

January 16, 2016

The East Lampeter Township Board of Supervisors held a Special meeting on Saturday, January 16, 2016, beginning at 8 a.m. at the Bird in Hand Family Restaurant: 2760 Old Philadelphia Pike, Bird in Hand, PA 17505. The meeting was called to order by Mr. John Blowers, Chairman. In addition to Mr. Blowers supervisors present were: Mr. David Buckwalter, Mr. Corey Meyer and Mr. Ethan Demme. Also present was Mr. Ralph Hutchison, Township Manager, John Bowman, Chief of Police, Mrs. Jeanne Glick, Finance Director and Mrs. Tara Hitchens, Director of Planning / Zoning Officer. Mr. Glenn Eberly, and Mr. Charles Thomas, Public Works Director were absent.

The following Township officials were present in the audience:

Mr. John Keylor, Planning Commission
Mr. Darrel Seisholtz, Planning Commission
Mr. Dan McCuen, Planning Commission
Mr. Randy Ranck, Planning Commission
Mr. Dave Petrisek, Zoning Hearing Board
Mr. Walt Siderio, Zoning Hearing Board
Mr. Scott Enterline, Zoning Hearing Board Alternate
Mr. Conrad Kasperson, Park Board
Mr. John Lamparter, Park Board
Mrs. Diane Tyson, Park Board
Mr. Chris Chretien, Park Board
Mr. Jim Everhart, Park Board
Mr. Wayne Beaner, Sewer Authority
Mr. Vinny Patel, Sewer Authority
Mr. Clair Graham, Emergency Services Committee
Mr. Bruce Paul, Emergency Services Committee
Mr. Dave Keens, Emergency Services Committee
Mr. Paul Fisher, Emergency Services Committee
Mr. Lonnie Kauffman, Emergency Services Committee
Mr. Steve Gribble, Emergency Services Committee
Mr. Dave Gribble, Emergency Services Committee
Mr. Matt Bono, Emergency Services Committee
Mr. Chris Kauffman, Emergency Services Committee

Mr. John Esbenshade of Stevens & Lee was also in attendance.

Chairman Blowers called the meeting to order and welcomed all those in attendance. He indicated that the purpose of the meeting was to bring Township officials together in order to thank them for their service to the Township and to communicate regarding Township affairs. He further indicated that this is intended to be the first of a reoccurring annual event called the annual "Forecast" meeting. All in attendance were asked to introduce themselves.

Following a blessing offered by Supervisor Buckwalter, a buffet breakfast was enjoyed.

Following breakfast, presentations were made by Township staff, using power point, regarding what is expected to occur in the Township during the calendar year 2016. These presentations reviewed activities in Township Finances, Police Department, Public Works, Planning and Zoning and Administration.

Everyone in attendance was provided with an outline of the presentations and an exchange of questions and answers was had after each segment of the presentation. A copy of the presentation outline is attached to these minutes.

At the conclusion of the presentations, Chairman Blowers thanked everyone for attending and requested feedback regarding everyone's thoughts about the meeting as well as suggestions for future forecast meetings.

The meeting adjourned at approximately 10:15 a.m.

Respectfully submitted,

Ralph Hutchison

East Lampeter Township

2016 Forecast

Presentation – January 16, 2016

Finance

- Manage operational, capital and fiduciary expenditures of nearly \$21 million
- Budget picture
 - Adopted budget reserve policy of 20% of expenditures
 - 65% of Township operating costs are for employee pay and benefits
 - Real Estate Taxable assessed values are lower than what they were in 2011
 - County Reassessment expected to become effective 1/1/18
 - Outstanding General Fund Debt = \$5,445,000
 - Annual Debt service of \$733,285 = 7.8 % of annual budgeted General Fund Revenues
- Report on Police Contract Arbitration decision for 2015 – 2018
 - Annual Pay raises from 3.0% to 3.5%
 - Change to HDHP with an HSA beginning on 1/1/16 with Wellness requirement
 - Change to Post Retirement Health Insurance Benefit for future hires (limited to 5 years)
 - Change to pay scale steps
 - Cadillac Tax reopener
 - Did not include changes to pension plan or contributions to health insurance premium costs
- Fire Service Funding Plan continuing implementation
 - Annual contributions increasing by 2% annually (2016 total = \$240,000)
 - Township reimbursements for vehicle fuel and insurance
 - Capital funding for Apparatus purchases - \$330,000 / yr.
 - Commitment of Fire Company assets to benefit Township
- Tax Collector issues
 - Tax collector took office beginning in January 2014
 - Collection rate for 2014 dropped to 94.1% compared to 2013 rate of 96.6%
 - Collection rate for 2015 dropped to 93.6%
 - Review of 2014 financial records could not be completed due to tax collector's lack of cooperation and lack of complete records
 - Court order to produce 2014 records was issued on 12/30/15

