

August 7, 2023

The East Lampeter Township Board of Supervisors met on Monday, August 7, 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 7:30 pm followed by the Pledge of Allegiance. In addition to Mr. John Blowers, Supervisors present were Mr. Roger Rutt and Mr. Mike Thornton. Supervisors absent were Mr. Corey Meyer and Mr. Ethan Demme. 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:

Lance Watt – 335 Enterprise Drive – Hand in Hand Fire Company
David Keener – GD Keener – 592 Millcross Stormwater Plan
Lonnie Kauffman – 313 Enterprise Drive - Hand in Hand Fire Company
Daniel Beiler – 2858 Old Philadelphia Pike - Hand in Hand Fire Company
Tim Hoerner – Box 295 Hand in Hand - Hand in Hand Fire Company
Arlan Miller – 453 Beechdale Road - Hand in Hand Fire Company
Lavelle Beiler – 2493 Old Philadelphia Pike Smoketown - Hand in Hand Fire Company
Levi Stoltzfus – 2452 Old Philadelphia Pike Lancaster - Hand in Hand Fire Company
Alex Truynor – 734 Bentley Ridge Blvd - Hand in Hand Fire Company
Randy Yields – 50 Harvest Road - Hand in Hand Fire Company
Christian Miller – 453 Beechdale Road - Hand in Hand Fire Company
John Petersheim – 83 Eastbrook Road – Ronks Fire Company
Gerald Petersheim – 2546 Siegrist Road - Hand in Hand Fire Company
Eph Stoltzfus - Hand in Hand Fire Company
Benjamin Beiler – 380 Beechdale Road - Hand in Hand Fire Company
Christ Petersheim – 64 North Weavertown Road - Hand in Hand Fire Company
Raymond Petersheim – 64 North Weavertown Road - Hand in Hand Fire Company
Paul Fisher – 351 Enterprise Drive - Hand in Hand Fire Company
Don Boyer - Hand in Hand Fire Company
Steve Gribble – 127 North Ronks Road - Ronks Fire Company
Dave Gribble – 1992 Drexel Avenue - Ronks Fire Company
Jill Walmer – 977 Olde Hickory Road – Self
Bob Stadel – 161 Madison Way Downingtown – Self
Nick Wagner – Bowman Road
David Keens – 63 Lafayette Way – Lafayette Fire Company

Also, In attendance via Zoom:

None

Public Comment for Non-Agenda items:

None

Consent Agenda:

- a. Approval of the August 7, 2023 Board of Supervisors meeting agenda
Removal of Item 7c - Request re Sewer Bill Adjustment (BIH Hotel Property)
- b. Approval of the Minutes of the Monday, July 17, 2023 Regular Meeting
- c. Approval to pay invoices from all funds: Total: \$754,704.96

*Item of note:

\$183,118.59 to Pennsy Supply for Paving

\$63,572.50 to Morgan Stanley for Pension Contributions for Uniformed and Non-uniformed Unions

\$61,660.00 to George Ely for Flory Park Playground Structures

\$43,358.51 to CH&N for Pine Drive Manhole Replacement

\$40,713.00 to Susquehanna Municipal Trust for Worker's Comp Coverage Policy

Motion made by Roger Rutt to approve the Consent Agenda which was seconded by Mike Thornton and unanimously approved by voice vote.

Mr. Thornton asked about the status of the playground structures at Flory Park. He was informed installation was completed.

