

January 3, 2017

The East Lampeter Township Board of Supervisors met on Tuesday, January 3, 2017, at 7:30 p.m. at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The meeting was called to order by Mr. John Blowers and was followed by the Pledge of Allegiance. In addition to Mr. Blowers, supervisors present were: Mr. Dave Buckwalter, Mr. Ethan Demme, and Mr. Corey Meyer. Mr. Glenn Eberly was absent. Also present was Mr. Ralph Hutchison, Township Manager.

The following persons signed in as being present in the audience:

Lynn Commero, representing Lancaster Newspapers  
Kurt Baumgardt, 308 Summers Drive, Lancaster, PA 17601

#### Board of Supervisors Reorganization

##### a. Appointment of Temporary Chairman

Mr. Blowers asked Mr. Meyer to serve as the Temporary Chairman for the election of Chairman for 2017.

##### b. Election of Chairman

Mr. Meyers asked for nominations for the position of Chairman of the Board of Supervisors for 2017. Mr. Blowers nominated Mr. Buckwalter for the position. Mr. Meyer asked for a motion to close the nominations. Mr. Blowers made a motion to close the nominations. Mr. Demme seconded the motion and it was passed by unanimous voice vote. Mr. Meyers asked for a vote for the nomination of Mr. Buckwalter for the position of Chairman of the Board of Supervisors for 2017 which was then approved by unanimous voice vote.

##### c. Election of Vice Chairman

Chairman Buckwalter asked the Board for nominations for the position of Vice Chairman of the Board of Supervisors for 2017. Mr. Demme nominated Mr. Blowers for the position. Mr. Meyer made a motion to close the nominations for the position of Vice Chairman of the Board of Supervisors for 2017. Mr. Blowers seconded the motion to close the nominations. Mr. Buckwalter asked for a vote for the nomination of Mr. Blowers for the position of Vice Chairman of the Board of Supervisors for 2017 which was then approved by unanimous voice vote.

#### Annual Appointments

- a. Appointment of Township Solicitor – Blakinger Thomas, Stephen M. Kraybill, Esq.
- b. Appointments of Township Engineer & Alternates – David Miller & Associates, Becker Engineering, HRG Inc., and Grove Miller Engineering

Mr. Meyer made a motion to appoint the law firm of Blakinger Thomas with Mr. Stephen M. Kraybill, Esquire as the Township Solicitor and appoint David Miller & Associates as the primary Township Engineer and Becker Engineering, HRG Inc., and Grove Miller Engineering as the alternate Township Engineers.. Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

c. Appointment of Vacancy Board Chairman – Mr. Mark Vergenes

Chairman Buckwalter stated that Mr. Michael Landis consented to serving in the position. Mr. Demme nominated Mr. Mark Vergenes to serve in the position. Mr. Hutchison explained that the Vacancy Board Chairman's role is to fill a vacancy on the Board as a fifth vote if the Board is unable to fill the vacant seat in a certain time period. Chairman Buckwalter polled the members present regarding their support for either Mr. Landis or Mr. Vergenes.

Mr. Demme made a motion to appoint Mr. Mark Vergenes to serve as Vacancy Board Chairman for 2017. Mr. Meyer seconded the motion and it was passed by unanimous voice vote.

- d. Appointment of Depositories – PLGIT and M & T Bank
- f. IRS Mileage Rate Approval (\$.535/mile)
- g. Appointment of PSATS Conference Delegates & Voting Delegate
- h. Appointments to LCTCB Board- Representative and Alternate

Chairman Buckwalter stated that the Board needs to appoint delegates and a voting delegate for the annual PSATS Conference. He stated that in the past Mr. Hutchison has been appointed as the voting delegate and the Supervisors as delegates.

Chairman Buckwalter stated that Mr. Hutchison is willing to continue to serve as the Representative for the Board and he is recommending West Earl Township's Manager Candie Johnson to serve as the alternate.

Mr. Demme made a motion to appoint PLGIT and M & T Bank as Township Depositories for 2017, to approve the 2017 IRS Mileage Rate of \$.535 per mile, to appoint all the Board of Supervisor members who wish to attend the PSATS Conference as delegates and Mr. Hutchison as the voting delegate for the Township, and to appoint Mr. Ralph Hutchison as representative and Ms. Candie Johnson as the alternate representative to the LCTCB Board as the municipal representatives for the Conestoga Valley School District. Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

e. Resolution re: Appointment of CPA Firm to Perform 2016 Audit – Maher Duessel

Mr. Demme made a motion to adopt the Resolution appointing the CPA firm of Maher Duessel to perform the 2016 audit for the Township. Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

**Resolution #2017-01**

Appointments to Vacant Positions and Reappointments

- a. Emergency Services Committee – Two Year Term Ending 12/31/18
  1. Hand in Hand Fire Co. Representative – Paul Fisher
  2. Lafayette Fire Co. Alternate Representative – Scott Hershey
  3. Lafayette Fire Co. Citizen Representative – Bruce Paul
  4. Ronks Fire Co. Representative – Steve Gribble
  5. Witmer Fire Co. Alternate Representative -
  6. Witmer Fire Co. Citizen Representative -
  7. Township Supervisor Alternate Representative – Ethan Demme
  8. Township Citizen Representative -

Chairman Buckwalter reviewed the list of appointment/reappointments for the Emergency Services Committee for two year terms ending 12/31/18. He stated that there are three vacancies to be filled at a future Supervisors meeting.

