

**May 8, 2023**

The East Lampeter Township Board of Supervisors met on Monday, May 8, 2023, 7:30 pm at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The statement of recorded meetings was played for all in attendance. Chairman John Blowers called the meeting to order at 7:29pm followed by the Pledge of Allegiance. In addition to Mr. John Blowers, Supervisors present were Mr. Roger Rutt, Mr. Corey Meyer, Mr. Ethan Demme and Mr. Mike Thornton. Also present in the meeting room was Mr. Ralph M. Hutchison, Township Manager, Ms. Tara Hitchens, Assistant Township Manager and Ms. Stephanie Leakway, Administrative Assistant.

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

**Public Present in Public Meeting Room:**

Dwight Yoder – 2933 Lititz Pike – Gibbel Kraybill & Hess representing Lancaster Archery  
Robert & Carole Kauffhold – 2195 Old Philadelphia Pike – owners of Lancaster Archery  
Christopher Scott – 1903 Millport Rd. – employee of Lancaster Archery  
Wilmer Glick – 404 Beechdel Rd  
Michael Rusell

**Also, In attendance via Zoom:**

Todd Poole, 4Ward Planning

**Public Comment for Non-Agenda items:**

None

**Consent Agenda:**

- a. Approval of the May 8, 2023 Board of Supervisors meeting agenda
- b. Approval of the Minutes of the Monday, April 17, 2023 Regular Meeting
- c. Approval to pay invoices from all funds: Total: \$521,876.35

Of the invoices, \$19,374.60 is for Lancaster Area Sewer Authority for sewer transportation charges and \$10,294.92 is to CDW Government for Police Department vehicle computers.

Motion made by Corey Meyer to approve the Consent Agenda which was seconded by Ethan Demme and unanimously approved by voice vote.

**Old Business:**

- a. Request for Reduction of Financial Security: Warrington / Devon Creek Phase 1A

The Township engineer has inspected the project. The current balance is \$404,862.24. A letter of credit reduction has been recommended for Devon Creek Phase 1A in the amount of \$315,383.54, leaving the remaining balance at \$89,778.70 per the David Miller Associates letter of April 18, 2023.

Motion made by Michael Thornton for the recommended Reduction of Financial Security for Warrington / Devon Creek Phase 1A in the amount of \$315,383.54 leaving the remaining balance of \$89,778.70 per the David Miller Associates letter of April 18, 2023 which was seconded by Roger Rutt and unanimously approved by voice vote.

b. Request for Reduction of Financial Security: Zook / Yoder / Esh Lot #5

A letter of credit reduction is recommended for the Zook Yoder Esh Lot 5 project in the amount of \$6,205 leaving a remaining balance of \$3,795 per the David Miller Associates letter of April 27, 2023.

Motion made by Roger Rutt to approve the Request for Reduction of Financial Security for Zook / Yoder / Esh Lot #5 by \$6,205 leaving a remaining balance of \$3,795 per the David Miller Associates letter of April 27, 2023 which was seconded by Corey Meyer and unanimously approved by voice vote.

**New Business:**

a. Time Extension for Review and Action: 47 Hartman Bridge Road Stormwater Plan

A letter from Strausser Survey of Engineers, on behalf of the client, dated April 19, 2023 was provided requesting a time extension of 60 days for the Township to act on the proposed Stormwater Management Plan for 47 Hartman Bridge Road. This extends the time frame to July 7, 2023 by which time action would need to be taken by the Board of Supervisors, which means the last meeting prior to July 7, 2023 is scheduled for June 26, 2023 or the item is deemed denied.

Motion made by Ethan Demme to grant a time extension of 60 days for the Township to take action on the proposed Stormwater Management Plan for 47 Hartman Bridge Road until July 7, 2023 which was seconded by Corey Meyer and unanimously approved by voice vote.

b. Presentation re Lancaster Archery Supply: 2195A Old Philadelphia Pike

Dwight Yoder of Gibbel Kraybill & Hess was present representing Robert and Carole Kauffman, owners of Lancaster Archery. Mr. Yoder presented expansion plans at the current location in East Lampeter Township with the address of 2195A Old Philadelphia Pike. Also present was Christopher Scott, manager of Lancaster Archery Retail Store and Academy. Mr. Yoder wanted to approach the Board of Supervisors before making any formal requests because of the potentially unusual request and likely need for zoning changes. Lancaster Archery has been a staple in East Lampeter Township since the early 1980s and has thrived as a local, national, and international business ever since. They would like to stay in East Lampeter and at their current location. Since 1983, Lancaster Archery has become a world leader in archery. They have had great success with those coming through and up in their academy, including an Olympian. A lot has changed over the years and they have had to grow their business in different ways and means given the space limitations at the site. They had to move their distribution and warehouse to Upper Leacock. They have been working with East Lampeter Township staff in looking for another location within the Township and have looked outside of the Township as well for a number of years to no avail. They have 150 employees between the two locations.