Presentation re Hand in Hand Fire Company Apparatus Replacement Proposal

Paul Fisher, President of Hand in Hand Fire Company, thanked the Board of Supervisors for putting the proposal on the agenda. He introduced Lonnie Kauffman, Hand and Hand Fire Company (Station 41), to make the presentation on behalf of the committee. Mr. Kauffman stated that the proposal is to replace their primary firefighting and rescue apparatus (Engine 41-1). The fire company formed a committee in February of 2022 to plan for the purchase of a replacement engine. The Engine is on the Township's schedule for replacement fire trucks. The Engine was purchased new in 1999 for \$457,000. It is a 2000 custom Pierce Lance. It was 100% funded by the fire company. Engine 41-1 has been in service for 23 years and has approximately 28,000 miles. It is the primary rescue piece at the station and responds to approximately 80% of calls. It responds to 1st alarm fires throughout East Lampeter Township as well as assisting fire companies in neighboring townships. The major components of the Engine are a 1,000-gallon water tank, a 2,250 gpm pump, an 8-man cab, 2,200 feet of 5" water supply hose and a CAF (Compressed Air Foam) system that provides an improved fire attack over using plain water. The replacement Engine will be a Pierce Enforcer either a 2026 or 2027. The manufacturer cannot give an exact year at this time. It will be a brand-new Engine and replace Engine 41-1 as the primary firefighting and rescue piece. The major components of the new Engine include 7 airpack seats, a 2,000 gpm pump, a 1,000-gallon water tank, a CAF system, 1,800 feet of 5" water supply hose, 6 fire attack lines and topside storage. The improvements the new rig has compared to the older one is: front disc brakes and TAK4 independent front suspension for better braking, turning and handling; cummins X15 engine that will meet the 2027 EPA emission standards; lower center of gravity and collision avoidance system; larger overall rig with more compartment space and a larger 8-man cab with 7 SCBA seats, which is 2 more than the current; all LED lighting with automatic night mode and a one-piece windshield for better visibility. Pierce gave a cost proposal of approximately \$1,432,244.00. The delivery time estimate is 48-52 months. The proposal includes equipment mounting costs. There are three payment plan options.

Option 1: Proposal Price of \$1,432,244.00

* 60% from Township - \$859,346.00

* 40% from existing Fire Company savings - \$572,898.00

Option 2: Price with the full prepay discount applied: \$1,228,183.00

- * Full prepay discount is (\$204,061.00)

- * 60% from Township - \$736,910.00

- * 40% from existing Fire Company savings - \$491,273.00

Option 3: Price with only the chassis discount applied: \$1,414,137.00

- * Chassis discount: (\$18,107.00)

- * 60% from Township - \$848,482.00

- * 40% from existing Fire Company savings - \$565,655.00

Hand in Hand Fire Company's goal is to place the order by mid-August 2023. The quote includes a 4-year queue for manufacturing of new orders, which is subject to change. The anticipated delivery date would be in mid-2027 with the in-service date in late 2027. Hand in Hand Fire Company recommends Option 3. Gerald Petersheim, Hand Fire Company (Station 41), continued the presentation. If the Fire Company and the Township invest their portion of the cost in a four-year CD with a 4.7% annual percentage yield, the combined interest earned would be \$247,000.00 compounded. Mr. Hutchison asked what was the difference in the proposal today compared to the proposal presented at the ESC meeting earlier. Mr. Petersheim answered that the ESC proposal included \$104,000.00 in equipment cost that has been removed from this proposal and cost for back-up equipment went up. Equipment mounting was estimated to cost \$40,000 to \$50,000 from NFPA. Pierce estimated mounting cost of \$37,000 for the past few engines they manufactured so \$50,000 is more likely going to be the amount in 2027. The proposal includes equipment mounting costs. Mr. Rutt asked if the equipment being mounted would be done by Pierce or an outside vendor. Mr. Petersheim answered that it would be done by Glick Fire. Mr. Rutt asked if the actual equipment is included in the price from Pierce. Mr. Petersheim answered that they will transfer a lot of equipment from the existing truck to the new truck. A significant amount of the equipment being mounted is already owned by Hand in Hand Fire Company and they will be purchasing a number of pieces from their own funds. Mr. Hutchison clarified that the \$50,000 of equipment mounting is embedded in the proposal as an estimate and the actual cost will be subtracted from the proposal price. Mr. Petersheim answered yes and added the current apparatus was fully paid for by the fire company so the difference would be going back to them. Mr. Blowers stated that ESC is looking at the apparatus replacement fund again to review it for 2026 and going forward. Mr. Thornton stated that a committee is being formed to look at finances and the schedule of the apparatus replacement. Mr. Blowers clarified for the public that the Board has taken a look at the apparatus needs of the four fire companies and has a 20-year rolling replacement plan so funds are available when needed. The fire companies are doing the same with their efforts by raising funds in their communities and working to get grants from the state so the communities have updated equipment and apparatuses for their emergency needs. Mr. Thornton asked if the payment schedule is something the Township needs to research before investing the difference and waiting for the return. Mr. Hutchison answered that he did the same calculations as Mr. Fisher and came to the same conclusion that it would be more cost effective to invest the funds and earn interest instead of paying up front from the apparatus replacement fund. He added that the Township can look at other ways to come up with their share of the cost but the money is currently available in the apparatus fund. The replacement scheduled was prepared a number of years ago and the apparatus was scheduled to be replaced in 2020 which was extended to 2023. He also said that the apparatus replacement fund needs to be looked at for future replacement costs considering the rising inflation. Mr. Hutchison stated that the only option he did not calculate is to borrow the funds from a state loan program at 2%. Mr. Blowers stated that he has no concerns using the funds that are available in the apparatus fund. Mr. Thornton stated that the funds are available now so he is leaning toward option 2 instead of waiting for four years for a return through investing. Mr. Blowers verified that Mr. Hutchison did get the same results from his calculations regarding investing. Mr. Hutchison

