January 21, 2017

The East Lampeter Township Board of Supervisors held a Special meeting on Saturday, January 21, 2017, beginning at 8 a.m. at Paul Davis Restoration Inc., 1704 Hempstead Road, Lancaster, PA 17601. The meeting was called to order by Mr. David Buckwalter, Chairman. In addition to Mr. Buckwalter, supervisors present were: Mr. John Blowers, 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, Mrs. Tara Hitchens, Director of Planning / Zoning Officer and Mr. Charles Thomas, Public Works Director. Mr. Glenn Eberly, Supervisor was absent.

The following Township officials were present in the audience: Mr. John

Keylor, Planning Commission

Mr. Darrel Siesholtz, Planning Commission

Mr. Dan McCuen, Planning Commission Mr. Randy

Ranck, Planning Commission

Mr. Scott Enterline, Zoning Hearing Board

Mr. James Glick, Zoning Hearing Board Alternate

Mr. Dan Przywara, Zoning Hearing Board Alternate

Mr. Jordan Good, Zoning Hearing Board Alternate

Mr. John Lamparter, Park Board Mrs. Diane

Tyson, Park Board Mr. Chris Chretien, Park

Board Mr. Jim Everhart, Park Board

Mr. Richard Robinson, Sewer Authority

Mr. Wayne Beaner, Sewer Authority Mr. Vinny

Patel, Sewer Authority

Mr. Clair Graham, 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. Scott Hershey, Emergency Services Committee

Chairman Buckwalter 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 the second of a reoccurring annual event called the annual "Forecast" meeting. All in attendance were asked to introduce themselves.

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

Mr. Mike Oster of Paul Davis Restoration also welcomed everyone to their facility, provided a description of what Paul Davis Restoration does and offered to provide a tour of the facility after the meeting.

Following breakfast, Township staff gave a Power Point presentation regarding what is expected to occur in the Township during the calendar year 2017. These presentations reviewed activities in Township Finances, Police Department, Public Works, Planning and Zoning and Administration / Special projects.

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 Buckwalter thanked everyone for attending and requested feedback regarding everyone's thoughts about the meeting as well as suggestions for future forecast meetings.

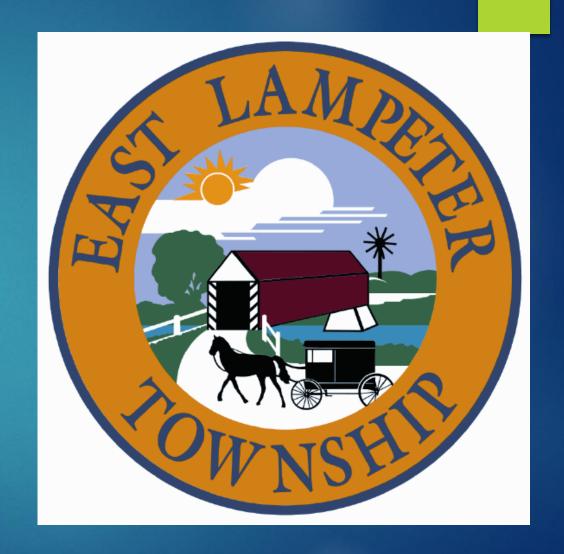
The meeting adjourned at approximately 10:15 a.m.

