

January 15, 2024

The East Lampeter Township Board of Supervisors met on Monday, January 15, 2024 at 7:00pm 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 Corey Meyer called the meeting to order at 7:00pm followed by the Pledge of Allegiance. In addition to Mr. Corey Meyer, Supervisors present were Mr. Roger Rutt, Mr. Ethan Demme, Mr. Mike Thornton and Mr. Ted Gallagher. 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:

Tim Lapp – 165 Witmer Road, Lancaster, PA 17602 - Resident

Steve Gribble – 134 N. Ronks Rd. – Ronks Fire Company

Chris Bauer – McMahan

Scott Russell - McMahan

Also, In attendance via Zoom:

None

Public Comment for Non-Agenda items:

None

Consent Agenda:

- a. Approval of the January 15, 2024 Board of Supervisors Meeting Agenda
- b. Approval of the Minutes of the Tuesday, January 2, 2024 Regular Meeting
- c. Request for Time Extension for Township Review and Action: Millstream Inn Stormwater Management Plan #23-25: 170 Eastbrook Road
The applicant is requesting an additional 90-days for Township review and action. This is the applicant's second request for a time extension. Action by the Board would have to be taken by April 15, 2024.
- d. Request for Time Extension for Township Review and Action: Wawa Stormwater Management Plan #23-30: 2132 Lincoln Highway East
The applicant is requesting an additional 90-days for Township review and action. This is the applicant's first request for a time extension. Action by the Board would have to be taken on or before the March 18, 2024 meeting.
- e. Request for Time Extension for Township Review and Action: Goodwill Land Development Plan #23-31: 2353 Lincoln Highway East
The applicant is requesting an additional 90-days for Township Review and Action. This is the applicants first request for a time extension. Action by the Board would have to be taken on or before the April 15, 2024 meeting.
- f. Request for Time Extension for Township Review and Action: Rockvale Land Development Plan #23-32: Rockvale Parcel 2
The applicant is requesting an additional 90-days for Township Review and Action. This is the applicants first request for a time extension. Action by the Board would have to be taken on or before the May 6, 2024 meeting.
- g. Approval to pay invoices from all funds: Total: \$947,518.70

Items of note:

- \$444,097.83 to the City of Lancaster for quarterly sanitary sewer treatment charges (2nd and 3rd quarters of 2023)
- \$44,662.25 to Susquehanna Municipal Trust for quarterly Workmen’s Comp Coverage Premium
- \$11,220.00 to 4ward Planning Inc. for Housing Plan consulting fees
- \$10,932.83 to ARC Document Solutions, LLC for document scanning

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

Appointments to Vacant Positions & Reappointments

- a. Emergency Services Committee – Two Year Term Ending 12-31-25:
 - i. Ronks Fire Company Alternative Representative – Nathan Church
 - ii. Ronks Fire Company Citizen – Melanie McHenry
 - iii. Witmer Fire Company Representative – Dakota Hoak
 - iv. Township Citizen Representative – Vacant

Motion made by Roger Rutt to approve the appointments and reappointments to the East Lampeter Township Emergency Services Committee which was seconded by Ted Gallagher and unanimously approved by voice vote.

Old Business:

- a. Presentation re: Trail Project – Strasburg Pike to Overview Road

Chris Bauer and Scott Russell of McMahan, now a division of Bowman Company, were present as the consultants designing the Strasburg Pike Trail. Mr. Bauer presented the overview and Mr. Russell presented the details of the design. Mr. Bauer stated the trail is going to start at the western end of Flory Park near Strasburg Pike, traverse parallel along the property line with Walmart, continue south toward the park roadway near Greenland Drive, enter a wooded area traveling to Greenland Drive, and then continue on Greenland Drive somehow, and northward along Oak View Road meeting up with the Western Gateway Project. The two projects are coordinated. The Strasburg Pike Trail will be a 12’ wide multi-use trail that connects Strasburg Pike to Lincoln Highway East. The purpose of the trail is to promote a healthy lifestyle and provide a safe alternative to vehicle trips and to reduce vehicle trips. It will further the Township’s walkable community goals, link Flory Park with residential and commercial properties and provide a safe alternative to access these locations. Flory Park is a Section 4f resource which protects the publicly owned property from harm. A project, like the one presented, has to have a de minimis impact on the property. The Strasburg Pike Trail Project is federally assisted and requires approval by the Federal Highway Administration and must meet the requirements of Section 4f. There will be temporary impacts to the park in the form of short-term construction activities but will not impact the use of the park. The Section 4f temporary occupancy form has been prepared and approved by PennDOT for the proposed construction activities. The construction grant funding available is \$1,011,700.00. The current estimate of the project with a 25% contingency is \$1,198,300.00. The grant money is only for construction cost. All other costs are the Township’s responsibility. The project’s bid date is October 24, 2024 and construction is scheduled to take place in the 4th quarter of 2024 into the 3rd quarter of 2025. Mr. Russell reported on the design details. A pervious 12’ wide trail is being proposed which will save in costs and minimizes disturbances in the park. The trail is environmentally friendly. It is designed to meet ADA standards

