

**January 02, 2024**

The East Lampeter Township Board of Supervisors met on Tuesday, January 2, 2024 at 7:00 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. Vice Chairman Corey Meyer called the meeting to order at 7:00 pm followed by the Pledge of Allegiance. In addition to Mr. Corey Meyer, Supervisors present were Mr. Roger Rutt and Mr. Ted Gallagher in the meeting room. Mr. Ethan Demme was present via zoom. Mr. Mike Thornton joined the meeting via zoom at approximately 7:04pm. 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.

**Public Present in Public Meeting Room:**

Elias Beiler – 99 Witmer Road

**Also, In attendance via Zoom:**

None

**Board of Supervisors Reorganization**

Mr. Corey Meyer called the meeting to order and requested Mr. Ethan Demme serve as Temporary Chairman. Mr. Demme agreed.

Election of Chairman

Motion made by Roger Rutt to appoint Corey Meyer as Chairman of the Board of Supervisors which was seconded by Ted Gallagher and unanimously approved by roll call vote.

\*Chairman Meyer resumed the meeting as Chair.

Election of Vice Chairman

Motion made by Roger Rutt to appoint Ethan Demme as Vice Chairman of the Board of Supervisors which was seconded by Ted Gallagher and unanimously approved by roll call vote.

Appointment of Secretary/Treasurer

Motion made by Ted Gallagher to appoint Ralph Hutchison as Secretary/Treasurer of the Board of Supervisors which was seconded by Ethan Demme and unanimously approved by roll call vote.

\*Mr. Mike Thornton joined the meeting via zoom.

Appointment of Assistant Secretary

Motion made by Ted Gallagher to appoint Tara Hitchens as Assistant Secretary/Treasurer which was seconded by Roger Rutt and unanimously approved by roll call vote.

**Board of Supervisors 2024**

Chairman: Corey Meyer

Vice Chairman: Ethan Demme

Secretary/Treasurer: Ralph Hutchison

Assistant Secretary/Treasurer: Tara Hitchens

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

None

**Consent Agenda:**

- a. Approval of the January 2, 2024 Board of Supervisors Meeting Agenda
- b. Approval of the Minutes of the Monday December 18, 2023 Regular Meeting

Motion made by Roger Rutt to approve the Consent Agenda which was seconded by Ted Gallagher and unanimously approved by roll call vote.

**Annual Appointments**

- a. Appointment of Solicitor – Blakinger Thomas Law Firm, Susan Peipher, Esq.

Motion made by Ethan Demme to appoint Blakinger Thomas Law Firm, Susan Peipher, Esq. as Solicitor of East Lampeter Township which was seconded by Roger Rutt and unanimously approved by roll call vote.

- b. Appointment of Township Engineers & Alternates – David Miller and Associates, Becker Engineering, HRG Inc., Grove Miller Engineering and McMahan Associates

Motion made by Ethan Demme to appoint David Miller and Associates as Township Engineer and Becker Engineering as alternate Township Engineer, HRG Inc. as Authority Engineer, Grove Miller Engineering as traffic engineer, and McMahan Associates as Lincoln Highway Streetscape design engineer which was seconded by Roger Rutt and unanimously approved by roll call vote.

- c. Appointment of Vacancy Board Chairman – Mr. John Blowers

Motion made by Ethan Demme to appoint Mr. John Blowers as Vacancy Board Chairman of East Lampeter Township which was seconded by Roger Rutt and unanimously approved by roll call vote.

- d. Appointment of Depositories – PLGIT, M&T Bank, CNB Bank and Uninvest Bank

Motion made by Ethan Demme to appoint PLGIT, M&T Bank, CNB Bank and Uninvest Bank as Depositories of East Lampeter Township which was seconded by Roger Rutt and unanimously approved by roll call vote.

- e. Resolution re: Appointment of CPA Firm to Perform 2023 Audit – Herbein & Company

Motion made by Mike Thornton to appoint Herbein & Company as CPA Firm to Perform 2023 Audit for East Lampeter Township which is the last year of the agreement with the firm which was seconded by Ethan Demme and unanimously approved by roll call vote.

- f. Appointment of PSATS Conference Delegates & Voting Delegate

Motion made by Ethan Demme to appoint Roger Rutt, Ethan Demme, Mike Thornton and Ted Gallagher as PSATS Conference Delegates and Ralph Hutchison as PSATS Conference Voting Delegate which was seconded by Roger Rutt and unanimously approved by roll call vote.

g. Appointments of SEO and Alternate: Dale High & Leonard Spencer respectively

Motion made by Roger Rutt to appoint Dale High & Leonard Spencer as SEO and Alternate respectfully of East Lampeter Township which was seconded by Ted Gallagher and unanimously approved by roll call vote.

### **Appointments to Vacant Positions & Reappointments**

- a. Emergency Services Committee – Two-year term ending 12-31-25
  - i. Hand & Hand Fire Company Alternate Representative – Don Boyer
  - ii. Hand & Hand Fire Company Citizen Representative – John Petersheim
  - iii. Lafayette Fire Company Representative – Jason Beiler
  - vii. Township Supervisor Representative & Alternate – Mike Thornton & Roger Rutt respectively

Motion made by Ted Gallagher to approve the appointments to Vacant Positions & Reappointments of the East Lampeter Township Emergency Services Committee, term ending 12-31-25, which was seconded by Roger Rutt and unanimously approved by roll call vote.