Mr. Blowers made a motion to appoint Mr. Paul Fisher, Mr. Scott Hershey, Mr. Bruce Paul, Mr. Steve Gribble, and Mr. Ethan Demme to the Emergency Services Committee for a two year term ending 12/31/18. Mr. Meyer seconded the motion and it was passed by unanimous voice vote.

#### Establishment of Treasurer's Bond Amount - \$720,000

Mr. Hutchison stated that the amount of the bond is based upon PADOT's requirements for Highway Aid funding. He stated as Township Manager the bond is in his name and protects the Township from any theft or negligence. He stated that the auditors determine the amount.

Mr. Blowers made a motion to approve the Treasurer's Bond in the amount of \$720,000.00. Mr. Meyer seconded the motion and it was passed by unanimous voice vote.

#### Minutes of the December 19, 2016 Regular Meeting

Chairman Buckwalter asked if there were any additions or corrections regarding the minutes of the December 19, 2016 regular meeting as prepared.

A motion was made by Mr. Demme to dispense with the reading of the minutes and approve the minutes as presented. Mr. Meyer seconded the motion and the motion was passed by unanimous voice vote.

#### Bills:

Chairman Buckwalter presented the bills to be paid from various funds for the total amount of \$112,997.66.

A motion was made by Mr. Demme and seconded by Mr. Meyer to approve the payment of the bills as listed in the amount of \$112,997.66. The motion was passed by unanimous voice vote.

## Old Business

- a. None

## New Business

- a. None

## Other Business:

- a. AFSCME Agreement: 2017-2020

Mr. Hutchison stated that the draft AFSCME agreement for 2017-2020 would begin January 1, 2017 and has been forwarded to AFSCME for ratification. He suggests that the Board approve the new agreement subject to ratification by AFSCME. The Board and Mr. Hutchison discussed some of the changes in the agreement.

Mr. Demme made a motion to approve the AFSCME Agreement 2017-2020 subject to union ratification. Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

- b. Resolution re: General Fund Reserve Policy (18%)

Mr. Hutchison stated that the Board had previously adopted a Resolution establishing the General Fund Reserve Policy minimum required budget reserve at twenty percent (20%). He stated during discussions for the 2017 budget the Board suggested the annual minimum required budgeted reserve be reduced to eighteen percent (18%).

Mr. Demme made a motion to adopt the Resolution for the General Fund Reserve Policy at eighteen percent (18%) of annual general fund expenditures. Mr. Blowers seconded the motion and it was passed by unanimous voice vote

### **Resolution #2017-02**

- c. Resolution re: Police Officer Contributions to Police Pension Plan (5%)

Mr. Demme made a motion to adopt the Resolution for the Police Officer Contributions to Police Pension Fund at five percent (5%). Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

### **Resolution #2017-03**

- d. Resolution re: Non Uniform Employees Contributions to Pension Plan (3.5%)

Mr. Demme made a motion to adopt the Resolution for the Non Uniform Employees Contributions to Non Uniform Pension Plan at three and a half percent (3.5%). Mr. Blowers seconded the motion and it was passed by unanimous voice vote.

### **Resolution #2017-04**

- e. MS4 Report

Mr. Hutchison stated that Ms. Kadwill has provided an updated MS4 report. He stated that there have been some sinkholes that have opened up and she has been working with homeowners to get them repaired properly. He stated that violations letters have been sent and follow-ups have been performed. He stated that Ms. Kadwill is working on education events for the Township. He stated that some other things Ms. Kadwill has been working on is the projects for the Bridgeport Watershed RFP with Lancaster City, the load reduction work to identify projects for the Conestoga/Mill Creek Watershed studies, and funding opportunities for stormwater projects

Public Comment

None.

Adjournment:

A motion was made by Mr. Demme and seconded by Mr. Blowers to adjourn the meeting. The motion was passed by unanimous voice vote. The next regularly scheduled meeting is to be held on Monday, January 16, 2017 beginning at 7:30 pm.