stated that there are no plans to use the funds for anything else so interest is guaranteed to be earned and more money will be saved at the end. Mr. Fisher added that he feels uneasy paying that much money up front and not seeing anything for four years. Mr. Rutt asked Mr. Fisher to clarify that Hand in Hand Fire Company has their portion of the cost. Mr Fisher answered yes and they can invest the funds by next week.

Mr. Blowers asked if there was any public comment. Dave Keenes with Lafayette Fire Company asked if Option 3 is chosen, would the timeframe allow the fire company and Township to consider other funding options since the money is not given up front. Mr. Petersheim answered that once a contract is created, he believes any changes to the agreed upon funding would void the contract and the process would start again. Mr. Blowers stated that the fire company should have ESC find out what the outcome would be and if that is another option.

Motion made by Mike Thornton to accept Hand in Hand Fire Company's recommendation for the Option #3 replacement proposal payment plan which was seconded by Roger Rutt and unanimously approved by voice vote.

Old Business:

a. Request for Financial Security Release: 832 Willow Road Subdivision

Upon review, the Township's Engineer recommends a reduction of \$83,556.00 leaving a remaining balance of \$0.

Mr. Hutchison stated that the project was originally through Subdivision Land Development. A revised stormwater management plan for the property was seen by the Board recently. Replacement financial security for the stormwater management plan will be received. The subdivision piece is completed.

Motion made by Mike Thornton for the Release of Financial Security for 832 Willow Road Subdivision leaving a remaining balance of \$0 which was seconded by Roger Rutt and unanimously approved by voice vote.

b. Request for Financial Security Release: 2246 LHE Popeye's

Upon review, the Township's Engineer recommends a reduction of \$500.00 leaving a remaining balance of \$0.

Motion made by Mike Thornton for the Release of Financial Security for 2246 LHE Popeye's leaving a remaining balance of \$0 which was seconded by Roger Rutt and unanimously approved by voice vote.

c. Request for Financial Security Reduction: Greenfield North Sanitary Sewer

Upon review, the Township's Engineer recommends a reduction of \$304,050.78 from the balance of \$329,977.78 leaving a remaining balance of \$25,927.00.

Motion made by Roger Rutt to approve the Reduction of Financial Security for Greenfield North Sanitary Sewer leaving a remaining balance of \$25,927.00 which was seconded by Mike Thornton and unanimously approved by voice vote.

