DATE AND TIME: January 6, 2020 4:30 p.m.

ATTENDANCE: Board Members: Thomas A. Bennett
G. Edward LeFevre
H. Scott Russell
W. Scott Wiglesworth
Andrew C. Weaver
Manager: Cindy A. Schweitzer
Director of Public Works: Perry T. Madonna
Director of Development Services: Jon E. Beck
Director of Finance: Joseph A. Robinson
Chief of Police: Stephen A. Skiles
EMS Coordinator: Diane E. Garber

The meeting was called to order at 4:30 p.m. at the Township Building, 1700 Nissley Road, Landisville by Mr. Douglas Brubaker, followed by a moment of silence and the Pledge of Allegiance. The gavel was then passed to Mr. Russell who chaired the meeting.

Mr. Russell administered the oaths of office to W. Scott Wiglesworth and Andrew C. Weaver, both taking their seats as Township Supervisors.

A. Reorganization of Board:
Chairman – Mr. Russell was nominated to serve as Chairman of the East Hempfield Township Board of Supervisors on motion by Mr. Wiglesworth and second by Mr. Bennett. The motion passed (5-0).

Vice-Chairman – Mr. Wiglesworth was nominated to serve as Vice-Chairman of the East Hempfield Township Board of Supervisors on motion by Mr. Russell and second by Mr. LeFevre. The motion passed (5-0).

B. Resolution #2020-01 – Recognition of Douglas W. Brubaker as a Township Supervisor for the past 12 years. Motioned by Mr. Bennett, seconded by Mr. Wiglesworth and unanimously carried to adopt resolution #2020-01 recognizing Mr. Brubaker for his service to the Township.

C. Preservation of Farmland Resolution – Mr. Russell read resolution 2013-07 which designates the Board of Supervisors historical and current intention to protect farmland and to protect and promote agriculture and agricultural business in East Hempfield Township; to preserve prime agricultural farmland, and to preserve both the rural and agricultural character of the areas of the Township general referred to as North of Rt. 283. Motioned by Mr.
Wiglesworth, seconded by Mr. Weaver to acknowledge the Board’s continued resolve regarding this resolution.

Appointments by Motion (Staff, Boards, Commissions, Committees)

A. Staff (Annual Appointments)
   1. The following annual appointments were approved by motion of Mr. LeFevre, second by Mr. Bennett and passed by the Board (5-0):
      - Manager /Secretary/Treasurer– Cindy A. Schweitzer
      - Chief of Police – Stephen Skiles
      - Director of Finance – Joseph Robinson
      - Director of Development Services/Stormwater Management Officer/Alternate Zoning Officer – Jon Beck
      - Zoning Officer/Alternate Stormwater Management Officer – Colin Siesholtz
      - Director of Public Works – Perry Madonna
      - Emergency Management Coordinator – Diane Garber

B. The following people were approved to fill terms on the varied Boards and Commissions listed by motion of Mr. Wiglesworth, seconded by Mr. Weaver and unanimously carried:
   - Vacancy Board (1 yr. term until 12/31/2020) - Diane Moore (reappointment)
   - Water Authority (5 yr. term until 12/31/2024) - Teri J. Titcomb (reappointment)
   - Building Code & Property Maintenance Board of Appeals (5 yr. term until 12/31/2024) - John Spear (reappointment)
   - Planning Commission - F. James Fullerton until 12/31/23 (reappointment)
     Brent Detter (appointment to full board for full term 12/31/2023)
     Matthew Pawlikowski (appointment to full board-Andy Weaver vacancy) until 12/31/2020
   - Industrial Development Authority (5 yr. term until 12/31/2024) - Thomas Ulmer (reappointment)

Appointment by Motion of professional services and rates:

A. Township Engineer (annual appointment). Motion was made by Mr. Bennett, seconded by Mr. Wiglesworth and passed by the Board (5-0) to approve the annual reappointment of the following:
   - David/Miller Associates Inc., Lancaster (Township Engineer)
   - Rettew Associates, Lancaster (Township Alternate Engineer)
   - McMahon Associates Inc., Camp Hill (Township Traffic Engineer)
   - McCormick Taylor, Exton (Township Traffic Engineer – existing projects)

B. Township Solicitor and Special Legal Counsel (annual appointment). Motion was made by Mr. Bennett, seconded by Mr. LeFevre and passed by the Board (5-0) to approve the annual reappointment of the following:
   - Blakinger Thomas PC (General Counsel)
   - Campbell Durrant & Beatty PC (special labor counsel for police)
   - Brubaker Connaughton Goss & Lucarelli LLC (labor counsel & special projects)
   - Gibble Kraybill and Hess (special projects)

C. Pension Fund Actuary (annual appointment) – Girard Pension Services, Allentown - Motion was made by Mr. Weaver and seconded by Mr. Bennett to approve the annual appointment of Girard Pension Services, Allentown as Pension Fund Actuary. The motion passed (5-0).
D. Appointment of SEK (Smith Elliot and Kearns) to perform the 2019 Township Audit. Motion was made by Mr. Bennett and seconded by Mr. Wiglesworth to appoint SEK to perform the 2019 Township Audit. The motion passed (5-0).

