

August 3, 2020

The East Lampeter Township Board of Supervisors held their regular meeting on Monday, August 3, 2020 beginning at 7:30 pm at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The meeting was called to order by Chairman Corey Meyer. In addition to Mr. Meyer, supervisors present were: Mr. Blowers, Mr. David Buckwalter, Mr. Ethan Demme and Mr. Glenn Eberly via Zoom. Also, present was Mr. Ralph Hutchison Township Manager.

The meeting was held using Zoom, an internet web conferencing tool. Chairman Meyer read a statement regarding the use of Zoom for this public meeting including instructions for the public to use in order to participate in the meeting.

In attendance in the meeting room:

Mrs. Phyllis Flesher representing CVSD

The following persons joined the meeting via Zoom and were present for the meeting:

Steve Gribble, representing Ronks Fire Co. Zoom

Lynn Commero, representing LNP

Public Comment (non agenda items)

None

Consent Agenda

- a. Approval of the Minutes of the Monday, July 20, 2020 Public Hearing
- b. Approval of the Minutes of the Monday, July 20, 2020 Regular Meeting
- c. Approval to pay invoices from all funds: Total - \$174,579.56
- d. Financial Security Release – Tru Hotel #16-10 – 2310 Lincoln Highway East
- e. Financial Security Reduction: Beiler Subdivision Plan #17-01 – N. Cherry Lane

Chairman Meyer presented the bills to be paid from various funds for the total amount of \$174,579.56. He mentioned the large payment of \$19,359.00 to Orchard Pump & Supply Co. Inc. for budgeted modifications to Soudersburg Pump Station and \$14,707.15 to Alpha Space Control Co. Inc. for roadway traffic line painting.

Chairman Meyer mentioned the Financial Security Release for Tru Hotel #16-10 – 2310 Lincoln Highway East. Applicant has completed all required public improvements for the development. Township engineer has provided a letter indicating the acceptance of the construction and recommending the release of the remaining financial security for those improvements. He also mentioned the Financial Security Reduction for Beiler Subdivision Plan #17-01 – N. Cherry Lane. Applicants completed some of the required public improvements. Township engineers provided a letter recommending the reduction of financial security posted for this project and it

list the items which remains to be completed. Leaving a remaining balance of \$43,208.90.

Mr. Blowers made a motion to approve the consent agenda as presented. Mr. Demme seconded the motion and it passed by unanimous roll call vote.

### Old Business

#### a. CV Middle School project Financial Security

Ms. Phyllis Flesher Chief Financial Officer of the Conestoga Valley School District. Ms. Flesher was in attendance to give an update on where they are with the financial security for the middle school project and to get some possible action on the Board behalf. She stated that did a letter of credit for the Brownstown Elementary project about a year ago. Started into that process for the middle school project and have run into some roadblocks along the way related to 10% escalator clause that the township has as part of the requirement. She stated that Mr. Hutchison and Ms. Hitchens have been great to work with. She mentioned that in the middle of getting tied up on the 10% escalator clause she had a couple of conversation in which her understanding is the way that that's intended to work is once they get into the project they are going to come back and give some information to the Township engineers on what part has been complete and then they will issue a letter that will say here's what the amount of the letter of credit would go down to. At that point and each year going forward so after July of 2021 they would then calculate that 10% on top and so if they go from the letter that David Miller Associates gave to them in June was for 6.7 million dollars if it would go down (at this point just making numbers up) to 5.7 million next July it would be 10 % on top of that and they'd continue to roll that forward until the project is complete. The bank they are working is them that despite hers and Mr. Hutchison's explanation that two years of that escalator clause so 20% of the dollar amount needs to be put on the letter of credit up front so that would take their 6.7 million dollar letter of credit to an 8 million dollar letter of credit. This is not what they were expecting and its not what the CV Board approved in June. So, they have been arguing back and forth for approximately five weeks and have gotten to a point where they need to chase and cut and chase at this point. In the process of the last couple of days they've come up with an idea in which the Township has talked about to put and escrow account in place instead of doing the formal letter of credit with the bank. Ms. Flesher stated the CV Board meeting are a little out of cycle so she's at the Township's Board meeting first. She can't guarantee that it's going to go through. She is going to recommend to the CV Board is that even though they have passed the resolution for the letter of credit with the bank in June come back to them with an escrow agreement and ask them to approve that next Monday night to enter into that sort of arrangement with the Township instead of the letter of credit. Herself and Mr. Hutchison agrees that it would be easier for all parties involve. They would anticipate on some sort of periodic basis coming back to the Township Board asking for portions of that to be released. The other option would be if the Township Board would be willing to basically wave the escalator the 10% clause that the Township has in place that would give them sort of a backup so that if something should fall. Their Bond Council and the Township's solicitor have both put eyes on a template escrow agreement so its not the one they would all sign off on. She feels that it has enough in it that they can kind of make an educated judgement as to whether or not they would agree to it. Things seems to be pointing in that direction but to give them some protection that if they have to go to a different route which

