

August 17, 2026 – REGULAR MEETING

The East Lampeter Township Board of Supervisors meet on Monday, August 17, 2026 at 7:00 pm 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 Mike Thornton called the meeting to order at 7:00pm, followed by the Pledge of Allegiance. In attendance, in addition to the Chairman, were Supervisors Mr. Ted Gallagher, Mr. Robert Hayward Jr., Mr. Michael Lapp, and Mr. Roger Rutt was present via zoom. Also present in the meeting room were Ms. Tara Hitchens, Township Manager; Ms. Kimberly Piestrak, Assistant Township Manager, Chief Stephen Zerbe, Officer Gregory Dolk, Officer Jhared Simmons, Officer Samuel Sanger, Officer Andrew Zentner, Officer Doug Jaquith, Officer Tyler Auerbeck.

Public Present:

Steve Gribble – Ronk’s Fire Company
Bill Rogers – Consultant
Jon Heinly – Lancaster Library
Nick Wagner -Resident

Public Comment (non-agenda items only): None

Consent Agenda:

- a. Approval of the August 17, 2026, Board of Supervisors meeting agenda.
- b. Approval of the Minutes for the Monday August 3, 2026, regular meeting.
- c. Time Extension for recording #2026-07 Rockvale Club House Land Development Plan at 35 S. Willowdale Drive.
 - a. The applicant’s consultant is requesting a time extension to record until November 30, 2026, the conditionally approved plan. Should the Board approve this time extension, the applicant will need to record the plan by November 30, 2026. This is the second time extension for recordation.
- d. Time Extension for action #2025-05 Cocalico Creek Land Development Plan at 2331 Lincoln Highway East Lampeter Township.
 - a. The applicant’s consultant is requesting a time extension to record until March 11, 2027 the conditionally approved plan. Should the Board approve of this time extension, the applicant will need to record the plan by March 11, 2027. This is the second time extension for recordation for this plan.
- e. Approval to pay invoices from all funds totaling: \$622,081.65.
 - a. \$331,558.19 to City of Lancaster for 1st Q Sewer Treatment Charges.
 - b. \$61,016.00 to Morgan Stanley for Monthly Pension Contribution.
 - c. \$31,180.92 to LASA for Sewer Transportation Fees.

- d. \$28,048.17 to Alpha Space for Road Line Painting.
- e. \$23,0915.86 to CDW Government Inc. for Computer Equipment.
- f. \$22,155.74 to 10-8 Emergency for Decommissioning of Car #8.

Mr. Hayward moved to approve the Consent Agenda, seconded by Mr. Gallagher. The motion carried.

Recognition of Lancaster County's Top Gun – Police Officer Sam Sanger

Chief Zerbe was present to recognize Officer Sam Sanger who has 23 years of service and has been consistently recognized by the County of Lancaster for 21 of those 23 years as a County DUI Top Gun enforcement officer. Officer Sanger has been recognized by the State of Pennsylvania three times in those 21 years for his DUI efforts. Officer Sanger's highest number of DUIs came a few years ago when we made 66 arrests in one year. This award for 2025, while it's only 31 DUI arrest, you should note that it was only during four months of work as Officer Sanger was on light duty for the other eight months due to a medical issue. Officer Sanger was presented with the DUI Top Gun Award, East Lampeter Police Department in appreciation of your untiring efforts and dedication against impaired driving. On behalf of the Board, thank you and congratulations.

Lancaster Library Presentation – Jon Heinly, Director of Donor Advising.

Mr. Heinly presented an annual update on the Lancaster Public Library, noting that East Lampeter Township residents borrowed over 7,800 materials in 2025, a decline from 2024. The February 2025 flood significantly reduced physical circulation and remains under litigation. Digital borrowing has increased. He reported that township cardholder rates align with most municipalities, except those with physical branches, which show higher rates. Outreach and program attendance grew substantially in 2025 and continue to rise in 2026, supported by initiatives such as Lancaster Public Library On the Go and partnerships with local schools and Parks and Recreation.

Budget challenges were discussed, including reliance on fundraising, the end of FARPA funding, and the anticipated reduction in government funding due to loss of passport processing services. Efforts to restore passport services are underway with support from Congressman Smucker. Mr. Heinly highlighted low per capita funding for Lancaster Public Library compared to national and state averages and emphasized the need for increased community donations. He outlined long-term goals including expanded programming, extended hours, additional staff presence, and more electronic resources. He expressed appreciation for East Lampeter Township's ongoing financial support and is hopeful it will continue.