Respectfully submitted, Ralph

Hutchison

2017 Forecast

EAST LAMPETER TOWNSHIP
JANUARY 21, 2017



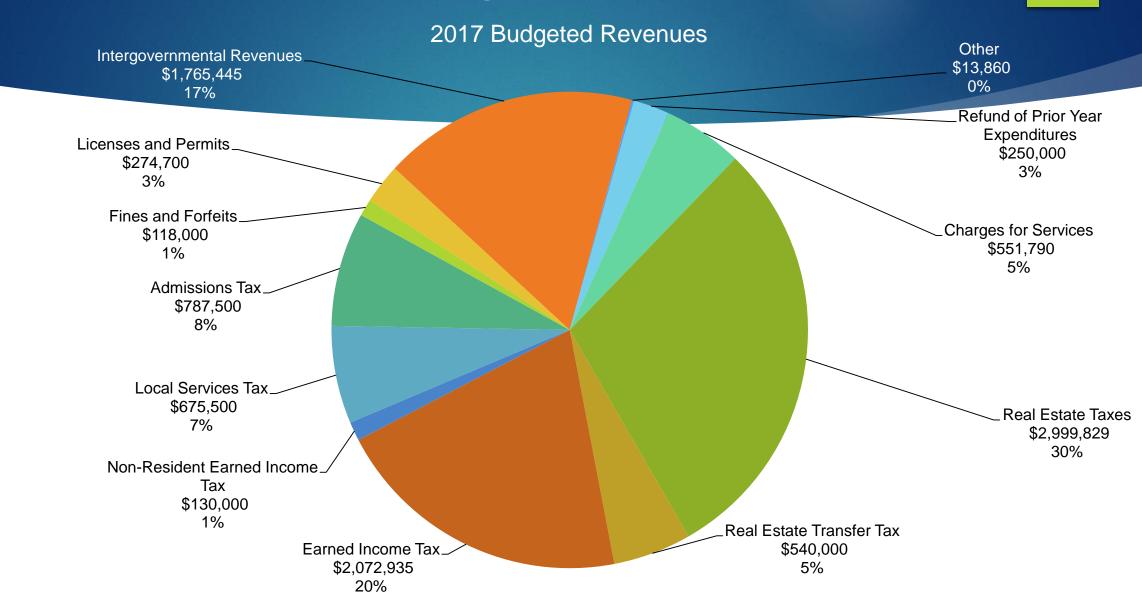
MOODY'S INVESTOR SERVICE ISSUER COMMENT DECEMBER 15, 2016

- Robust financial position
- Small debt liability
- Moderate pension burden
- Healthy economy

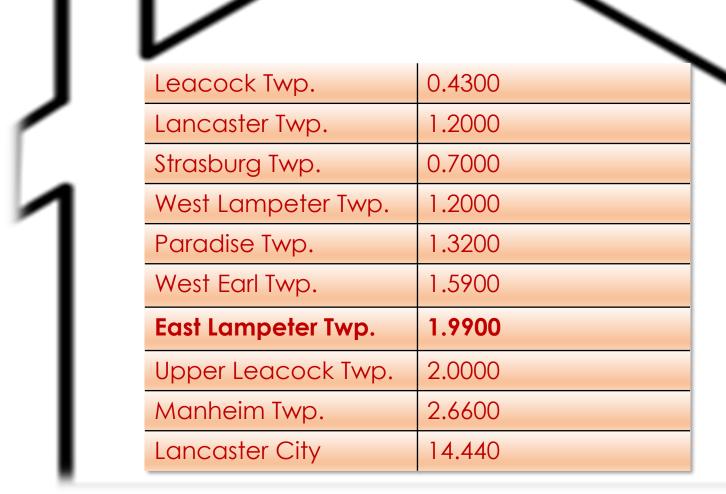
Moody's credit ratings

| Moody's credit ratings | | | | | | | | |
|------------------------|---|---|--|--|--|--|--|--|
| Investment grade | | | | | | | | |
| Rating | Long-term ratings | Short-term ratings | | | | | | |
| Aaa | Rated as the highest quality and lowest credit risk. | | | | | | | |
| Aa1 | Rated as high quality and very low credit risk. | Prime-1 | | | | | | |
| Aa2 | | Best ability to repay short- | | | | | | |
| Aa3 | | term debt | | | | | | |
| A1 | | | | | | | | |
| A2 | Rated as upper-medium grade and low credit risk. | Prime-1/Prime-2 Best ability or high ability | | | | | | |
| A3 | Rated as apper mediam grade and low ereal risk. | | | | | | | |
| | | to repay short term debt | | | | | | |
| Baa1 | | Prime-2 High ability to repay short term debt | | | | | | |
| Baa2 | Rated as medium grade, with some speculative elements and moderate credit risk. | Prime-2/Prime-3 High ability or acceptable ability to repay short term debt | | | | | | |
| Baa3 | | Prime-3 Acceptable ability to repay short term debt | | | | | | |

| Rating | Long-term ratings | Short-term ratings | |
|--------------|---|--|--|
| Ba1 | | . | |
| Ba2 | Judged to have speculative elements and a significant credit risk. | | |
| Ba3 | Credit fisk. | | |
| B1 | | | |
| В2 | Judged as being speculative and a high credit risk. | | |
| В3 | | Not Prime Do not fall within any of the prime categories | |
| Caa1 | | | |
| Caa2 Caa3 | Rated as poor quality and very high credit risk. | | |
| | | | |
| | Judged to be highly speculative and with likelihood of being near or in default, but some possibility of recovering principal and interest. | | |
| C | Rated as the lowest quality, usually in default and low likelihood of recovering principal or interest. | | |