Respectfully submitted,

Ralph Hutchison

EAST LAMPETER TOWNSHIP  
2250 Old Philadelphia Pike  
Lancaster PA 17602  
(717) 393-1567  
FAX (717) 393-4609  
Board of Supervisor's Meeting  
Approval for Checks and ACH Transactions  
January 03, 2017

Checks Written Between Meetings  
Cks#61819-61822  
\$5,230.04

Bank of NY/PFM Auto WD/Plgit [REDACTED] for  
#1S/F-December'16 ELT Int/Fees \$1,230.54  
#2S/F-December'16 ELT Int/Fees \$410.18

ICMA-EE Contributions ACHd to ICMA from GFPlgit [REDACTED]  
PR#26 - \$3,198.19

HAS.PreAuthACH-MT [REDACTED]/Highmark Monthly Admin Fees  
December, 2016 - \$175.50

IC Medical/Dental-Jan'2017-Oct'16DentalClaims  
ACH'dFromPlgitac [REDACTED] ToJerseyShore# [REDACTED]  
\$101,229.85

OneAmerica-Life/LTD  
December, 2016  
\$1,523.36

Grand Total: \$112,997.66

SIGNATURE 1: \_\_\_\_\_

SIGNATURE 2: \_\_\_\_\_

5,230.04  
1,230.54  
410.18  
3,198.19  
175.50  
101,229.85  
1,523.36  
112,997.66



December 19, 2016  
08:16 AM

East Lampeter Township  
Check Register By Check Id

Page No: 1

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 61819 to 61822  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
61819	12/19/16	MTTRU005 M & T TRUCK & AUTO REPAIR					143
16-01678	1	Tk#16 repair	521.02	01-430-451-000	Expenditure		2 1
				Vehicle Repair and Maintenance			
16-01678	2	Tk#1 repair	412.10	01-430-451-000	Expenditure		3 1
				Vehicle Repair and Maintenance			
			933.12				
61820	12/19/16	PAULB005 PAUL B LLC					143
16-01679	1	supplies	25.35	08-429-260-000	Expenditure		4 1
				Small tools			
16-01679	2	supplies	7.08	01-430-374-000	Expenditure		5 1
				Mach. And Equip. Repairs and Maint.			
16-01679	3	supplies	4.99	01-430-241-000	Expenditure		6 1
				Operating Supplies			
			37.42				
61821	12/19/16	PREST005 PRESTON K. GENTZLER					143
16-01646	1	16 cloth reimb	764.50	01-410-238-000	Expenditure		1 1
				Clothing and Uniforms			
61822	12/19/16	YARNE005 YARNELL SECURITY SYSTEMS					143
16-01680	1	update video recorder	2,995.00	01-410-740-000	Expenditure		7 1
				Technology Equipment			
16-01680	2	install switch	500.00	01-410-740-000	Expenditure		8 1
				Technology Equipment			
			3,495.00				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	5,230.04	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	5,230.04	0.00



## The PFM Group

Public Financial Management, Inc.  
PFM Asset Management LLC  
PFM Advisors

One Keystone Plaza  
Suite 300  
North Front & Market Streets  
Harrisburg, PA 17101-2044

717-232-2723  
717-232-8610 (FAX)  
www.pfm.com

### INVOICE/NOTICE OF REDEMPTION

December 30, 2016

**TO:** Ms. Jeanne Glick  
Township Manager  
East Lampeter Township  
2250 Old Philadelphia Pike  
Lancaster, PA 17602  
**email:** jglick@eastlampetertownship.org  
**email:** ktreier@eastlampetertownship.org  
**via facsimile:** (717-393-4609)

**FROM:** Glen M. Williard  
Public Financial Management, Inc.  
Program Administrator  
1996 Emmaus/PLGIT Bond Pool

**RE:** Emmaus General Authority - 1996 Variable Rate Loan Program  
\$3,540,000

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**PAYMENT DUE BY 11:00 A.M. ON:** 1/3/2017

Interest payment for the month of:	December '16	\$1,230.54
TOTAL		<u>\$1,230.54</u>

The above amount will be automatically wired from your  
PLGIT Acct # [REDACTED] to:

The Bank of New York  
ABA: [REDACTED]  
Account #: [REDACTED]  
Account Name: Emmaus 96 E. Lampeter Twp #1 S/F  
Attn: Aaron Shore

cc: Judith Wisniewski/Bank of New York  
Clay Griffith/PLGIT

APPROVED BOS MTG 01/03/2017  
SIGNATURE 1: [Signature]  
SIGNATURE 2: [Signature]





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December 30, 2016

**TO:** Ms. Jeanne Glick  
Township Manager  
East Lampeter Township  
2250 Old Philadelphia Pike  
Lancaster, PA 17602  
**email:** jglick@eastlampetertownship.org  
**email:** ktreier@eastlampetertownship.org  
**via facsimile:** (717-393-4609)

**FROM:** Glen M. Williard  
Public Financial Management, Inc.  
Program Administrator  
1996 Emmaus/PLGIT Bond Pool

**RE:** Emmaus General Authority - 1996 Variable Rate Loan Program  
\$1,210,000

---

**PAYMENT DUE BY 11:00 A.M. ON:** 1/3/2017

Interest payment for the month of:	December '16	\$410.18
<b>TOTAL</b>		<u>\$410.18</u>

The above amount will be automatically wired from your  
PLGIT Acct # [REDACTED] to:

The Bank of New York  
ABA: [REDACTED]  
Account #: [REDACTED]  
Account Name: Emmaus 96 E. Lampeter Two #2 S/F  
Attn: Aaron Shore

**cc:** Judith Wisniewski/Bank of New York  
Clay Griffith/PLGIT

APPROVED BOS MTG 01/03/2017  
SIGNATURE: [Signature]  
SIGNATURE: [Signature]



# Welcome to the Pennsylvania Local Government Investment Trust

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[- Flexible Batch Form](#)
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Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 2367626

Transaction Type	ACH Redemption
Entry Date	12/20/2016
Transaction Date	12/22/2016
Account	██████████ - GENERAL FUND
Investment Type	PLGIT - Class
ACH Instruction	M & T Bank - ██████████
Amount	\$3,198.19

APPROVED BUS MTLG 01/03/2017

SIGNATURE 1:

SIGNATURE 2:

ICMA  
PR#26

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# Spending Account Processing

Spending Account Invoicing  
Suite 1033, Team 1866  
120 Fifth Avenue  
Fifth Avenue Place  
Pittsburgh, PA 15222

Phone: (888)334-4184  
Fax: (412)544-4625

IIC-EAST LAMPETER TOWNSHIP  
2250 OLD PHILADELPHIA PIKE  
LANCASTER, PA 17602

## ADMINISTRATIVE FEES INVOICE

INVOICE NUMBER: A16122725043  
ACCOUNT NUMBER: [REDACTED]  
ACCOUNT NAME: IIC-EAST LAMPETER TOWNSHIP  
PLAN YEAR: 2016

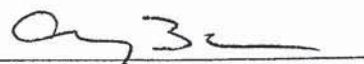
BILLING PERIOD: 12/01/2016 - 12/31/2016  
INVOICE DATE: 12/27/2016  
PAYMENT DUE DATE: 1/26/2017


Description	Contracts	Rate	Amount
Health Savings Account Monthly	39	\$4.50	\$175.50
<b>Total Amount Due</b>			<b>\$175.50</b>

[FSA Administrative Invoice](#)

[Click here for paper payment.](#)

APPROVED BOS MTG 01/03/2017

SIGNATURE 1: 

SIGNATURE 2: 

# Intergovernmental Insurance Cooperative Medical Invoice

Billed Date:

12/1/2016

East Lampeter Township

Employee Name	Cov Code	Medical Group Number	ASO Fee	Benecon Management Fee	Specific Deductible Side Fund	Specific Premium	Aggregate Premium	Dental Group Number	Dental Premium or Admin	Vision Group Number	Vision Premium or Admin	Maximum Claim Rates	Monthly Premium
			\$2,363.75	\$2,309.90	\$10,821.30	\$9,132.05	\$366.00		\$193.80		\$0.00	\$72,933.58	
* Dental Claims Total													\$3,109.47
* Vision Claims Total													\$0.00
<b>Grand Total for: East Lampeter Township</b>													<b>\$101,229.85</b>

Total Employees Enrolled 61

Payment due by: 1/1/2017

Please make check payable to: Intergovernmental Insurance Cooperative

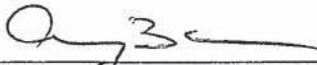
Please mail payment to: Intergovernmental Insurance Cooperative  
PO Box 5406  
Lancaster, PA 17606-5406


Electronic Payment (ACH) Intergovernmental Insurance Cooperative  
Jersey Shore State Bank  
Williamsport, PA  
Account [REDACTED]  
Wire ABA [REDACTED]

Physical address:  
147 W. Airport Rd.  
Lititz, PA 17543

If you have questions about this invoice please contact Anne Parker at 717-723-4600 x194

APPROVED BOS MTG 01/03/2017

SIGNATURE 1: 

SIGNATURE 2: 



**AMERICAN UNITED LIFE  
INSURANCE COMPANY**

DEC 12 2016

Current Group Premium Due:		\$1,523.36
Employee Adjustments:	+	<u>\$0.00</u>
Premium Due:		\$1,523.36
Administrative Fee:	+	\$0.00
Prior Balance:	+	<u>\$0.00</u>
Total Amount Due:		\$1,523.36
Group Premium Due:		\$1,523.36

**Lancaster, PA 17602**

## Notes Section



Total Amount Paid: \$ \_\_\_\_\_

[illegible]

J 0 1 0 0 R