New Business:

a. Stormwater Management Plan #23-13: 592 Millcross Road

Dave Keener, project engineer, and Bob Stadel, owner, were present to represent the stormwater management plan. A letter from Township Engineer dated August 7, 2023 recommended a discussion to take place with the Board of Supervisors about plans to build a future pedestrian trail behind the property along the Conestoga River as indicated on the Township's Official Map. Discussions have taken place with Mr. Stadel's neighbors about the trail plans. Some of the neighbors have provided easements for the trail. Mr. Thornton asked if Mr. Stadel supports the plan for the trail. Mr. Stadel answered that the trail has been addressed twice in letters from the Township Engineer. He is not opposed to the trail but would like to discuss and study the plans further before deciding. He would like all the neighbors to agree. Mr. Stadel would like to separate discussions about the trail from the stormwater plan. He would like to start building on the property and address the trail at a later date.

Motion made by Mike Thornton to approve Stormwater Management Plan #23-13: 592 Millcross Road subject to the Township Engineer's recommendations including consideration for a future pedestrian trail which was seconded by Roger Rutt and unanimously approved by voice vote.

b. Informal Discussion re Development of Property at 2498 OPP

The applicant was expected to be at the meeting. Ms. Hitchens asked that the item be moved to the end of the meeting while she attempts to reach them via email. The applicant never joined the meeting. Mr. Blowers noted that the applicant should contact the Township to determine if they wish to be heard.

c. Request re Sewer Bill Adjustment (BIH Hotel Property)

Removed from Agenda

It was noted by Mr. Hutchison that Mr. John Smucker asked for this item to be moved to 08/21/2023.

d. Petition to Amend Zoning Ordinance re Self-Storage use in C-3 Zone – East Lampeter Associates LP – East Towne Center

Justin Bartholomew joined the meeting via zoom. The Board has been presented with an application for a petition to amend the zoning ordinance for self-storage use in an C3 Zone. An informal conversation with the property owner / applicant took place at a previous meeting. Mr. Blowers asked if the Township staff received the application for the petition, reviewed it and spoke to the applicant. Ms. Hitchens answered that they did. Mr. Blowers asked if Mr. Bartholomew would like to add anything that was not covered in the application or discussions with the staff. Mr. Bartholomew answered that he did not at this time and thanked the Board and staff for their assistance with the matter. Mr. Hutchison stated that the process would be for the Board to accept the petition, authorize Township staff to send it for review by the Township's planning partners, Lancaster County Planning Department, and the Township Planning Commission and schedule the required public hearing for Monday, October 2, 2023.

Motion made by Roger Rutt to accept the Petition to Amend Zoning Ordinance re Self-Storage use in C-3 Zone – East Lampeter Associates LP – East Towne Center which was seconded by Mike Thornton and unanimously approved by voice vote.

Action Items:

a. Letter of Support for Bike Share Funding through County TIP (CMAQ)

Township staff have been in discussions with the City of Lancaster regarding the possible expansion of the existing Bike Share program to East Lampeter and other areas outside of the City. The City is

requesting funding through the County Transportation Improvement Program (TIP) using the Congestion Mitigation Air Quality (CMAQ) funding. They have asked that the Township send a letter of support. Township staff has drafted a letter for the Board to sign. St. Peter and Manheim Township are also involved. East Lampeter would initially have six Bike Share stations. Sponsorship dollars or direct dollars can be used by the Township to maintain the program in the future similar to what the City of Lancaster is doing now. Mr. Blowers feels that a bike share program would tie in nicely with the Lancaster Heritage Pathway and the Streetscape Plan for Lincoln Highway Lancaster.

Motion made by Roger Rutt to provide a letter of support for Bike Share Funding through County TIP (CMAQ) which was seconded by Mike Thornton and unanimously approved by voice vote.

b. SRO Agreement w CVSD

The Township has been working with the school district to expand the current SRO program which was created in 2003. After discussions with the school district, it was agreed upon that adding a second School Resource Officer to the current program would be a positive improvement. The second resource officer has gone through SRO training and has shadowed the current officer. The second officer would be implemented into the 2023-2024 school year. It will remain that the CVSD pays 70% and the Township pays 30% of the cost. The previous SRO agreement / Memorandum of Understanding will need to be updated. Mr. Thornton stated that he worked with SROs in his career at the school district when there was always only one SRO. The officer would be pulled from one school to another which was challenging with four elementary schools, a middle school and a high school. He believes this is a great decision.