- b. Industrial & Commercial Development Authority – Mr. Tim Lapp, appointment to a 5-year term ending 1-16-2024

Motion made by Mike Thornton to approve the appointment of Tim Lapp to the Industrial & Commercial Development Authority, term ending 1-16-2024, which was seconded by Ethan Demme and unanimously approved by roll call vote.

### **Establishment of Treasurer's Bond Amount - \$740,000.00**

The treasurer is required to be bonded. The CPA firm is typically consulted to come up with an appropriate amount based on the average highest amount of funds that would be available in any day during the year. The firm recommends \$740,000.00.

Motion made by Roger Rutt to approve the establishment of the Treasurer's Bond to be \$740,000.00 which was seconded by Ted Gallagher and unanimously approved by roll call vote.

### **Old Business:**

None

### **New Business:**

None

### **Action Items:**

- a. Resolution re: Police Officer Contributions to Pension Plan (5%)

The Auditor General's Office requires that a Resolution establishing the contribution rate is adopted annually. This rate has been negotiated through the collective bargaining process with the Police Union.

Motion made by Roger Rutt to approve the Resolution re: Police Officer Contributions to Pension Plan (5%) which was seconded by Mike Thornton and unanimously approved by roll call vote.

b. Resolution re: Non-Uniform Employees Contributions to Pension Plan (1%)

The Auditor General's Office requires that a Resolution establishing the contribution rate is adopted annually. This rate has been negotiated through the collective bargaining process and applies to all employees covered by the non-uniform pension plan.

Motion made by Mike Thornton to approve the Resolution re: Non-Uniform Employees Contributions to Pension Plan (1%) which was seconded by Ted Gallagher and unanimously approved by roll call vote.

c. Mileage Rate Approval – IRS Rate (\$0.67 / mile)

This rate is for when an employee uses a personal vehicle for Township related travel.

Motion made by Roger Rutt to approve the Mileage Rate being the IRS Rate (\$0.67 / mile) which was seconded by Ted Gallagher and unanimously approved by roll call vote.

**Manager's Report:**

a. Regional Bike Share Program

The City of Lancaster has requested that neighboring Townships consider joining the expansion of the existing Bike Share Program established in the city. East Lampeter Township and Manheim Township have expressed interest. The program has been funded through the County's Transportation Improvement Program (TIP). East Lampeter will continue with meetings to move this program forward. Mr. Meyer asked if the staff has any ideas as to where the bike stations will be in the Township. Mr. Hutchison answered that the first will likely be along the Lancaster Heritage Pathway near the trailhead and then expand to the Lincoln Highway East area once the Streetscape is completed and then to the Bridgeport area.

b. Bridgeport Mobility Plan Implementation Projects

The Transportation Improvement Program, which is currently going through the County approval process that happens every two years, has recommended a list of projects to be added to the 2025-2028 TIP Program. The largest project recommended in the Bridgeport Mobility Plan is reconfiguring the intersection of 340, Lincoln Highway, Pitney and Lampeter Road. This is going to be funded with approximately 1.5 million dollars which will cover the beginning of the preliminary design and final engineering for the improvement. Another Smart Growth Transportation Project is the Route 462 Redesign. This project will also be funded through the TIP Program. The County is going to coordinate with PennDOT so the project will be constructed when PennDOT resurfaces that portion of Lincoln Highway from Tennyson Avenue to Greenfield Road in 2028. Mr. Hutchison met with PennDOT last

week to discuss the project. PennDOT stated it is uncomfortable limiting the project to only that section and would like it to extend it to Strasburg Pike which is approximately an additional 1500 feet of highway area. This would tie together two PennDOT projects, the Western Gateway project from the Lincoln Highway Streetscape and the Bridgeport Mobility Study project along Route 462 beginning at Tennyson Avenue. The additional costs for design and both preliminary and final engineering will be an additional cost to the Township. The Township will be responsible for all of the pre-construction work with design, permitting, Right of Way, utility movement, etc. and PennDOT will cover all of the construction costs. Mr. Hutchison is approximating the Township portion to be one million dollars which may be broken up into \$250,000.00 over a four-year period. A consultant for the project needs to be chosen in 2024 and work to finish the Township's portion by 2028 in time for construction by PennDOT to begin. Mr. Thornton stated that the addition to Strasburg Pike does tie into the big picture of what the Township would like to do with Lincoln Highway East from a larger picture and planning perspective. Mr. Thornton noted that this will be a decision the Board of Supervisors will have to make as they tackle the budget with the deficit spending that has been occurring. Mr. Meyer agreed but noted that if it is not done with this proposal, will it ever get done. Mr. Demme stated that extending to Strasburg Pike matches the reconstruction of the intersection. Mr. Demme noted that he believes doing it all at once is an excellent way to do it but the timing is a little quick. He suggested considering a bond issue to spread the costs over time. Mr. Gallagher agreed.

**Adjournment:**

On a motion by Mr. Ted Gallagher and a second by Mr. Roger Rutt with all voting in favor, the meeting was adjourned at 7:39pm. The next Board of Supervisors meeting will be held on Monday, January 15, 2024 at 7:00pm for a regular meeting in the East Lampeter Township Office, 2250 Old Philadelphia Pike, Lancaster, PA, 17602 and via ZOOM, check the Township website at [www.eastlampetertownship.org](http://www.eastlampetertownship.org) for more information.

Respectfully submitted,  
Ralph M. Hutchison  
Township Manager