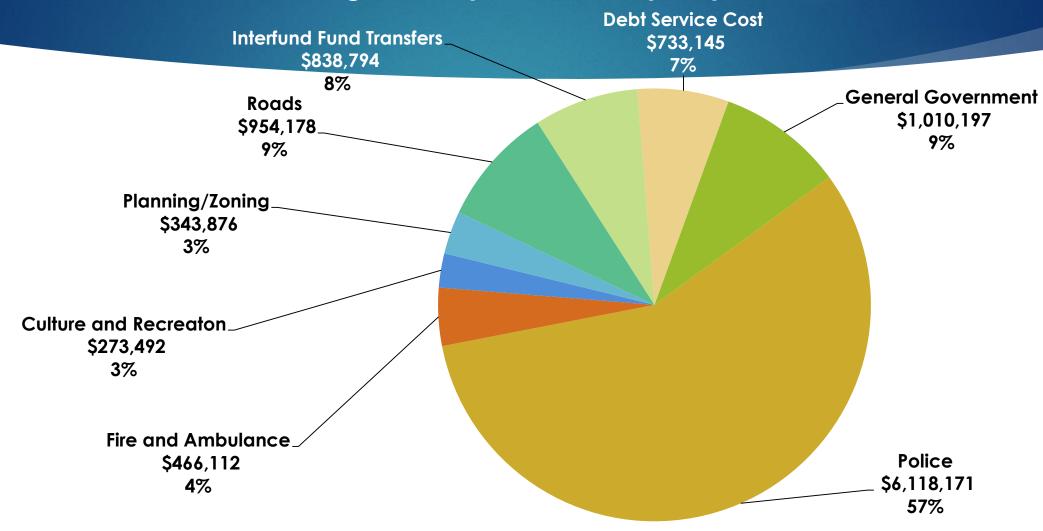


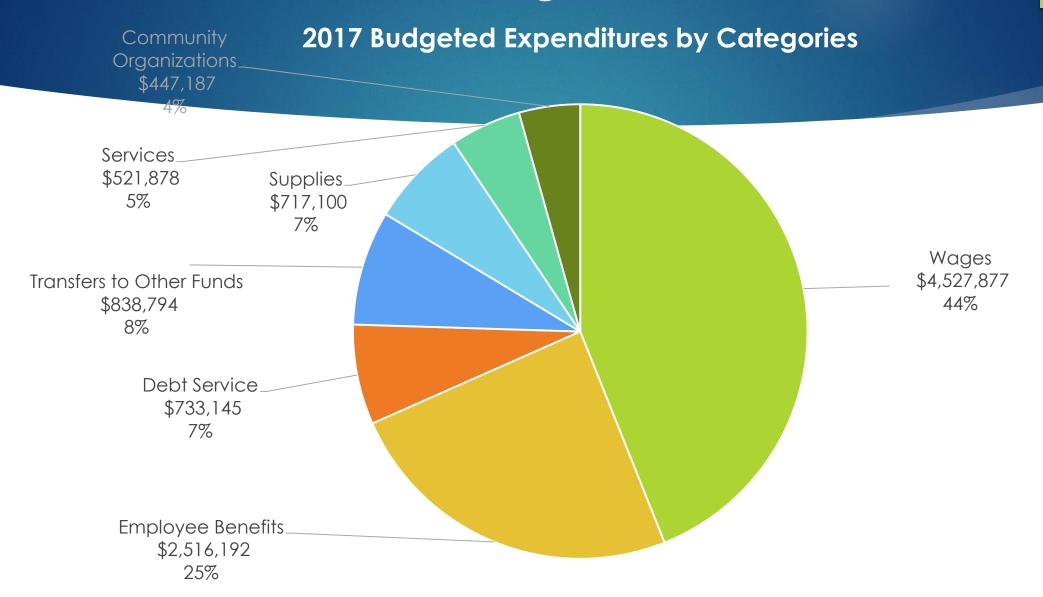
Real Estate Tax Millage Rates



Lancaster County Average 2.483

2017 Budgeted Expenditures by Department

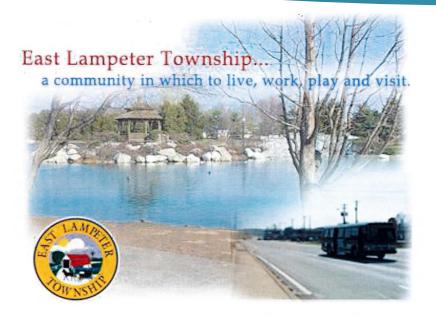




East Lampeter Township Funds

| | | Projected Fund Balance <u>12/31/2016</u> | 2017 Proposed Revenues | 2017 Proposed Expenditures | Projected Fund Balance 12/31/2017 |
|----|-----------------------------------|--|---------------------------|-------------------------------|---|
| 01 | General Fund | 2,910,128 | 10,179,559 | (10,737,964) | 2,351,723 |
| 02 | Street Light Fund | 30,095 | 89,560 | (91,929) | 27,726 |
| 04 | Police Forfeiture Fund | 71,777 | 394,076 | (70,000) | 395,854 |
| 05 | Retiree Health Insurance - Police | - | 635,992 | - | 635,992 |
| 08 | Sewer Fund | 457,295 | 4,009,861 | (3,841,586) | 625,570 |
| 30 | Capital Reserve Fund | 901,041 | 3,213,272 | (1,575,313) | 2,539,000 |
| 31 | Fire Apparatus Replacement | 514,355 | 330,150 | (504,000) | 340,505 |
| 32 | Parkland Reserve Fund | 7,594 | - | (7,594) | - |
| 35 | Highway Aid Fund | 245,747 | 517,069 | (548,936) | 213,879 |
| 92 | Insurance | 250,000 | 850,773 | (1,100,773) | - |
| | Total Operating Funds | 5,388,032 | 20,220,311 | (18,478,095) | 7,130,249 |
| 60 | Police Pension | 17,277,208 | 2,172,111 | (747,500) | 18,701,820 |
| 65 | Non-Uniformed Pension | 3,166,198 | 394,085 | (146,500) | 3,413,783 |
| | Total Pension Funds | 20,443,406 | 2,566,196 | (894,000) | 22,115,603 |

