

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

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
  - 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
  - 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.

Police Department - (new slide)

- 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
  - 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
- 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
  - 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 an 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 commit your time and energy in service to leading the community in these important efforts.

Questions? Comments?