would probably working with a different bank that they won't get stuck again with the 10% escalator. Ms. Flesher is asking the Board for two things: One is to waive the 10 percent escalator and the other is to come back with escrow agreement to present to the Board for approval.

Chairman Meyer asked if Township staff is ok with the approach of a waiver of the 10 percent escalator and then having the school district come back with the escrow as a back up plan.

Mr. Hutchison said that the Township's preference would be the reverse. To have the escrow as the preferred method for the financial security and then if for some reason that fails then the backup plan would be a letter of credit without the escalator.

After some discussion:

Mr. Demme made a motion to direct staff to work with the Township solicitor as well as the Conestoga Valley School District solicitor to work on an escrow account and if that doesn't work to waive the 10 % escalator fee for a letter of credit and escrow agreement. Mr. Blowers seconded the motion and it was passed by unanimous roll call vote.

#### New Business

None

#### Action Items:

- a. Authorize letter to County Commissioners re: Radio Encryption

Chairman Meyer stated that there is a draft of the letter for the Board in support of retaining encryption of police radio communications. He knows they have had some discussion as Board about this and for safety reasons the amount of type of personal information that's relayed over the radio.

Mr. Hutchison mentioned that the Board discussed this at the last Central Lancaster County COG meeting and the other members of the COG that were present asked if this letter could be shared with them so assuming that the Board would modify and approve it or approve it his intention would be to share it with them as well and see if they would also generate a similar letter from their municipality.

After a brief discussion:

Mr. Blowers made a motion to forward this letter to the Board of County Commissioners expressing the Boards support for retaining encryption of all police radio communications across county-wide communication systems. Mr. Demme seconded the motion and it was passed by unanimous roll call vote.

### Manager's Report:

#### a. MS4 Report

Mr. Hutchison stated that Charlie, Tara as well as himself have been in the process of interviewing applicants for the stormwater coordinator position. They are probably going to go into a second round of interviews to continue to screen to find the best candidate.

The stormwater utility fee was billed along with the sanitary sewer charges in July. The Township has been fielding a number of phone calls from property owners about the fee and township staff has been doing their best to address all the owner's questions and help them through the process if they wish to appeal the fee or go for credits against the fee.

Mr. Hutchison also stated that sometime ago the township staff prepared a scorecard for pollution reduction efforts and that they continue to work to get those projects done. He also said that the Township has a permit through 2023 so they have to get some more pollution reducing projects in the ground before 2023 is over so they can meet their obligations.

#### b. Walnut Street Extension / Great Lancaster Heritage Pathway Report

Mr. Hutchison stated that he knows the efforts with High Associates continue to put together a design. They have another submission going up to PennDOT in the next couple of weeks. The design included the design of the Greater Lancaster Heritage Pathway on that mile-long stretch of right-of-way so that's continuing as well. Still looking for the method of funding the construction for the pathway and any opportunities that the Township can find for the pathway itself as well as the amenities that would go along trail heads and other facilities that would normally go along with the pathway. Mr. Hutchison mentioned that he does think that the Township is probably getting close to the point the process where PennDOT is going to want to know who's going to own the path and who's going to maintain it. So, there will be agreements and things that will have to be put into place to cover those bases.