Pension Plans



East Lampeter Township Defined Benefit Plan

Actuarial Valuation as of January 1, 2015



East Lampeter Township Police Retirement Plan

Actuarial Valuation as of January 1, 2015

Municipal Finance Partners, Inc.



Police Department



Provide police service to both East Lampeter Township and since 1981 to Upper Leacock Township as well.

Responded to more than 16,688 calls for Police service with approximately 12,394 of those calls located with East Lampeter Township.

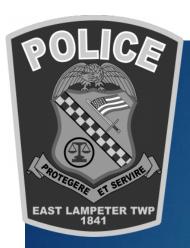


Ordinances

Retail Theft
Hotel Registration

Staffing



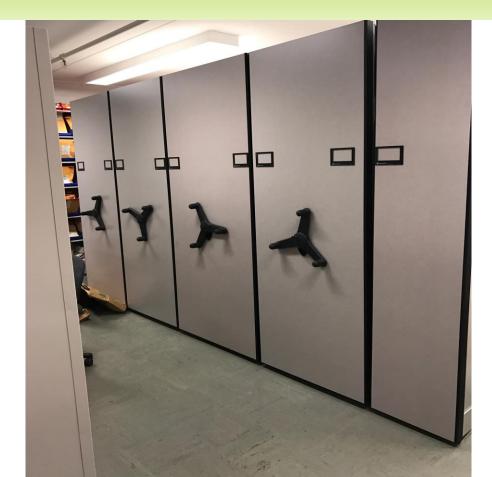


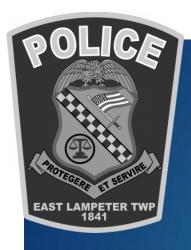
Police Community Involvement and Office Projects

Coffee with a Cop



EVIDENCE STORAGE ROOM AND RECORDS STORAGE ROOM INTERIOR EXPANSION





New Police Assets

E-Ticketing

Speed Timing Message Board

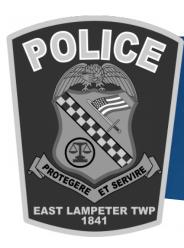
Automated License Plate Reader

Breath Testing Datamaster









Police Department Information Technology

2016

- Added backup WAN connection
- Installed WiFi for PD side of building
- Set up a digital evidence management service

2017

- Installation of in-car video
- Upgrade of machines on regular basis
- Reconfigure surveillance video
- Reconfigure connection to County WAN