Motion made by Mike Thornton to approve the SRO agreement with CVSD with the financial arrangements remaining the same with the district paying 70% of the cost and the Township paying 30% of the cost which was seconded by Roger Rutt and unanimously approved by voice vote.

c. Resolution re 2023 Budget Modification – Snow Plow

A snow plow that was ordered in 2022 has recently been delivered because of supply chain issues. The expense was included in the 2022 budget but was not carried over to 2023. The resolution will provide a budget for this previous approved expense in the 2023 budget.

Motion made by Roger Rutt to approve the amendment to the 2023 budget to include the purchase of a previously approved snow plow that was not delivered in 2022 because of supply chain issues which was seconded by Mike Thornton and unanimously approved by voice vote.

d. Resolution re Disposal of Township Records Due to Age

Additional records that are permitted to be disposed of because they are seven years or older are ready to be removed from the Township's files. A resolution is needed from the Board approving of their disposal.

Motion made by Roger Rutt to approve the Resolution in reference to the disposal of Township records due to age which was seconded by Mike Thornton and unanimously approved by voice vote.

e. Resolution re Disposal of Township Records Replaced by Digital Records

Efforts to convert paper files into digital files are continuing. In order to dispose of the paper files, the Board should adapt the proposed resolution.

Motion made by Roger Rutt to approve the Resolution in reference to the disposal of Township records replaced by digital records which was seconded by Mike Thornton and unanimously approved by voice vote.

Manager's Report:

a. Encourage More Responses to Community Survey

Mr. Hutchison reported that Township staff has been working to encourage more responses to the Community Survey. A total of 325 surveys have been completed but the response has slowed considerably. QR codes and paper surveys were available at the National Night Out and they will also be available at the upcoming East Lampeter Township Community Night at the Barnstormers game on August 12th. It will also continue to be available on the Township website and Facebook page.

b. Encourage Attendance at Barnstormers Baseball Game on 8/12/2023

Mr. Hutchison reported that the East Lampeter Township Community Day at the Barnstormers is scheduled for Saturday, August 12th at 6:30pm. Tickets are \$9 and \$4 dollars of each ticket sold will be donated to the Township's four volunteer fire companies. The Township and each fire company will have a display table at the game with fireworks following the game.

c. Housing Plan Progress Update

Ms. Hitchens reported that Township staff had a virtual meeting with 4Ward Planning regarding the progress of the Housing Plan study. To date, all of the HUD data has been reviewed, real estate market metrics have been analyzed, the demographics have been completed and field views of three of the five areas in the Township have been conducted to look at conversions of different types of housing. Connections to data and key persons at EDC have been made and community interviews have taken place starting with Habitat for Humanity. Information will be collected and utilized from Lancaster Housing and Redevelopment Authority and the first public meeting with the Board of Supervisors will be scheduled towards the end of September 2023. Mr. Blowers stated that Lancaster Housing and Redevelopment Authority would like to do their own County Housing Study in the future so they want to be helpful and engaged in this study. Ms. Hitchens added that one of their team members also serves on East Lampeter's Selection Committee. She also added that EDC met with Mr. Hutchison and herself in May of 2023 and offered all the data that they may have to the Township for the Housing Study. Ms. Hitchens put the Township's consultant in touch with EDC. Mr. Blowers asked if the Lancaster County Association of Realtors has data that may be helpful for the study as well. Ms. Hitchens replied that she will have the Township's consultant contact them.

d. Update re Clayton Avenue Neighborhood

Mr. Hutchison reported that double yellow lines and white shoulder lines have been painted on Clayton, Plymouth, Meadowview, Susan and Reese Avenues. 25 MPH speed limit signs have also been posted on these streets. These measures are expected to calm traffic on these residential streets. The installation of a street light at the corner of Clayton and Meadowview has also been ordered through PPL. Township staff has been in touch with the property owner at the corner of Lincoln Highway and Clayton regarding the parking arrangements. Previous Zoning Hearing Board decisions state that ten off street parking spaces be provided on this property for the residential and business uses on this site. Township staff has informed the property owner that these spaces need to be relined so that it is clear that this number of parking spaces has been provided. Township staff has also engaged with the owner of 4 Meadowview and is working to get the debris and overgrowth removed.

