December 16, 2024

The East Lampeter Township Board of Supervisors met on Monday, December 16, 2024 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. Chairman Corey Meyer called the meeting to order at 7:00pm, followed by the Pledge of Allegiance. In addition to Chairman Meyer, in attendance were Vice Chairman Ethan Demme, and Supervisors Mr. Roger Rutt, Mr. Ted Gallagher, and Mr. Mike Thornton. 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:

Steve Hackett – High
Robert Kaufhold – Lancaster Archery
Carole Kaufhold – Lancaster Archery
Eric Yoder – Lancaster Archery
Craig Smith – RGS Associates
Gavin Scalyer – resident, via Zoom
Wayne Stevens – High Hotels
Chris Scott – Lancaster Archery
Claudia Shank – McNees, Wallace & Nurick
Zac Gieg – ZKG Property Management
Gary Raymond – High Hotels
Ben Craddock – Lancaster Civil Engineering

Public Comment for Non-Agenda Items: None

Consent Agenda:

Mr. Meyer noted the Consent Agenda would be broken into 2 parts which will be moved and voted on separately. One will include items a, b, c, d, f, and g. The second will include item e.

a. Approval of the December 16, 2024 Board of Supervisors Meeting Agenda

b. Approval of the Minutes of the Monday, December 2, 2024 Regular Meeting

c. Request for time extension to record conditionally approved plan #22-24: Laranbo Farms – 458 Mount Sidney Road. Applicant requested extension to June 18, 2025.

d. Request for time extension to record conditionally approved plan #23-05: Gish Furniture – 2205 Lincoln Highway East. Applicant requested a third time extension to March 19, 2025.

e. Request for time extension to record conditionally approved plan #25-05: Clark – 2257 Old Philadelphia Pike. Applicant requested a time extension to April 22, 2025.

f. Request for Improvement Guarantee release – Garden Path Soap – 2533 Old Philadelphia Pike

Township engineer recommends a release of $30,980.95 with no balance remaining.

g. Approval to pay invoices from all funds: Total - $1,315,046.88

Mr. Gallagher moved to approve consent agenda items a-d, f, and g. The motion was seconded by Mr. Demme. The motion passed by unanimous voice vote.

Mr. Meyer asked for a motion for consent agenda item e. Mr. Rutt moved to approve and was seconded by Mr. Demme. The motion passed with 4 votes in favor with Mr. Thornton abstaining.

Old Business:

a. Request to Transfer Approved Sanitary Sewer Planning EDUs – Greenfield North

Ms. Claudia Shank of McNees, Wallace & Nurick was present to address any questions not covered in the December 6, 2024 letter to the Township. The transfer of a temporary nature for 15 sewer EDUs from Lot 1 to Lot 5. Mr. Hutchison noted approval would be subject to an additional sewer planning module being processed for Lot 5 but that there would not be a hold up of a certificate of occupancy for such based on the processing of the sewer module.

Mr. Demme moved to approve contingent upon the Lot 5 sewer planning module being processed in the near future. Mr. Gallagher seconded. The motion passed by unanimous voice vote.

New Business:

a. Church of the Nazarene Land Development Plan # 24-23: 2150 New Holland Pk.

Mr. Ben Craddock of Lancaster Civil Engineering was present to represent the plan. The proposal is to remove a modular building and construct an permanent addition with connecting breezeway to the church building. Stormwater management will be accomplished in the lower portion of the property.

Mr. Demme moved to conditionally approve the plan subject to the November 21, 2024 David Miller Associates letter and the October 3, 2024 Lancaster County Planning Commission letter. Mr. Thornton seconded the motion. The motion passed by unanimous voice vote.

b. High Hotels Stormwater Management Plan #24-29: 545 Greenfield Rd

Mr. Steve Hackett of Site Design Concepts was present to represent the plan. The project adds 2 ADA parking spaces near the pool to the rear of the building and reduces impervious area by approximately 200 square feet.

Mr. Rutt moved to conditionally approve the stormwater plan subject to the December 6, 2024 David Miller Associates letter, seconded by Mr. Gallagher. The motion passed by unanimous voice vote.

c. ZKG Property Management (Just Press Play) request for Waiver of Land Development Planning #24-31: 2007 Lincoln Highway East

Ms. Claudia Shank of McNees, Wallace & Nurick presented the project will add 185 square feet to the mezzanine area. The Township Planning Commission has recommended approval.