Fire Service

Bird-in-Hand Fire Company









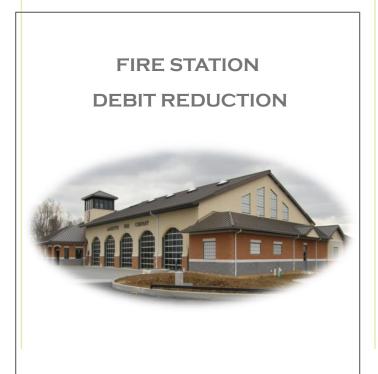
LAFAYETTE FIRE COMPANY

2017 ACTIVITY FORECAST

APPARATUS

ENGINE 633 SALE ENGINE 632 REPAIR

DEBIT



GRANTS



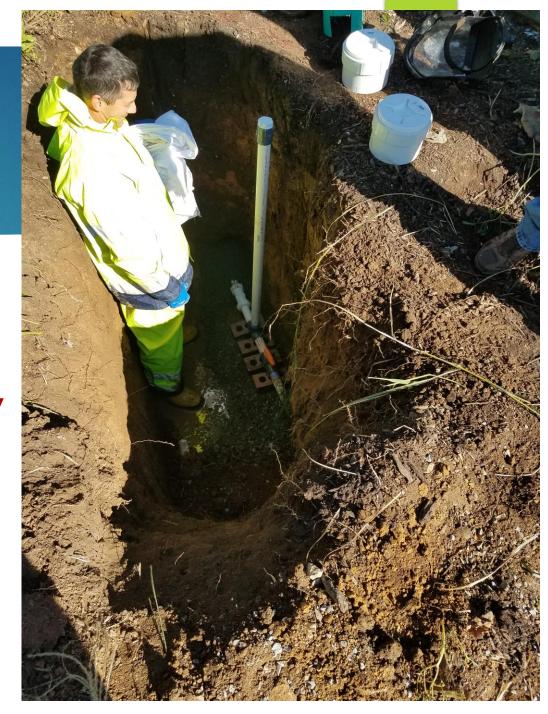
Public Works Sewer/Parks/Streets





Public Works Sanitary Sewer

Low Pressure Valve and Clean Out replacements



Public Works - Parks

Flory Park



Gibbons Park at Nolt's Mill



Community Park

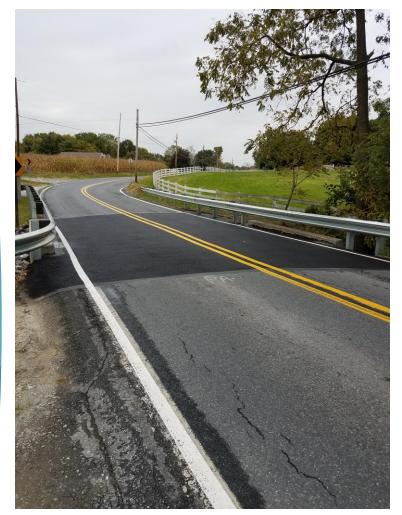


Lafayette-Tower Park



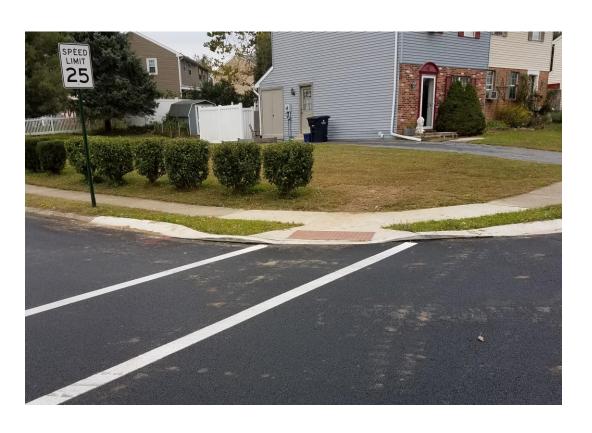
Township and State Roadway Projects

- Resurfacing
 - Township Complex Parking Lots
 - Greenland Drive
 - Dohner Drive
 - Daisy Lane
 - Rockvale Road between Bowman Road and Willowdale Drive
 - Millcross Road at the "S" bend
- Route 30
- North Oakview Drive
- Eastbrook Road
- 1945 Millport Road Culvert and Guiderail Replacement





Public Works Streets





At left: brought all ADA ramps up to current code standards in Greenland Village area.

Above: Purchased new vacuum sweeper.



MS4 and Stormwater

Under the MS4 Program, permittees are required to incorporate the following six elements (known as minimum control measures, or MCMs) into their stormwater management programs:

- Public education and outreach
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site runoff control
- Post-construction stormwater management in new development and redevelopment
- Pollution prevention and good housekeeping for municipal operations and maintenance
- Each MCM has a series of suggested best management practices (BMPs) associated with it to guide permit holders in program development, tracking, and reporting.



MS4 and Stormwater















Planning/Building/Zoning

2016 Zoning Ordinance

Adopted in May 2016, amendments are being worked on and will be considered in early 2017.

Bridgeport Mobility Study

Leading this joint project with Lancaster City, Lancaster Township, and West Lampeter Township. The consultant selection process has been completed and the planning process is expected to take approximately 1 year.

A few things....