e. Panhandling Follow-up

Mr. Hutchison reported that Township staff and Chief Zerbe have been working to prepare a hand out to assist those who are found panhandling so they understand the Do's and Don'ts in the interest of safety. The card will also have resource information to assist these individuals with contact information for various organizations. Chief Zerbe is also looking to add value to these cards by possibly working with a local business that will give out a free beverage in return for the card which will avoid the cards becoming litter. Safety vests or ponchos can also be handed out with the card or something else that would be useful to the individuals. It has also been discovered that there are billboards along Route 30 near the Lancaster/Chester County line which display a message to discourage giving to panhandlers and encourage giving to organizations that assist with homelessness in Philadelphia. This may be something to consider through local organizations.

f. Update re Draft Nuisance Hotel Ordinance

A draft of the Nuisance Hotel Ordinance was given to the Board. The Board was asked to review the Ordinance and provide comments and/or suggested changes to its provisions. Discussion and direction should be provided at the August 21st Board of Supervisors meeting. Action can then be planned for the September 18th meeting which will be advertised. Mr. Thornton stated that the draft seemed very reasonable. The hotel would get a citation and perhaps a fine. He wants the Township to have good relationships with the hotels in the Township. Mr. Rutt agreed and wants to make sure that there is a clear record, such as using certified mail, of the hotels that received a warning, citation etc. so that there are no contradictions. Mr. Thornton added that Lincoln Highway Lancaster is going to raise its expectations on the hotels. The Township is putting in a lot of resources to make Lincoln Highway Lancaster a great place for both locals and visitors. Mr. Blowers stated that the Board had to look at nuisance hotels in the past and hopes that the hotels will meet the expectations of the Township on their own. He hopes, with the new streetscape, the hotels will want to improve the quality of their business and thrive. Mr. Thornton added that East Lampeter has one of the top trained police departments in the area, an anti-trafficking task force in the county, a concentration of hotels, a new streetscape and other developments being built like new trails. There are people and institutions that want to improve the quality of life in East Lampeter. Mr. Rutt would like Lincoln Highway Lancaster to provide an area where visitors want to stay at one of the many hotels for a week and will be able to walk or bike to stores, restaurant and attractions. Mr. Blowers stated that the Ordinance is a tool in the Township's toolbox that may be used for a time and hopefully will not need to be used in the future. He stated that the ordinance should be brought to the Board for further discussion and direction. Mr. Hutchison added that he has been speaking with the Township Solicitors Office about requiring hotel owners and operators to prepare plans for emergency evacuation and accommodations for their guest in an emergency. He hopes to bring a draft about these requirements to the next meeting.

g. Meeting to Discuss LEMA After Action Report

Mr. Hutchison provided a copy of the LEMA After Action Report that was created following an event in July 2022. Arrangements have been made for a meeting with the Director of the Lancaster Emergency Management Agency to discuss the report. The Chairman, Vice Chairman and Township Manager are planning to attend the meeting and participate.

h. Initial 2024 Budget Meeting – Monday, August 28, 2023 at 5:00pm

Mr. Hutchison reported that a special public meeting for the purpose of having initial discussions regarding programs, projects and other budget related issues for 2024 has been scheduled and advertised for Monday, August 28th at 5pm. It will be a public meeting in person and on zoom. The Township Management Team and Department Heads will be present and will participate in these discussions with the Board.

Adjournment:

On a motion by Mr. Mike Thornton and a second by Mr. Roger Rutt with all voting in favor, the meeting was adjourned at 8:56pm. The next Board of Supervisors meeting will be held on Monday, August 21, 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.eastlampetertownship.org for more information.

Respectfully submitted,
Ralph M. Hutchison
Township Manager