### Adjournment

A motion was made by Mr. Demme seconded by Mr. Buckwalter to adjourn the meeting. The motion was passed by unanimous voice vote. The next regularly scheduled meeting is to be held on Monday, August 17, 2020 beginning at 7:30 pm.

Respectfully submitted,  
Ralph Hutchison  
Township Manager

EAST LAMPETER TOWNSHIP  
2250 Old Philadelphia Pike, Lancaster PA 17602  
(717) 393-1567, FAX (717) 393-4609  
Board of Supervisor's Meeting \_ APPROVALS  
August 03, 2020

Between Mtgs Cks#67184 \_ \$19,800.00

BP#67185-67241 \_ \$94,104.63  
Cks#67242-67259 \_ \$16,172.70

Highway Aid Fund  
Ck#668 \_ \$14,707.15

Improvement Guarantees  
Partial Release-#2016-10 \_ Ck#1075 - \$5,650.50  
Full Release-#2018-20 \_ Ck#1074 - \$3,023.01

AFSCME/EE Member Fees/July'20\_PRs#14-16 \_ \$455.61

BMO/MasterCard/AutoWDGFPlgit\_June'20 \_ \$3,950.66

GreatAmerica/Inv#27487346/ACHdFromMT# [REDACTED] \_ \$333.40

2020 Hsa/EEContrib/Preauth MT# [REDACTED]  
PR#16 \_ \$3,477.00

ICMA-EE Contrib ACHd to ICMA from Plgit [REDACTED]/PR#16 \_ \$3,652.72

ACHdToMorganStanleyCustodial-UMBBank/PRPensionDeductions:  
Non Unif: PR#16 \_ \$481.12 / Police: PR#16 \_ \$7,021.06

PreauthACHWD/MT#19191/UGI accounts:

41100 [REDACTED] \_ due \_ \$  
41100 [REDACTED] \_ due \_ \$  
41100 [REDACTED] \_ due \_ \$  
41100 [REDACTED] \_ due \_ \$  
4110 [REDACTED] \_ due \_ \$

0. C

Grand Total: \$172,829.56

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

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

19,800.00 +  
94,104.63 +  
16,172.70 +  
14,707.15 +  
5,650.50 +  
3,023.01 +  
455.61 +  
3,950.66 +  
333.40 +  
3,477.00 +  
3,652.72 +  
481.12 +  
7,021.06 +  
172,829.56 ◊



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## Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3125051

Transaction Type	ACH Redemption
Entry Date	7/29/2020
Transaction Date	7/30/2020
Account	[REDACTED] - GENERAL FUND
Investment Type	PLGIT - Class
ACH Instruction	Wells Fargo [REDACTED]
Amount	\$455.61

**BOS Approved @** 08/03/2020

**Signature 1:** [Signature]

**Signature 2:** [Signature]

AFSCME  
PRS 14-16

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GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

## Remittance Section

310

Invoice Number: 27487346  
Agreement Number: [REDACTED] 0000  
Invoice Print Date: 07/27/2020  
Due Date: 08/19/2020  
Total Due: \$333.40

FORWARDING SERVICE REQUESTED

☐ Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:

ATTN: KATHY TREIER  
EAST LAMPETER, TOWNSHIP OF  
2250 OLD PHILADELPHIA PIKE  
LANCASTER PA 17602-3417

GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831



00001413383270000000000274873460000000000333405

Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

Invoice Number: 27487346  
Due Date: 08/19/2020  
Total Due: \$333.40

## Important Messages

**We currently have your authorization on file to debit all open charges from your applicable bank account.**

Please contact Account Support, prior to your due date, at the toll-free number on this invoice to change the amount being deducted.

Thank you! We value your business.

## Invoice Detail

Agreement	Mitel (3) 8568 Phones (13) 8528 Phones (1) 5 Year SWA	Amount	Tax	Total
	1 Standard Payment	333.40	0.00	333.40
				\$333.40

For more information about your invoice, please:

- Call us at 866-803-2653
- Email us at customersupport-16@accountservicing.com
- Visit [www.AccountServicing.com](http://www.AccountServicing.com)
- (Para Español, pida la extensión 2344.)



