

October 26, 2021

The East Lampeter Township Board of Supervisors met on Tuesday, October 26, 2021 at 5:00 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: John Blowers, Dave Buckwalter, Ethan Demme & Glenn Eberly. Also, present was Ralph Hutchison, Township Manager, Ms. Tara Hitchens, Assistant Township Manager, Chief Zerbe, Charlie Thomas, Colin Siesholtz, Kevin Hostetter and Lashawnda Martin.

The meeting was held using Zoom, an internet web conferencing tool. A recorded statement was played regarding the use of Zoom for this public meeting including instructions for the public to use in order to participate in the meeting.

Chairman Meyer called the meeting to order and noted that Supervisor John Blowers would arrive around 5:25 pm.

Also, In attendance:

Michael Thornton via Zoom

Public Comment

None

2022 Budget Workshop

Mr. Hutchison started off by saying that Township department heads are in attendance to assist the Board with any questions and to help with the presentation of materials. He informed the Board that the meeting was advertised as a public meeting. Mr. Hutchison stated that he is looking forward to 2022 and that the past couple years have presented a different set of challenges for everyone including township operations. In his view township staff have done a good job to manage the issues related to the pandemic while continuing to focus on public safety issues that are the core of our service mission. Township staff have worked to support well-planned development activity and special initiatives unique to East Lampeter such as the Walnut Street Extension and the Lancaster Heritage Pathway planning efforts. It is expected that both of these new facilities will be under construction next year. Township efforts toward Lincoln Highway Streetscape implementation have also been continuing. Parks development and improvement, Regional Recreation Program development, the Bridgeport Study were completed. East Lampeter Township staff is looking forward to additional cooperative planning efforts with Lancaster County Planning on Route 340, the Old Philadelphia Pike Corridor and the Township's planning partners. Mr. Hutchison stated that through the dedicated efforts of the entire Township staff; township operations were maintained throughout the pandemic. Expenses were carefully monitored as revenues fell and adjustments made where needed. Distribution of care act funds from the county assisted in bridging the gap but it took more than that to maintain operational standards. East Lampeter Township continues to face the challenges related to cleaning its local water through the MS4 program and related pollution reduction projects. The Community has provided the resources need through the Sewer Authority's adoption and implementation of the stormwater fee which will fund these required activities in the years to come.

Township staff continues to work to improve the core services provided to the community while managing the new additional demands placed on local government by new State and Federal laws, regulation and court decisions. Increasing levels of examination of police response present daily

challenges to that noble profession. The body camera program that will be implemented in the near future is somewhat in response to those pressures. Township staff expects that this program will help demonstrate the professionalism and caring that our officers exhibit on every shift. In 2022 the Township will engage in collective bargaining negotiations with both the police officer's association and the non-uniformed AFSCME bargaining unit for new agreements that will begin January 1, 2023. The Township will continue to confront challenges in maintaining our community-based volunteer fire service and we'll spend 2022 working with our volunteers to hopefully find solutions. Township staff is looking forward to economic activity which more closely resembles pre-pandemic activity. The Township is also nearing the time when planning and preparation will begin for the 2024 U.S. Women's open. Mr. Hutchison stated that lastly East Lampeter Township has accomplished a great deal in its history, its positioned well to handle the present-day challenges and there is a bright outlook in the coming month and years.

A draft budget has been prepared and distributed. Mr. Hutchison put together a list of what is thought to be critical items that staff needed direction from the board.

- Most impactful – staffing decisions
- OPEB – could put some in trust & other in PLGIT account to cover liability over next few years
- Emergency Services

There was a brief discussion on the critical items.

Police Department: Chief Zerbe stated that in the budget you see provisions for the request of a 39th officer full year salary and benefits. This particular position is used as a buffer so that staffing can be moved from the patrol division to the detective division to prepare for two retirements which are anticipated. The first will be in 2023 and second in 2024. Chief Zerbe mentioned that affects the overall salaries in the Police Department is the addition of two community service aids, one full year and the other half year. These will be new positions to the agency. They will be non-sworn support staff primarily to the patrol division. Chief Zerbe also mentioned the purchase of three new vehicles in 2022 at the proposed dollar figure of \$139,440.00, which may change to five if vehicles are not received in 2021 due to the supply chain issues the Township and Nation are facing.

There was a brief discussion.

Chief Zerbe did mention that body cameras went into effect on the street today. Finally, it should be known that 2022 will be 50th anniversary of full time Police Department service for East Lampeter Township.