Old Business: None

New Business:

- a. Draft No Parking Ordinance Clover Heights Road – review and comment.

Ms. Hitchens presented a draft ordinance addressing parking restrictions on Clover Heights Road for comment only. The ordinance was prepared following resident concerns after recent line painting and would establish no-parking on both sides of the first 140 feet from Old Philadelphia Pike due to limited roadway width and an existing white line near Noel's Café. Mr. Hayward moved to advance the ordinance and asked for confirmation of Township support, which Ms. Hitchens provided. Mr. Thornton requested clarification on the affected roadway section, and Ms. Hitchens confirmed the restriction applies only to the first 140 feet. Questions regarding enforcement and fines were raised, and Ms. Hitchens stated that signage would be installed if adopted, enforcement would be handled by the police department, and she did not know the specific fine amount.

Mr. Hayward then made a motion to move forward, and Mr. Thornton seconded the motion. Motion carried.

#2025-25 Samuel F. and Rachel S. Stoltzfus Subdivision Plan at 91 North Soudersburg Road.

Mr. Rogers presented the subdivision request for Samuel and Rachel Stoltzfus. The subdivision, originally straightforward, expanded into a civil subdivision to resolve deed complications and formalize a driveway agreement involving land located in both East Lampeter and Leacock Townships. Although the portion in Leacock Township already has its own tax ID number, survey corrections are still required. The completed subdivision will result in a 40-acre parcel in East Lampeter Township.

Mr. Rogers requested waivers for the preliminary plan, existing contours, existing soil types, and plan size and scale, noting that no construction is planned. He stated that Leacock Township's requirements are complete except for final signatures.

Mr. Hayward asked about stormwater comments in the DMA review letter dated May 8, 2026. Ms. Hitchens explained that DMA recommended granting the four waivers and that comment number five had been updated to reflect a stormwater deferral request that has not yet been submitted. Mr. Rogers emphasized that stormwater facilities are unnecessary because the plan involves no construction and restricts any further subdivision without a zoning variance.

Mr. Gallagher moved for conditional approval of subdivision plan 2025-25 for Samuel F. and Rachel S. Stoltzfus at 91 North Soudersburg Road, contingent on the DMA letter dated May

8, 2026, and the Lancaster County Planning Commission review dated May 4, 2025. Mr. Hayward seconded. The motion carried.

Supervisor's Discussion:

- a. Tow Policy and False Alarm Fee – Chief is meeting with Mr. Rutt and Mr. Gallagher the afternoon of August 25, 2026, to discuss the tow policy changes.
- b. Cost Savings to reduce deficit spending – The budget guidance workshop meeting was held prior to this meeting at which some thoughts were discussed. Mr. Rutt noted a lot of work to do, appreciate what the departments are going to have to struggle with.
- c. Safety Issues - Chief Zerbe provided traffic accident data to the Township Traffic Engineer.
Enfield Road, the speed humps have not been installed. We are going back and forth with PennDOT as to the size, type, so that we continue to obtain the tools funding for that roadway. So, we are waiting until we have a final determination from PennDOT to obtain those and to install them.
- d. Other

Action Items:

- a. Approve proposal of \$45,000 for professional services with DMA for Gibbons Park zoning hearing board, permitting, bidding construction documents, bidding and construction services.

Ms. Hitchens reported that two grants have been awarded for Gibbons Park: a \$75,500 PA Fish and Boat Commission grant and a \$164,000 DCED CFA Local Share grant requiring a \$75,000 match. These funds will support construction on the western side of Gibbons Park. The bridge over the creek is not included in this construction.

Board members discussed funding sources, timing requirements, and the balance of Park and Recreation Fund 32. Approximately \$65,000 must be used this year under the three-year usage rule tied to developer deposits. Additional amounts will need to be spent by mid-2027 as new deposits enter into the fund they too will need to be spent within 3 years. Ms. Hitchens stated that the township expects to meet all timing obligations.