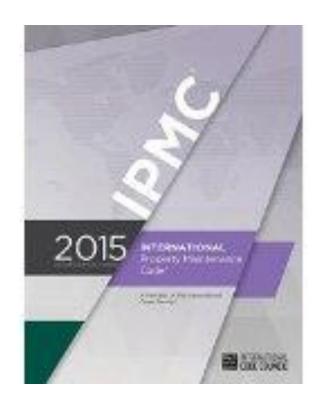
Processed 461 building permits

Heard 25 cases before the zoning hearing board

Processed 3 waivers and 14 subdivision and land development plan

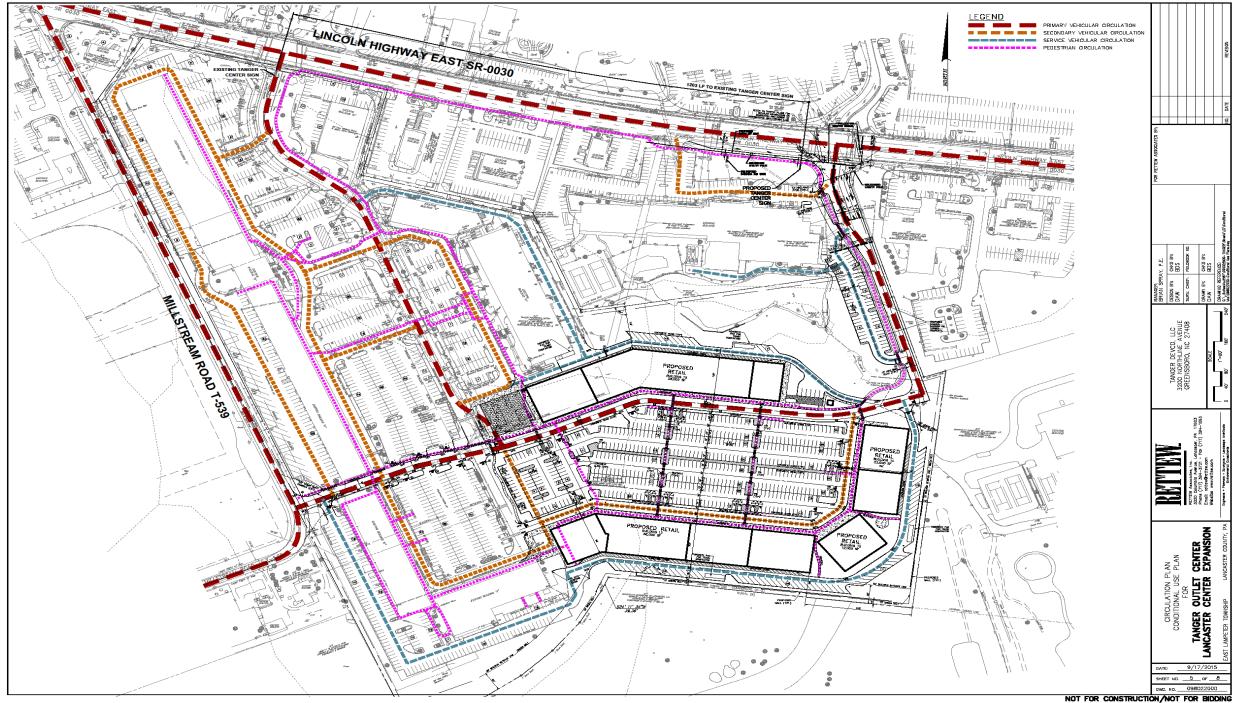
Considered 1 revised conditional use, 1 new conditional use, and 2 sketch or informal plans before the planning commission

Hired Alecia Hair as the PBZ Administrative Assistant full time in October 2016



Development Projects

2016-2017



Tru by Hilton



The Reserve at Greenfield



Dutch Wonderland

Merlin's Mayhem Roller Coaster Stormwater Management Plan





Lancaster
County
Historic
Preservation
Trust





Comprehensive Planning

Conestoga Valley Regional Strategic comprehensive Plan 2003

Growing together: a comprehensive plan for central Lancaster county 2007

NEXT STEPS

UPDATING THE FUTURE LAND USE MAP WITH ASSISTANCE FROM LANCASTER COUNTY PLANNING COMMISSION AND LANCASTER COUNTY GIS

UPDATE URBAN AND VILLAGE GROWTH AREAS WITHIN THE TOWNSHIP

CONSIDERATION OF A CAPITAL IMPROVEMENTS PLAN EXPLAINING THE IMPROVEMENTS, BUDGET, AND MAP

Special Projects

- AFSCME Contract 2017-2020
- Position Descriptions
- ► Township Website
- "Green Light Go" Applications
- Eden Road/MillcrossRoad BridgeReplacement

- Administrative permit ordinance
- On-lot disposal ordinance
- Codification of ordinances
- Employee Wellness
- CV Region Park Planning
- Route 30 Streetscape Plan

Employee Wellness



Work Program

- 12 week walking program a variation will continue in 2017
- Healthy Snacks provided by Township once per month this will continue in 2017
- CPR Training provided for all employees
- Distribution of healthy lifestyle information
- Reduction in health premiums with participation in wellness activities which will continue in 2017

Employee Wellness

Eleven employees currently utilize standing desks between the Police and Administrative staff. Another three to five will be added in 2017



Conestoga Regional Park Planning

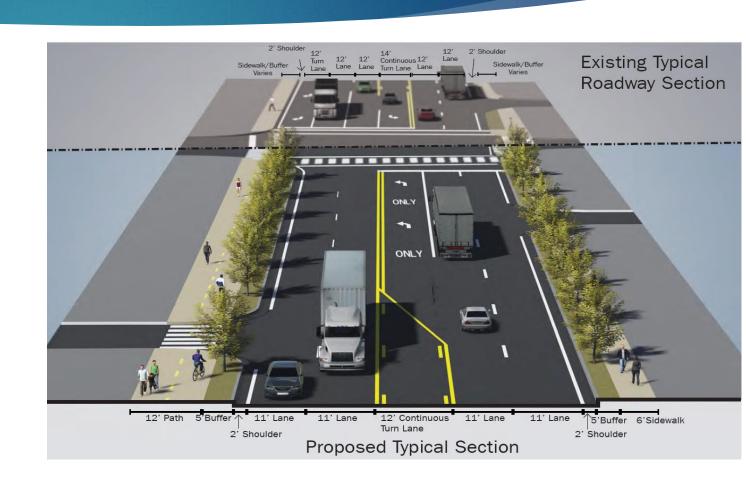






Route 30 Streetscape Plan

- Water System Loop
- Highway Relining and Pedestrian Upgrades
- County TransportationImprovement Program
- Industrial and Commercial Development Authority
- Redevelopment Assistance Capital Program
- Business Improvement District