- Status of Township pension plans funding (Police & Non-Uniformed)
 - Township maintains two pension plans with total assets of more than \$20 million combined
 - As of January 1, 2015, Actuarial study indicates that these plans are considered to be funded at the following levels: 96% - Police Plan and 106% Non-Uniformed Plan (98% combined total)
 - Plans are funded with State Aid, Employee contributions and Township contributions
 - Not connected with PA Pension plans funding problems

- Potential 2011 bond refinancing and new money in 2016 for capital projects
 - Bonds issued in 2011 can be refinanced after 5 years
 - Monitoring bond market to determine potential savings from a refinancing
 - May consider borrowing additional funds for capital projects

- Sanitary Sewer rates
 - Significant rate increases have been required for 2015 and 2016 primarily due to arbitration decision from City dispute
 - Township rate is very competitive with other Lancaster County sewer rate charges

- City Sewer agreement arbitration decision
 - Dispute over operating costs billed by City under 1983 agreement
 - Dispute began in 1992
 - Arbitration determined that City overbilled Township by \$1.24 million from 1992 – 2012
 - Arbitration determined that Township underpaid City by \$2.43 million from 1992 – 2012
 - Township has paid all but \$283,543 of the amount due to City (will be paid in coming years)

- 1983 Sewer Agreement – Calculation of Operating Costs Disputes
 - Annual reconciliations for 2013 and 2014 operating costs are in dispute
 - Township is holding disputed amounts in escrow until a resolution is achieved
 - Township continues to reach out to City in effort to resolve disputed costs
 - Township continues to request negotiation of a new Agreement

Police Department

- Respond to more than 12,000 calls for Police service, including more than 10,000 calls in East Lampeter
 - Has been providing Police services to U. Leacock Township since November, 1981

- Reaccreditation examination during 2016 (every 3 years)
 - First received accreditation in December, 2004
 - Maintained accreditation since that time
 - Department is examined in 136 different standards of operations and facilities

- Officer retirements and plans to increase staff from 33 to 36 officers
 - No officers have been hired since 2008
 - Seven officers have either retired or resigned since then
 - We know that at least Two officers plan to retire in 2016
 - New officer hiring process is underway

- Promotional exams for Lt. & Sgt. positions
 - Needed in order to maintain an appropriate chain of command structure

- SRO program
 - Has been in place since September, 2003
 - Helping to establish positive relationships with community youth
 - Facilitates Youth Aid Panel process

- DEA officer
 - Has been in place since October, 2009
 - Township opportunity to expand drug enforcement efforts
 - Township shares in portion of asset forfeitures to benefit the police department

- Project lifesaver participation
 - Began participation in this program in 2015
 - Encourage anyone that you know who could be served in this program to call us

- Dashboard cameras
 - To document officer interactions with the public

- Purchasing speed timing message board for regular deployment
 - Will attempt to influence driver behavior by providing speed information
 - Will assist Township with traffic studies and identify locations where additional speed enforcement activities are needed

- Retail theft ordinance implementation
 - Ordinance became effective on December 1, 2015
 - Trigger point is 10 calls in any month
 - 1 location exceeded this limit for December and was billed in accordance with the Ordinance

- Hotel registration ordinance
 - Township is home to approximately 2,900 Hotel rooms in 43 Hotels
 - Dialogue with Hotel property owners began in December and is continuing
 - Benefits to Police Department would be expected by providing prompt availability of information for investigations
 - Benefits to community would be expected by discouraging criminal activity in local Hotels

- Implementation of TraCS Electronic Ticketing system
 - Will improve process for the preparation of Accident Reports
 - Allow officers to issue traffic citations by swiping driver's license or entering information into computer
 - Information will go electronically to state and Magisterial District Judge's office

Public Works

- Purchase of new radios for use on new County Radio system
 - To improve communications within department and to restore ability to directly communicate with police and fire services

Sewer System-

- Maintain, repair and improve approximately 90 miles of Sanitary sewer mains, 9 gravity system pumping stations, 4 metering stations and 550 low pressure pumping systems

- Devon Creek Pumping Station
 - Replaced Delchester pumping station and serving new development
 - Related downstream gravity system improvements being completed in order to prevent surcharging in system

- Completion of Rt. 30 Sanitary Sewer rehabilitation project
 - Final paving to occur after April
 - Involved pipe replacements, pipe linings and manhole improvements to eliminate I/I and avoid potential of emergency repairs in future