**Total Due**

**\$333.40**

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

BOS Approved @ 08/03/2020

Signature 1: [Signature]

Signature 2: [Signature]



EMPLOYER / Contribution Manager

## Create Contributions

Employee's Per Pay Period Election Amount updated successfully.

Admin: Spending Account Processing

Employer: IIC-East Lampeter Towns IIC-East Lampeter Township

☐ List All

Plan Year: Plan Year: Current

Benefit Plan:

All items checked

Billing Group: All items checked

Account Segment: All items checked

Division: Select Division

Use this tool to make contributions to employee accounts, using a payroll date of today, in the future or in the past.

Please review the Contribution Manager page under Pending Contributions for any possible duplicate contributions.

Contributions made to this account type are placed in a status of "Pending - Future Deposit." Based on the payroll date provided, the system will post the deposits to payroll date specified or if the payroll date requested is today or in the past, then the payroll deposit will post to the account the next day.

1. Select Payroll Date:

7/30/2020

2. Select Method to Auto-Populate Contributions:

Per Pay Period Amounts

3. Select Accounts to Receive Contributions:

All Accounts

Display Contributions

EE Contrib - HSA

PR# 16

MT [REDACTED]

## Contribution Results

The table below lists the contributions pending for the payroll date above, including payroll contributions previously loaded. To load additional contributions, please click r Contributions'

The 'Expedite Processing of Pending Contributions' button will process contributions for up to 8 minutes or up to 3000 records. During processing, the expedite option will processing of the expedited contributions is complete. Once completed, the contributions that have been processed will no longer appear under 'Pending Contributions' a Processing of Pending Contributions' option will be available again to expedite remaining contributions.

Showing 52 records

Employee ID	Name	Display Date	Account Type	Deposit Type	Status	Employee Amount	Employer Amount	Acti
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$100.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$30.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$40.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$100.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$55.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$50.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$25.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$100.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$65.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$80.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$40.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$50.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$40.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$100.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$150.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$15.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$150.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$125.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$21.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$75.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$21.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$50.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$20.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$150.00	\$0.00	Edit
XXXXX0010	[REDACTED]	7/30/2020	PNC	Payroll	Pending - Funding Deposit	\$50.00	\$0.00	Edit

BOS Approved @ 08/03/2020

Signature 1:

Signature 2:



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## Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3124561

Transaction Type	ACH Redemption
Entry Date	7/29/2020
Transaction Date	7/30/2020
Account	[REDACTED] - GENERAL FUND
Investment Type	PLGIT - Class
ACH Instruction	M & T Bank [REDACTED]
Amount	\$3,652.72

BOS Approved @ 08/03/2020

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

ICMA  
PR# 16

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## Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3124270

Transaction Type	ACH Redemption
Entry Date	7/28/2020
Transaction Date	7/29/2020
Account	[REDACTED] - GENERAL FUND
Investment Type	PLGIT - Class
ACH Instruction	UMB Bank [REDACTED]
Amount	\$481.12

BOS Approved @ 08/03/2020

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

UMB Bank - PMS  
NOW UMB  
PR#16

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## Transactions - Transaction Complete

Please print this page for your records.

The reference number for this transaction is: 3124269

Transaction Type	ACH Redemption
Entry Date	7/28/2020
Transaction Date	7/29/2020
Account	GENERAL FUND
Investment Type	PLGIT - Class
ACH Instruction	UMB Bank
Amount	\$7,021.06

BOS Approved @ 08/03/2020

Signature 1:

Signature 2:

UMB Bank - M.S. Pension  
Police  
PR#16

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EAST LAMPETER TOWNSHIP  
Re: Police & Non Uniformed Morgan Stanley Pension accounts  
2250 Old Philadelphia Pike  
Lancaster PA 17602  
(717) 393-1567  
FAX (717) 393-4609  
Board of Supervisor's Meeting  
Approval for Checks  
August 03, 2020

Police Pension/Morgan Stanley/ ac# [REDACTED]

Ck#1020 MunicipalFinancePartners \_ Inv#20094 \_ \$1,750.00

Non Unif Pension/Morgan Stanley/ ac# [REDACTED]

Grand Total: \$1,750.00

SIGNATURE 1:



SIGNATURE 2:

