilities and hope to have it in place by March 1<sup>st</sup>. Mr. Rutt asked if Lisa, the Rec Director is the contact. Mr. Hutchison informed reservations are online only now but Lisa has been assisting with reservations via a kiosk in the office lobby.

**Action Items:**

Resolution re: Police Officer Contributions to Police Pension Plan (5%). Mr. Rutt made a motion to approve the Resolution establishing the 5% Police Pension Plan contributions, seconded by Mr. Gallagher. The motion passed by unanimous voice vote.

Resolution re: Non-Uniform Employee Contribution to Pension Plan (1%). Mr. Gallagher made a motion to approve the Resolution establishing the 1% Non-Uniform Employee Pension Plan contributions, seconded by Mr. Thornton. The motion passed by unanimous voice vote.

Mileage Rate approval – IRS Rate (\$.070/mile). Mr. Rutt moved to approve the Mileage Rate at \$.70 per mile, seconded by Mr. Meyer. The motion passed by unanimous voice vote.

**Manager's Report:**

2025 Forecast meeting planned for Wednesday, January 29, 2025 – 6pm. Mr. Hutchison noted the meeting will be held at the CV Middle School.

Assistant Zoning Officer – Commercial position filled. Mr. Hutchison reported the position was filled internally by Alexander Wasilewski. Mr. Wasilewski's previous role of Stormwater Technician will not be filled.

Duplicate Utility bills. Mr. Hutchison noted residents received duplicate copies of 4<sup>th</sup> quarter Sewer and Stormwater bills. Staff have placed notices for the duplication on the Township website and Facebook, as well as answering calls. The issue is being corrected with the vendor. Staff are prepared to address accidental duplicate payments if they occur. Mr. Gallagher asked if it was a Township or vendor error and about additional costs incurred for printing and postage. Mr. Hutchison noted that is yet to be determined, but if it is found to be a vendor mistake they will be billed for the overage.

**Adjournment**

Mr. Thornton moved to adjourn the meeting, seconded by Mr. Rutt. The motion passed by unanimous voice vote and the meeting adjourned at 7:36pm.

The next regular meeting will be held on Monday, January 20, 2025, 7:00pm at the Township office.