Approximately 40 employees at the East Lampeter location. Lancaster Archery has been an asset to the community. Their property is split up into 2 zoning districts, I-1 for Light Industrial and R-2 for residential. Currently, their family dwelling is located on the residential zoned parcel. They are proposing to extend the I-1 district into the R-2, demolish the dwelling and provide for additional Lancaster Archery space. Mr. Yoder presented a sketch on behalf of the Kauffmans of what they are envisioning. With the I-1 expansion, they would convert the existing Pro-Shop into the Academy with the existing ranges already there and build a new Pro-Shop closer to Route 340. They also want to build a state-of-the-art range. There are 174 parking spaces planned with the expansion which is over double what there is now. After three conversations with Township staff, they feel that expanding an existing zoning district would be better than requesting a new one. The retail Pro-Shop and the

wholesale does not fit neatly into the I-1 Light Industrial zoning district so there would need to be some language adjustments to the text to allow this type of expansion without opening all of the properties zoned I-1 to retail. Currently the addresses at the property are 2195 Old Philadelphia Pike is a residence, 2195A Old Philadelphia Pike is Lancaster Academy, and 2195B Old Philadelphia Pike is Uncle Leroy's Candy Kitchen. Mr. Yoder asked the Board of Supervisors if this was something they might consider. He was not asking for a decision but would like an informal conversation with the Board to gain initial thoughts and insights or if they should continue to look somewhere else to move the business. Mr. Meyers commented that their commute time will expand if they demo their home. He asked where they would live. Ms. Kauffman said that they own 2193 Old Philadelphia Pike and can build a home there and they just purchased the Witmer's property a few lots down so they have options. Mr. Thornton asked if the vehicles traveling along Route 340 to their business would be customers in cars and not trucks coming to their business. Mr. Kauffman answered customers in cars and stated that they would like to utilize the existing entrances and exits they already have. Ms. Kaufman stated that all of the trucks go to Leola in Upper Leacock Township as that is the distribution center, and a van travels between the two locations. Mr. Thornton recommended that the other Board members go and visit the location if they have not done so. Mr. Kauffman stated that the kids and the community certainly enjoy having them there as well as their neighbors of 40 years. The hours of operation would be Monday, Wednesday and Thursday from 9am to 8pm, Tuesday and Friday from 9am to 6pm and Saturday from 8am to 4pm which are reasonable hours for neighbors. Mr. Meyers stated that he would not want to see Lancaster Archery Supply leave East Lampeter Township. He would like the warehouse in Upper Leacock to move to East Lampeter but understands they do not have the room. He does not have any concerns and is looking forward to seeing what they come up with formally before the Board. Mr. Rutt has no concerns. Mr. Demme has no concerns and suggested that they look into expanding the Village General Zoning out from Smoketown. There are a lot of business' there that would fit into a Village General or a mixed use zone. He recommended to the Township Staff to look at all these properties together and expand the Village General Zoning District. Mr. Yoder stated that he did look into mixed use zoning but he has learned that if all the property owners are not in agreement then it is not something property owners can request, it has to come from the Township in terms of a broader rezoning. He stated that he is completely open to working with the Township staff. Mr. Blowers stated that the Board is encouraged by the vision and that he has not heard any serious objections at this point. He thanked everyone for coming this evening.

**Action Items:**

- a. Authorization to sign GP-11 Permit re Ben Franklin Rd Bridge Maintenance

Mr. Hutchison stated that the bridge was built some time ago. A General Permit was necessary at the time for the construction of the bridge. At this time, High is looking towards the future to dedicate the bridge and roadway (Ben Franklin Blvd) to the Township. In order to do so, the General Permit will need to be amended to allow for the Township to enter under the bridge to clean out any debris that may accumulate there. High has worked to maintain the bridge to date and the Township conducted a bridge inspection, to which High has done all maintenance needed. The General Permit information will add the Township as a responsible party. Mr. Hutchison is not sure how long the permit process will take but if the Board authorizes it, it will be submitted and proceed in that direction. Mr. Blowers stated the bridge will tie Ben Franklin Road to the Walnut Street Extension and really move the Township along to the vision it has had for a number of years.

Motion made by Corey Meyer for the authorization to sign GP-11 Permit for Ben Franklin Rd Bridge maintenance which was seconded by Mike Thornton and unanimously approved by voice vote.

b. Consultant selection re Housing Plan

Ms. Hitchens reported that there were eight consultants that applied through the RFP process. The Selection Committee was made up of five people, one Board of Supervisor member, one Planning Commission member, a staff person from the Lancaster County Housing and Redevelopment Authority, and two Township staff members. Two of the consultants produced the same exact score from the RFP review process. The Steering Committee then made their decision based on the consultant that had the highest number of committee members ranking them at the top. The company with the highest score was 4Ward Planning. The Selection Committee asks the Board to award the Housing Study to 4Ward Planning. Mr. Meyers, who served on the Selection Committee, stated that the due process was well run with great feedback. They all reviewed the RFPs and discussed all of them together. There was a lot of consistency in the conversation. They did a good, ethical job in picking the consultant which he is always proud of. Mr. Blowers praised the Township staff for moving forward with the Housing Study. He feels it is important that the Township is moving forward with a plan of their own even though the Housing Redevelopment Authority is talking about moving forward with a similar plan. Mr. Blowers feels that they see the value in it and it speaks to the Township's commitment leading in the budget process and prioritizing the plan that is in line with many other things that the Township is doing. Todd Poole from 4Ward Planning was on zoom. Mr. Poole addressed the Board and said thank you for selecting 4Ward Planning. Ms. Hitchens noted that Mr. Poole didn't know he was in the running for the top slot as she had not informed any of the consultants to date. Mr. Poole indicated that they are very pleased and honored to be selected. They recently did a similar analysis for the City of Lancaster which gives them the ability to hit the ground running. They interviewed a lot of housing developers including non-profit housing developers and have established relationships with many people needed to move forward with the planning. They have a good understanding of the region because of the Lancaster City analysis and will bring that experience and knowledge to East Lampeter.

Motion made by Mike Thornton to award 4Ward Planning as the consultant for the Housing Study which was seconded by Ethan Demme and unanimously approved by voice vote.

c. Agreement re Streambank Restoration and Riparian Buffer Project: HACC – Old Philadelphia Pike

Mr. Hutchison reported that the project has been in the works for some time and is one of the Township's pollution reduction plan projects. The design and permitting has been completed. The award of the lowest qualified bid will be considered for award by the East Lampeter Sewer Authority at their meeting on Wednesday of this week. There needs to be an agreement between all three parties to approve the project so that the Township, as the permit holder can benefit from the credits, HACC can benefit with a reduction in their stormwater fee and the streambank restoration on their property, and ELSA can benefit in achieving another pollution reduction project. Pieces of the agreement are still being worked on and the Township wants to be sure that the attorneys involved are satisfied with it. Because of the timing and where they are with the bidding, the Township asks that the Board act subject to the solicitors review and approval.

Motion made by Ethan Demme to approve the agreement regarding the HACC Streambank Restoration and Riparian Buffer Project as presented and conditioned on review and approval of the Township Solicitor which was seconded by Roger Rutt and unanimously approved by voice vote.

d. Arrangements re Residents use of Manheim Township Compost Park Facility

Mr. Hutchison reported that Manheim Township has opened up the possibility that East Lampeter Township residents can go back to using their Compost Facility. The system that is currently in place will issue a card to residents that want to use the facility. East Lampeter Township residents will present their card at the compost facility proving they are residents and authorized. Residents will follow all the same rules, regulations and fees schedule as Manheim Township residents at the facility. The Township is recommending that our residents be charged \$5 to receive an issued card or a replacement card.

Motion made by Corey Meyer to approve the \$5 fee for East Lampeter Township residents to receive cards for use Manheim Townships Compost Park Facility which was seconded by Roger Rutt and unanimously approved by voice vote.

**Manager's Report:**

a. Community Survey Update

Ms. Hitchens reported that the Township has received 89 completed surveys so far. The Township is working on ways to get the surveys out to more residents and encouraging residents to take it. The Township has received good feedback in the comments but Ms. Hitchens feels that the feedback is not diverse enough. The survey is in the newsletter, on the Township's Facebook page, and on the Township's website. The next step is to request that the school district send it out with their newsletter, however this will allow for those outside the Township to take the survey as well. Additionally, High is sending it out to their tenants and residents. Finally, we are reaching out the Home Owners Associations in the Township to request that they send the survey to residents of their communities.

b. Walnut Street Extension and Lancaster Heritage Pathway Update

Mr. Hutchison reported that the project is continuing and is on schedule. The Township has been working on additional amenities they want added to the trail like benches, dog waste stations, trash cans etc. All will need PENNDOT approval. The Township is in the process of requesting PENNDOT approval so everything will be in place by opening.

**Adjournment:**

On a motion by Mr. Corey Meyer and a second by Mr. Ethan Demme with all voting in favor, the meeting was adjourned at 8:25 pm. The next Board of Supervisors meeting will be held on Monday, June 5, 2023 at 7:30 pm in the East Lampeter Township Office, 2250 Old Philadelphia Pike, Lancaster, PA, 17602 and via ZOOM, check the Township website at [www.eastlampertownship.org](http://www.eastlampertownship.org) for more information.

Respectfully submitted,

Ralph M. Hutchison  
Township Manager