East Lampeter Township 2017 Forecast Presentation – January 21, 2017

Opening Slide

(About 8:10 am) Invite Dave to call everyone to order and to welcome them to the 2017 Forecast meeting. Introduce and thank Mr. Mike Oster of Paul Davis. Mike will give a brief introduction of what Paul Davis does. As we get started please continue enjoying your breakfast. With a goal to be as efficient as possible with everyone's time, I am going to ask that we hold questions and discussion until we have gotten through the power point presentation. We have provided you with the power point slides, pads and pens so if you think of a question or comment, please write it down so that you don't forget it.

Since there is no microphone system in the room, please let us know if at any point you are having difficulty hearing us. We have called this the "forecast" because, like the weather, there are many variables, unknowns and outside forces that can alter our plans for the coming year. We will remain committed to completing the tasks that we have laid out, however should events, new information and / or new opportunities come up during the year we reserve the right to be flexible in the face of these possibilities.

I believe that East Lampeter has a very strong management team in place made up of Jeanne Glick our Finance Director, Chief John Bowman, Charlie Thomas our Public Works Director, Tara Hitchens our Planning Director and myself. All of these department heads work well together to solve problems and provide services to the community. I am proud to be working with them.

OK....here we go......

Finance

**Introduce Jeanne, make note of CPA and has been with Township since 2004.

Money touches everything so that's where we will start

- Manage operational, capital and fiduciary expenditures of nearly \$21 million
- 2016 budget performance, budget reserves
- Table of Real Estate Tax millage rates in Lancaster County
 - o 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
- Fire Service Funding Plan continuing implementation
- Tax Collector issues
- Status of Township pension plans funding (Police & Non-Uniformed) (new slide)
 - 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
 - o Not connected with PA Pension plans funding problems
- 2016 bond refinancing and new money in 2016 for capital projects
- Sanitary Sewer rates
- City Sewer agreement arbitration decision
- New Auditing firm selected for 2016 audit

^{**}Next we are going to have Chief Bowman present the 2017 forecast for Police Department activities. Chief Bowman has served as a member of the Police Department since 1989 and as Chief since 2006.

- Respond to calls for Police service
- Reaccreditation examination during 2016 (every 3 years)
- Officer retirements and plans to increase staff from 35 to 36 officers
- SRO program
- DEA officer
- Project lifesaver participation
- Dashboard cameras
- speed timing message board for regular deployment
- Retail theft ordinance implementation
- Hotel registration ordinance
- Implementation of TraCS Electronic Ticketing system
- Coffee with a Cop
- Records & evidence storage improvement
- Breath testing
- Automated License Plate Readers

Fire Services

Last year we failed to include our Fire Services in the presentation effort and so this is one of the changes that we made for the 2017 Forecast as an important part of what is happening in the Township.

Representatives of all four of our Township based Fire Companies will be providing information this morning.

Charlie has been our Public Works Director since 2004. Public Works as a term covers a lot of different areas of responsibility Charlie will cover each of them as a part of Public Works.

Public Works – (new slide)

Purchase of new radios for use on new County Radio system

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
- Completion of Rt. 30 Sanitary Sewer rehabilitation project
- City planned capital improvement projects in sewer system including WWTP facilities
- Lining of gravity main in Bridgeport area (parallel to Tennyson)

Parks- (new slide)

- Maintain and improve four Township park properties and the Township facilities property including more than
 117 acres of land, recreation facilities and structures
- 2557 Old Philadelphia Pike / Gibbons Park at Nolt's Mill (new slide)
- Planning to hire a Parks Superintendent in 2017

Streets- (new slide)

- 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 2017 road resurfacing projects (new slide)
- PADOT project to resurface Rt. 896 and install traffic signal at 896 & Rockvale Road

Storm Water system- (new slide) (Tara to share some of the presentation here)

Maintain, repair and improve more than 32 miles of storm sewer system pipe network

Now we have come to the audience participation section of the presentation. MS4 is a term that we are using a lot and one that we are called upon to educate our community about. So "M" is for Municipal, say it with me "Municipal". East Lampeter Township is a type of municipality as are the City, Boroughs and County. (side note – the program requirements also apply to other entities such as the Commonwealth) which is then followed by four (4) "S's". The first S is for Separate (say it with me – Separate). The second S is for Storm (Storm). The third S is for Sewer (Sewer). And the fourth S is for System. (System) say it all together now.

- 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
 - o Program requirements started in 2003 with first MS4 permit
 - o 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
- DEP grant application for retrofitting Township facility storm water basins to add water quality improvements
- "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
 - o Will require careful project selection in order to achieve pollution reductions most efficiently
- Future will likely include the need to establish a Stormwater Fee structure to fund the programs and projects required for the MS4 program.

Next will be Tara to present the forecast for Planning and Zoning in the Township. Tara has been the Department Director since 2013.

Planning / Zoning – (new slide)

- 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
- Known Development Projects (many slides)
- Addition of Admin Assistant with focus on Zoning permit processing requirements
- New Zoning Ordinance
- SALDO amendments / rewriting to complement new Zoning Ordinance
- Historic Preservation Trust project to catalog information on Township's Historic properties
- CV Region Comprehensive Plan implementation priorities
- Growing Together status
- Bridgeport Mobility Plan

Finally, I will be presenting on the section that has been titled Special Projects. I have been your Township Manager since 1991.

Special Projects (new slide)

- AFSCME Contract 2017 2020: Negotiations concluded in a new 4 year agreement
- Implementation of administrative permit process for events on public property
- Position Descriptions
- On Lot Disposal Systems (OLDS) Ordinance
- New web site to be launched early in 2017
- Ordinance Codification Project
- Green light Go applications (3)
- Eden Road / Millcross Road Bridge Replacement (Lancaster County)

(More detail to be provided)

- Employee wellness program (Silver award)
- CV Region Park Planning
- Route 30 Streetscape Plan

(new slide – read what is on the slide)

- Employee Wellness (silver award received for 2 years in a row)
 - Wellness Committee focusing on employee participation in program and activities
 - Goal to maintain healthy workforce and families
 - Leading to reduced health care costs to the Township

(new slide)

Supporting wellness efforts with standing desks (total of 14 so far)

(new slide)

- CV Region Park Planning
 - CVSD, ULT & ELT all jointly applied for and received grant funding from DCNR to prepare a regional Parks,
 Open Space, Greenway plan for the region.

- The plan will address Recreation programming needs as well as facilities (which will include a conceptual plan for the development of Gibbons Park at Nolt's Mill
- We have provided DCNR with the names of our steering committee (representatives from CVSD, ULT & ELT)
 and expect to begin the process of requesting consultant proposals for consultant selection in the near
 future
- Although not directly related, we are also participating in the planning process that is currently underway
 for the County's Active Transportation Plan, Lancaster City's Bicycle Plan and the plan for the Heritage
 Pathway (part of which is planned for the "Goat Path")
- Trails and Greenway plans will be important aspects of these efforts and we are actively working with the developer and property owners in the Falls of Old Mill Subdivision to design and build a trail along Mill Creek through this development; this trail would essentially reach the shared Township line with W. Lampeter and opens an opportunity to connect with as existing trail system in W. Lampeter there is a long term vision to establish an extensive network of trails throughout the Township and I can envision a completed trail system along the entire length of Mill Creek within East Lampeter that would connect from the Falls of Old Mill subdivision to Flory Park, Community Park and Gibbons Park at Nolt's Mill since they all have frontage along the north bank of Mill Creek.

(new slide)

- Route 30 Streetscape Plan
 - Water Line loop (Eastbrook Road)
 - Highway Relining and pedestrian upgrades (Opportunity meets commitment)
 - PADOT resurfacing
 - Township design of changes to pavement markings in accordance with the plan (\$225,000)
 - Lane widths, signal locations, crosswalks, Oakview crosswalks, Millstream Rd., Bowman Rd.
 - Township share of costs \$248,000; PADOT paying for the pavement markings
 - County TIP efforts (describe project from Strasburg Pike to Oakview Rd. \$20 million)
 - Industrial & Commercial Development Authority
 - Being created by Supervisors to support the implementation of the plan
 - Could involve grant applications
 - Necessary for TIF program
 - Redevelopment Assistance Capital Program application (highly competitive and subject to Pa Budget process)
 - Describe the project through Rockvale Square
 - Business Improvement District
 - Branding, marketing, wayfinding signage program, gateway signage, landscape plantings, etc......
 - Process will involve the property owners within the district having a voice in deciding to create this self-assessment district
 - Hoping to have the process completed by mid-2017
 - Mention support for streetscape plan recommendations from the development projects at Fairfield Inn, Tanger Outlets, Dutch Wonderland and Tru Hotel. Including trails, sidewalks and adaptive signal system to be installed in 2017.
- Support and understanding regarding all of these efforts will be vital to successful implementation of the plan which is expected to take many years

| 2017 is expected to be a busy and exciting year in East Lampeter and your staff wants to thank all of you who commi |
|---|
| your time and energy in service to leading the community in these important efforts. |

Questions? Comments?