The Board reviewed a proposal from David Miller Associates for \$45,000 in professional services, which includes surveying, construction documents, permitting, bidding, and required oversight. Construction must begin to utilize the Fish and Boat grant by December 2027 and DCNR funds by June 20, 2028. Portions of the canoe/kayak access, egress, and parking must be constructed, noting Fish and Boat funds allow gravel but not paving.

Board members confirmed that the required \$75,000 match has been previously approved and Ms. Hitchens noted that yes it was prior to the Township staff seeking the funding. Ms. Hitchens stated the Township staff can seek additional estimates if desired, though professional services do not require the Township to go through the bidding process.

Mr. Rutt moved to approve the \$45,000 payment to David Miller Associates for work related to the Gibbons Park project. Mr. Lapp seconded. The motion carried. Members agreed the project should continue while monitoring finances and adjusting if needed. Motion Carries.

- b. Approve of Time Extension of Settlement Agreement for Smucker Family Farm Market at 2110 Rockvale Road.

Ms. Hitchens reported that the Board previously approved a settlement agreement with Mr. Smucker, which required construction on his property to be completed by August 2026. Construction has not begun because he still awaits PA DEP approval for a privy, which the Township has already approved through a privy agreement. Mr. Smucker's counsel has requested an extension of the construction deadline to April 9, 2027, due to the uncertain timeline for DEP's decision.

Mr. Hayward moved the approval of a time extension for the Smucker Family Farm Market 2110 Rockville Road, seconded by Mr. Gallagher. Motion Carries.

- c. Approve Proposal with SEK for Financial Services transition.

Ms. Hitchens reported that the Township's Finance Director, Kevin Hostetter, has submitted his resignation effective January 2027. Township staff evaluated options for filling the position and, given recent decreases in finance department staffing, explored transitioning financial operations to a CPA consulting firm. She noted that comparing the consulting firm's cost with the total benefit compensation of approximately two and a half finance staff positions showed an estimated savings of \$95,000 for the coming year. This figure does not include additional long-term savings related to pension and health benefits.

Mr. Hayward moved to approve the Smith Elliot and Karn's proposal. Mr. Gallagher seconded. Motion carries.

- d. Naming of the Pavilion at Lafayette Park.

Ms. Hitchens reported that the pavilion at Lafayette was constructed by Clark Associates in lieu of paying the \$16,000 park and recreation fee required for the redevelopment of the former Locust Grove Elementary School. She stated that the Clark family respectfully requested that the Board consider naming the pavilion after Arlene Clark, the family matriarch, who passed away on May 25 at the age of 92 during the facility's construction. Ms. Hitchens noted that Flory Park has a pavilion named after Lloyd Clark and that this

pavilion could be named the Arlene Clark Family Pavilion at Lafayette if the Board is so inclined.

Mr. Hayward moves that the name of the pavilion at Lafayette Park be known as the Arlene Clark Family Pavilion. Seconded by Mr. Gallagher. Motion Carries.

Manager's Report:

a. Western Gateway Project.

Ms. Hitchens reported that the Western Gateway project at the East Towne Mall entrance, involving Lincoln Highway, Route 462, and Route 30, is progressing through PennDOT. The project is scheduled to go out for bid in October 2026 and is expected to span two full construction cycles. She also noted that the Township's request for proposals for improvements along Route 462 from Tennyson to Strasburg Pike is currently under PennDOT review. Once approved and entered into PennDOT's ECMS system, the project will begin to move forward. The Township is responsible for preliminary and final engineering, while PennDOT will handle construction costs.

b. Request for proposals for Engineering for Route 462 from Tennyson to Strasburg Pike.

Ms. Hitchens noted that the Township's request for proposals for improvements along Route 462 from Tennyson to Strasburg Pike is currently under PennDOT review. Once approved and entered into PennDOT's ECMS system, the project will begin to move forward. The Township is responsible for preliminary and final engineering, while PennDOT will handle construction costs.

c. Business Improvement District Update.

Ms. Piestrak reported that the first bills for the Business Improvement District (BID) were issued on July 31. She noted that the BID Authority plans to meet again in September but chose to postpone the meeting until initial funds are received to help guide their next steps.

Public Comments: - None

Adjournment:

Mr. Gallagher moved to adjourn, seconded by Mr. Hayward. The motion carried and meeting adjourned at 8:05 p.m. The next Regular Meeting will be held on Monday, September 14, 2026, at 7:00 p.m. at the Township Office.