Ambulance: Mr. Hutchison mention that Bob May wasn't able to be at last meeting but that Mr. May provided information indicating a request for significantly more funding. The township's contribution toward LEMSA was \$12,000 for the past couple of years. Mr. May is now requesting \$54,000 contribution next year. Mr. Hutchison stated that the current draft budget has a contribution of \$36,000.

There was a brief discussion.

Planning/Zoning: Mr. Siesholtz indicated that the only item of significant increase is the proposed document scanning. It is hoped that all property, zoning, and subdivision and land development files can be digitized and uploaded to digital property files. This will allow staff easy, organized access to these files in one location. Right now, it's all paper files in various locations throughout the building. This will also help in the event that staff would ever have a need to work remotely again. Mr. Siesholtz stated that he's hopeful that the American Recovery Act funds would cover this cost.

There was a brief discussion.

Public Works: Mr. Thomas noted that he is looking to add one additional staff person under the Parks Department. However, all Public Works staff is cross trained and would be able to work in sewer or roads as well. This position is to assist with the additional park property and mill property that were purchased by the Township. In addition, Mr. Thomas is requesting that the two part-time seasonal mowers be brought back on the payroll for 2022 as this has taken a number of hours away from Public Works staff leading to other projects not being completed. Looking into purchasing mounted radios and a tractor. The current tractor is being use by all three departments of publics works. Community Parks parking lot needs asphalt redone and curbing to direct water runoff. The current asphalt has been there for at least 17 years.

There was a brief discussion.

Library: Mr. Hutchison stated that the Township currently contributes \$37,000 to the Libraries and is proposing \$40,000.

There was a brief discussion.

Emergency Services: Mr. Hutchison stated that the financial plan that the Township completed several years ago called for a two percent increase in the basic contribution to fire service increase every year which is included in the draft budget. Still anticipating paying for the insurance on their vehicles and the fuel related to running the vehicles. The oil dry materials were shifted into the stormwater fund since it addressing water quality issues. The Apparatus fund is also funded with this draft budget.

Mr. Hutchison stated that these were all the General Fund items that he had listed as decision points.

Mr. Demme noted that there is almost a \$1,000,000 budget gap between the Township's expenses and revenue. So, the Township needs to look at reducing some of the spending or increasing some of the expected revenue based on the revenue received this year.

There was some discussion:

Fund 4: Chief Zerbe mentioned that money for the impound yard would be carried over from 2021 given that the project didn't break ground yet. A weapons training simulator and a license reader are also requested through this fund.

07 Fund – Stormwater Management will be handled through the East Lampeter Sewer Authority but is presented as part of the full budget as well.

08 Sewer Fund: Mr. Hutchison mentioned that it is time to evaluate the sewer rate structure and determine if it continues to be equitable The differentiation of rates between the type of use on property is basically the essential structure and there are some uses that are based upon meter readings. This would involve a study to determine if the basic structure of the fee and users is a fair distribution of sewer costs being applied.

30 Capital Fund: Mr. Hutchison stated that many of these projects the Board has seen before and that the Township continues to progress on each. Some are related to the Lincoln Highway Streetscape implementation. The Rockvale trail project the Township staff had paused as we waited for the owner to develop a master plan for the site following the rezoning effort. Given the funding source from RCAP,

the funds will need to be spent in a timely manner and so these efforts will move forward without the master plan. The Lincoln Highway phase 3 project has \$2.6 million in multimodal fund dollars. Walnut Street Extension and the Greater Lancaster Heritage Pathway related expenses, although the Township is not directly related as far as funding, we do have costs associated with the plan reviews and legal documents. Putting the numbers in the budget for the Strasburg Pike/Oakview road project now to make sure that the capital reserve is prepared for it. Received funding for the Green Light Go that Mr. Thomas applied for. Funding for access door in the Admin/PD area.

There was a brief discussion:

Parkland Capital Reserve: Mr. Hutchison stated that Parkland Capital Reserve is payment the Township gets in lieu of land dedication from developers. These dollars have to be spent within three years of when they are deposited with the Township. Playground equipment is going to be purchased with the funds currently in the line item in early 2022.

35 Highway Aid: Millport may come off list given discussion with West Lampeter Township. Increasing the line painting efforts due to the Board starting to do their traffic calming (I'm not sure what this means? Consider deleting this last sentence)

APRP funds: Mr. Hutchison asked to list \$596,000 which is just a math calculation of how much the Township is anticipating spending each year until 2024.

There was brief discussion.

Adjournment

Meeting was adjourned at 6:54

Respectfully submitted,
Ralph Hutchison
Township Manager