- City planned capital improvement projects in sewer system including WWTP facilities
 - Partners to City treatment plant meet regularly to review and discuss projects required to maintain and improve shared portions of the sewer system
 - Approximately 2.9 million gallons of flow is sent from East Lampeter to the City treatment plant every day

- Lining of gravity main in Bridgeport area (parallel to Tennyson)
 - \$139,000 project planned to avoid potential of collapse

Parks-

- Maintain and improve four Township park properties and the Township facilities property including more than 117 acres of land, recreation facilities and structures
- CV Region Park Planning project
 - Applied for DCNR funding in April, 2015 jointly with U. Leacock Twp.
 - Funding decision has been delayed due to PA budget issues
 - Plan would address existing and future recreational facilities in East Lampeter and U. Leacock and list project priorities for future implementation
- 2557 Old Philadelphia Pike / Gibbons Park at Nolt's Mill
 - Acquisition in 2015 was assisted by a generous donation from Marlin Horst (Smoketown Airport owner)
 - Demolish structures and remove debris before opening to public use
 - Conceptual plan for development to be prepared as a part of Park Planning project
 - Working with LCCD to develop stream bank improvement and riparian buffer planting project (similar to what was done in Flory Park)
 - Plan to work with closely with neighbors
- Approach to Eastwood Meadows HOA's re land adjacent to Mill Creek to connect from Flory Park east toward Community Park
 - Preliminary contact with home owners associations has been positive

Streets-

- Maintain, repair and improve approximately 100 miles of Township owned roads, including responsibility for 36 signalized intersections and provide winter operations services for approximately 5 miles of State highways
- Planned 2016 road resurfacing projects
 - Dohner Drive; Garland Circle; Larkspur Loop; Seigrist Road, Township drive
- PADOT project to resurface Rt. 896 and install traffic signal at 896 & Rockvale Road
 - Construction monitoring and communication

- Complete Streets planning
 - Coordinating with existing roadway management plan

Storm Water system-

- Maintain, repair and improve more than 32 miles of storm sewer system pipe network
- Municipal Separate Storm Sewer System (MS4) Permit
 - Six required MCM's requiring documentation
 - #1 – Public Education & Outreach
 - #2 – Public Involvement & Participation
 - #3 – Illicit Discharge Detection & Elimination
 - #4 – Construction Site runoff
 - #5 – Post Construction Stormwater Control
 - #6 – Pollution Prevention & Good Housekeeping
 - Program requirements started in 2003 with first MS4 permit
 - DEP audit completed in November of 2015
 - Goal is to reduce pollution levels in local waterways (Nitrogen, Phosphorus & Sediment)
 - Sharing Stormwater Coordinator with West Lampeter Township
 - Intern also assisting with MS4 related projects
- New street sweeper to augment MS4 program efforts
 - Vacuum capabilities needed
- DEP grant application for retrofitting Township facility storm water basins to add water quality improvements
 - Funding application submitted in July, 2015
 - Funding decision delayed by PA budget issues
- “Map Shed” projects through LFT and cooperation with other municipalities to establish local waterway pollution baselines
 - Farmland Trust gathering BMP information from every farm in Township
 - Township gathered BMP information for all development activity from 1986 to the present
 - Will cover all watersheds in the Township (Conestoga, Mill Creek, Pequea)

- Preparation and submission of Chesapeake Bay Pollution Reduction Plan
 - Plan will list Township programs, projects and activities that will be implemented in the coming years in order to reduce pollution
 - Will require careful project selection in order to achieve pollution reductions most efficiently

Planning / Zoning

- Process more than 400 permit applications and 20 Subdivision, Land Development and Stormwater Management plan application, 5 waivers, 20 zoning hearing applications and 1 conditional use application
- Property Maintenance Code Enforcement Implementation
 - Ordinance became effective on January 1, 2016
 - Complaint process is in place
 - Expected to generate significant activity
- Evaluation of possible change in UCC inspection program to allow multiple third party inspectors to perform 1 & 2 family dwelling plan review and inspections and sign plan review and inspections
 - Staff to gather information on pros and cons to present to Supervisors
- Known Development Projects

850 Greenfield Road

New road and bridge construction east of Greenfield Road and south of Willow Road

Dutch Wonderland

Fairfield Inn

Devon Creek Phase II, Phase III and Phase IV

Bentley Ridge North

McMinn property

Tanger Outlets expansion

Walton Subdivision (Witmer)

Pitney Road apartments

- Addition of Admin Assistant with focus on Zoning permit processing requirements
 - Expected to assist with review of permit application for completeness and follow up

- New Zoning Ordinance
 - Formal review process to begin soon
 - Expect Ordinance to be ready for Board consideration in mid 2016
 - Many changes from current ordinance intended to preserve agricultural uses and to promote “smart growth”

- Floodplain regulations in Zoning Ordinance to be amended to satisfy new FIRM requirements from federal flood insurance program
 - New Ordinance requirements must be enacted in order to maintain eligibility

- SALDO amendments / rewriting to complement new Zoning Ordinance
 - To be evaluated after new Zoning Ordinance is adopted

- Historic Preservation Trust project to catalog information on Township’s Historic properties
 - Volunteers of identified and gathered information on more than 400 Historic properties in East Lampeter
 - Information will be used during review of demolition permit applications and Historic Overlay application

- CV Region Comprehensive Plan implementation priorities

- Growing Together status
 - LIMC completed a review of Growing Together in 2015
 - Township will be working with LIMC on identified priorities

- Official Map
 - Changes will be made periodically as new plans are adopted

- Rt. 30 Streetscape Plan implementation
 - Working with developers to install recommended improvements (Dutch Wonderland, Fairfield Inn, Tanger and McMinn property)
 - Pursuing TIP funding for project from Strasburg Pike to Oakview Road
 - PADOT expected to resurface and restripe in 2017
 - Total of all recommendations = \$174 million

- Bridgeport Mobility Plan
 - Leading joint project with City, Lancaster Township and West Lampeter Township
 - Consultant selection process is underway
 - Planning process expected to be completed in about 1 year

- Complete Streets
 - Staff working to provide the Board with information needed to fully understand the process requirements and potential costs of implementation

- Greater Lancaster Heritage Trail
 - Working with LIMC, County Planning Commission and City of Lancaster to develop a concept plan for the development of this facility
 - Portion in East Lampeter would be on “goat path” from Rt. 30 east to just east of Geist Road

Administration

- Assist 48 Township elected and appointed officials in fulfilling roles serving the Township

- Manage a Township staff of 60 full time and 5 part time employees providing Township services to the community

- AFSCME Contract Negotiations for contract to begin 1/1/17
 - Expected to begin in late spring

- Implementation of administrative permit process for events on public property
 - Supervisors adopted an ordinance creating an administrative process for reviewing and acting on these applications
 - Ordinance became effective on January 1, 2016

- Ordinance Codification Project
 - Project to organize and maintain Township ordinances and make them easily available and searchable through web site
 - A total of 319 Ordinances (to date) have been adopted by the Board that will go into the Codification
 - Updates will be made as new ordinances are adopted

- Position Descriptions
 - Project to define employee roles and responsibilities

- On Lot Disposal Systems (OLDS) Ordinance
 - Approximately 612 On Lot systems in East Lampeter
 - Requirement of approved Act 537 plan
 - Should have been completed previously
 - Will require documentation of OLDS maintenance from property owners

- Implementation of Accident Illness & Prevention Policy
 - State regulation requirement for self-funded Workers Comp programs
 - Township safety committee prepared the policy and is preparing for implementation

- Rewrite of Township Manager Ordinance
 - Current ordinance was Adopted in 1991
 - Supervisors desire to update in order to fit current needs

- New web site needed
 - Web site platform (Microsoft) is no longer being supported
 - Looking to improve user experience

- Plan to strengthen our Police Services agreement with U. Leacock Township
 - Maintaining this strong relationship that's been in place for almost 35 years
 - Need to address legacy costs through agreement

- Rt. 30 Streetscape Plan implementation
 - Ongoing discussions with businesses regarding potential creation of a BID or TID to assist with project funding
 - Ongoing discussions with businesses regarding development of "Branding" for corridor to incorporate with wayfinding signage system

- Pending court decision re use of Park fees in lieu of land
 - Related to claim by developer of Country Club Apartments that fee in lieu of land was not used property by Township

- Work with developer and property owners to install greenway trail in Falls of Old Mill Subdivision
 - Construction of this trail would extend a recreation facility east of Flory Park via a crosswalk connection at Strasburg Pike
 - Cooperation of developer and property owners will be needed

- Pursuing funding to assist City with completion of water main loop on Rt. 896 from Rt. 340 to Seigris Road
 - Water main construction needed to complete this loop
 - CDBG funding would assist City with cost of this project
 - Also was a recommendation in the Rt. 30 streetscape plan

- Employee wellness program (Silver award)
 - Township is continuing efforts to promote employee wellness
 - Wellness committee provides programs and activities
 - Financial incentives for employees who participate

- Possible conversion of Street lighting to LED fixtures
 - PPL just beginning to offer LED fixtures
 - May be some upfront costs for conversion
 - Need to evaluate costs and lighting effectiveness