in terms of slopes. Mr. Thornton asked if the trail will be at grade. Mr. Russell answered that the majority of the trail is matching the area of the park but there will be some cutting when the trail enters the wooded area. In a steep area of the trail, gabion baskets will be used as a stabilization method. The gabion baskets along with the pervious material will reduce stormwater issues. In certain sections, the design allows the trail to stay in easements to avoid any right of way concerns. Mr. Meyer asked if the part of the trail on Greenland Drive could be on the south side of the road instead of the north. Mr. Russell answered that the project is not scoped for that but he is willing to work with Township staff to see if it is feasible. South Oakview Road will be narrower (28') with the addition of the trail so there will be no parking on the road. There will be no impacts to drains, minimal impacts on utility and only minor adjustments remaining. Mr. Demme proposed adding a barrier to the trail on the north side of the High property. Mr. Hutchison and Mr. Russell pointed out various difficulties on the north side of the road and concluded the south side would be the least restrictive but recommended grass to separate the trail from the road. Mr. Demme asked if an easement was ever constructed on the High property that connects to the mall. Mr. Hutchison answered no. An easement was looked at early in the project and found not to be feasible. The Board of Supervisors asked that the connection along Greenland Drive be considered as part of the project.

New Business:

a. Supervisor Future Discussion Items

Mr. Demme proposed to add a standing item on the agenda for the Board to offer discussion topics. The items will be provided by the Board members to the Chair for inclusion on the agenda. He stated that public meetings have three objectives. First, to inform the public about what is happening in the Township. Second, to deliberate and discuss potential Township action. Third, to act on Township business. Mr. Demme stated that bigger businesses and property owners have the resources to come before the Board with a proposal, but smaller entities do not. He would like items of discussion, that are advertised to the public, to be added to the regular meeting agenda so smaller land owners, small businesses and the average citizen learn and participate in the decision-making process. Mr. Meyer stated that he approves the regular meeting agenda on the Thursday before the regular meeting and asked Board members to propose a topic before that date. No more than two topics will be discussed per meeting.

Action Items:

a. Bids for Green Light Go Traffic Signal Project – Old Philadelphia Pike

Mr. Hutchison reported that the project has been in development for some time. The four signalized intersections along Old Philadelphia Pike that will be impacted are at Greenfield Road, Oakview Road, Horseshoe Road and the east bound ramp to Route 30. The internal control equipment will be upgraded as well as fiber connectivity, cameras for detection (connected to PennDOT monitoring system) and coordination. The lowest out of the four bids received was from Herr Signal & Lighting for \$241,925.00. The cost to the Township is more than was budgeted by \$8,525.00 because of inflation. The Township's cost is approximately 20% of the total cost. The Township Engineer recommends awarding the bid to Herr Signal & Lighting.

Motion made by Ethan Demme to award Herr Signal & Lighting for their bid of \$241,925.00 for the Green Light Go Traffic Signal Project – Old Philadelphia Pike which was seconded by Roger Rutt and unanimously approved by voice vote.

b. Approval of 2024 Fire Company Activities

This is a list of items for Workers Compensation purposes in East Lampeter Township for the four Township Volunteer Fire Companies. The list is the same as in 2023.

Motion made by Ethan Demme to approve the 2024 Fire Company Activities as presented which was seconded by Ted Gallagher and unanimously approved by voice vote.

c. Authorize Sale of Two (2) Mowers through MunicBid vs Trade-In Value

Mr. Hutchison reported that the purchase of two new mowers, used to cut grass in our parks, was included in the 2024 budget. The Township has the option of trading the old mowers in or selling them through MunicBid. The Public Works Staff feels if adequate value is offered through the trade process than it should be taken but if going through the MunicBid sales process is more profitable, they would like the option to sell. Authorization from the Board is needed in order to sell.

Motion made by Ethan Demme to authorize the sale of the two mowers through MunicBid or as a trade which was seconded by Mike Thornton and unanimously approved by voice vote.

Manager's Report:

a. Codification Project

Ms. Hitchens reported that the Township received a draft document from the vendor General Code in February 2023 and found that all of the resolutions and ordinances, that were provided by the Township in June or July of 2022, were not added to the document. In addition, all of the department heads went through their individual sections of the document and provided comments that were sent back to the vendor in November 2023 to provide an actual draft document for review. The Township has received no reply. Mr. Meyer asked if the Township could contact the vendor and ask them to respond. Mr. Hutchison answered that phone calls can be made. The vendor has had three representatives during this process. Mr. Meyer offered the Board's help with what is needed such as a letter signed by the Board.

b. 2023 Right to Know Requests Report

Mr. Hutchison wanted to inform the Board about the amount of Right to Know requests received by the Township on a regular basis, an average of two per week last year. Some of the requests take quite a bit of time to research and find the documents if the Township has any of them. The Township has diligently responded in the time period required by law. Mr. Hutchison feels the Township does not get compensated for the amount of effort it takes to go through the process. Some of the requests are for commercial entities that use the free information for business opportunities. Various municipal associations are working to change this on the state level. Mr. Meyer asked how many requests are police related. Mr. Hutchison answered quite a few but they are denied because of a privacy law. He stated that the Township is working on a Right to Know pop up on the website where information is provided and items that are exempt are identified so people know what can and cannot be released. He is hoping it will make a difference going forward.

Mr. Meyer announced an executive session for personal, real estate and legal matters following the adjournment of the meeting.

Adjournment:

On a motion by Mr. Ethan Demme and a second by Mr. Mike Thornton with all voting in favor, the meeting was adjourned at 7:49 pm. The next Board of Supervisors meetings will be held on Monday, February 12, 2024 at 7:00 pm 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.eastlampertownship.org for more information.

Respectfully submitted,
Ralph M. Hutchison
Township Manager