Mr. Thornton moved to approve the waiver of Land Development Planning, seconded by Mr. Rutt. The motion passed by unanimous voice vote.

d. Informal presentation re possible changes to Zoning Ordinance – Lancaster Archery

Craig Smith of RGS Associates was present to represent the informal sketch. Mr. Smith gave an overview of the proposed changes to the properties, which would add a new retail, office space, and range building nearer to Old Philadelphia Pike, archery lanes, and additional parking. The existing residence, pool, and candy kitchen would be demolished. The existing driveway would shift west and an addition of

a left turn lane would be warranted. Current zoning is partially Light Industrial and partially R2. Proposed changes include rezoning the current R2 to Light Industrial and including a new use in the Light Industrial. Though shooting ranges, which includes archery, are not allowed in Light Industrial, the proposed new use is not a shooting range as defined by the Ordinance. The proposed project would follow the bulk of Light Industrial requirements. Following the presentation several supervisors noted the business fits where it is and they want to see it continue to be successful in the Township. Mr. Thornton recommended communicating with neighbors. Mr. Robert Kaufhold informed they have a good relationship with neighbors. Mr. Meyer recommended a mixed-use training and retail definition. Mr. Demme echoed flexibility in definition to accommodate possible future business expansion.

Supervisor Discussion Items:

1. Homeless Encampments

Mr. Hutchison reported that resource cards have been created and will be printed for police officers to have and hand out. A community resource list has also been added to the Township website. The Township received the first report from CV SEEDS on their activity in the Township. Mr. Thornton noted CV SEEDS' level of contact with the community has allowed them to work with at least one developing encampment.

2. Park & Open Space Ordinance Requirements

Mr. Hutchison noted staff are gathering information and will get a summary to the Board as soon as possible.

3. Ballfield Reservation & Use

Mr. Hutchison reported the Park Board has recommended separating pavilion rentals from volleyball court and ball field rentals. Mr. Gallagher noted CV Baseball would like to use the ball field at Community Park in 2025 and would maintain the field as they do at Flory and Lafayette Parks. Mr. Hutchison stated he thinks CV Baseball would have use of Community Park field without rental fees, but the Park Board wants to look at the 2025 rental data before deciding. Additionally, having the CV game schedule as early as possible will allow for accommodation of community rentals. Mr. Demme would like to see the fields used to their full potential with CV Baseball having first option but also opening use to other teams. Several supervisors echoed agreement and a desire to see a uniform policy for CV Baseball across all Township park fields.

4. Other

Mr. Demme asked to have a future discussion of the Zoning Ordinance as it concerns farm stands.

Mr. Rutt asked to have a future discussion on creating a Park Board Foundation for park improvements.

Action Items:

a. Adoption of 2025 Budgets

Mr. Hutchison stated following the November 18, 2024 Board meeting the 2025 Draft Budget has been available for review and is ready for Board action. Staff found a few changes which do not materially alter the draft and are recommended as part of approval. The draft included a 5% increase in real estate millage rate included in adoption of the budget and acted upon when the rate is established in the next action item. The Sewer Authority has adopted their 2025 budget and the Industrial and Commercial Development Authority will adopt their budget at the first 2025 meeting on January 6th.

Mr. Thornton moved to adopted the 2025 budget including latest correction and changes reported by staff. Mr. Gallagher seconded the motion. The motion passed by unanimous voice vote.

b. Resolution setting 2025 Real Estate Tax Rate

The real estate tax rate increase of 5% represents an increase in millage from 1.997 to 2.055.

Mr. Demme moved to accept the 5% tax rate and 2.055 millage rate, seconded by Mr. Rutt. The motion passed by unanimous voice vote.

c. Approval of 2025 Pay Policy

Mr. Hutchison noted the 2025 Pay Policy structure follows previous years. A change of significance is the addition of a second line for the Township Manager and Assistant Manager roles to reflect the transition of those positions in 2025.

Mr. Gallagher moved to approve the 2025 Pay Policy, seconded by Mr. Demme. The motion passed by unanimous voice vote.

d. Resolution re Township Fees

Mr. Hutchison reviewed fees of note which are an increase in Local Agency Hearing fees to better cover associated costs, the addition of Liquor License Transfer Hearing fees to the resolution, addition of a property settlement final bill fee, updated park facility fees by the Park Board, fees for sewage hauler registration, and fees for violation of on-lot disposal system service reporting requirements. Mr. Meyer asked about increasing false alarm fees. Mr. Hutchison noted an increase could be added in the future. Mr. Demme mentioned fees Manheim Township has in place for permitting of alarm systems and fire company responses as fees the Township could consider. Mr. Thornton asked to bring Chief Zerbe into a future conversation of alarm fees.

Mr. Demme moved to approve the Township Fees Resolution, seconded by Mr. Thornton. The motion passed by unanimous voice vote.

Manager's Report:

a. 2025 meeting schedule calendar

Mr. Hutchison noted the 2025 meeting schedule is based on the 2024 structure. If the Board does not have any changes it will be advertised.

Adjournment:

Mr. Meyer stated it has been a pleasure to serve as chairman in 2024. Mr. Meyer and Mr. Demme noted they will not be running for Board reelection in 2026.

Mr. Thornton made a motion to adjourn, seconded by Mr. Demme. The motion passed by unanimous voice vote and the meeting ended at 8:04pm.

Next meeting will be the reorganization and regular meeting of the Board of Supervisors– Monday, January 6, 2025 7:00pm at the East Lampeter Township office.