E. Professional Rate Schedules. Motion was made by Mr. Bennett, seconded by Mr. Russell and passed by the Board (5-0) to accept the following professional rate schedules as provided:
   - Blakinger Thomas
   - McMahon Associates
   - Brubaker Connaughton Goss & Lucarelli
   - David Miller/Associates

Staff was asked to provide comparison and percent change in rates between 2019 and 2020 for Rettew Associates and McCormick Taylor.

**Resolutions**

A. Resolution #2020-02 - Sewage Enforcement Officer (SEO) appointment and fee schedule.
   - David Lockard as SEO and Marvin Stoner as alternate SEO – 1-year appointments through 12/31/2020. Motion was made by Mr. Bennett and seconded by Mr. Weaver to adopt Resolution #2020-02. The motion passed (5-0).

B. Resolution #2020-03 - Employee Contributions - Non-Uniform Pension Fund. Motion was made by Mr. Bennett and seconded by Mr. Wiglesworth to adopt Resolution #2020-03. The motion passed (5-0).

C. Resolution #2020-04 - Zoning Hearing Board (5-year term until 12/31/2024).
   - Elam Herr (appointment). Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre to adopt Resolution #2020-04. The motion passed (5-0).

D. Resolution #2020-05 - 2020 Fee Schedule
   - Motion was made by Mr. LeFevre and seconded by Mr. Bennett to table Resolution #2020-05 to allow staff to complete their review. The motion passed (5-0).

**Authorizations/Approvals/Motions**

A. 2020 PSATS Convention (to be held May 3rd-6th @ Hershey).
   - Voting delegate – Andrew Weaver. Motion was made by Mr. Wiglesworth and seconded by Mr. LeFevre that Mr. Weaver shall serve as voting delegate at the 2020 PSATS Convention. The motion passed (5-0).

B. 2020 Employee Holiday schedule – 9 holidays and 4 personal days were approved as presented by motion of Mr. Bennett and second by Mr. Wiglesworth. The motion passed (5-0).
C. Approval of Banks for deposit of Township funds - By motion of Mr. Bennett and second by Mr. Wiglesworth, the Board **approved** (5-0) the following banks for deposit of East Hempfield Township funds:
   - First National Bank, Pittsburgh
   - PLIGIT
   - Any bank located within Lancaster County

D. Establish Treasurer’s Bond in the amount of $1,000,000.00 – Motion was made by Mr. Bennett and seconded by Mr. LeFevre to **approve** establishment of a Treasurer’s Bond in the amount of $1,000,000.00. The motion passed (5-0).

E. Fund Raising Activities for Volunteer Fire Companies – Motion was made by Mr. Bennett and seconded by Mr. Wiglesworth to **approve** fund raising activities provided those activities fall within the by-laws of the Fire Companies and they do not violate any local, state or federal laws. The motion passed (5-0).

F. Bi-weekly Pay Period for Employees – Motion was made by Mr. LeFevre and seconded by Mr. Weaver to **approve** the Bi-Weekly pay period for employees for 2020. The motion passed (5-0).

G. Invoice Payment Dates – The following motions were made by Mr. Wiglesworth, seconded by Mr. Weaver and passed by the Board (5-0):
   - **Establish** invoice payments for 1st and 3rd weeks of each month.
   - All invoices shall be **approved** at regular meetings with the exception of operating invoices, which shall be paid when due in order to avoid penalties and maximize discounts.

**Supervisor Committee Appointments/Goals**
- Chairman Russell indicated he would provide group appointments at the next meeting and along with Mr. Wiglesworth will be update the Board goals.

**Consent Agenda**

a) Approval of minutes: December 18, 2019
b) Payment of bills: 12/21/2019 – 1/6/2020
c) Bethel Commons Final LDP (119-FP-06) escrow reduction of $11,891.10 leaving a balance of zero.
d) Traditions of America time extension request to record the plan, 180 days from 12/3/2019.

There being no further discussion (Board or Public) motion was made by Mr. Bennett and seconded by Mr. Wiglesworth to **approve** the Consent Agenda, items a-d, as presented. The motion passed (5-0).

**Other Business**

Enterprise Fleet Management Program – Motioned by Mr. Bennett, seconded by Mr. Wiglesworth and carried by a vote of 4-0-1 (A. Weaver abstained) to authorize staff to sign the necessary paperwork to begin the program.
Vacancies – Discussion was held on the best approach to holding interviews for the vacancies on the Planning Commission, Pension Review Board and Building Code of Appeals. It was concluded that the Board and Planning Commission will be asked to become involved with the interviews scheduled for 5:30 before the Jan. 15 Planning Commission meeting.

Allen Family Foundation donation to the K-9 Fund – Chief Skiles noted that the Allen Family has again provided the Township with $20,000 in annual funding for the K-9 fund. This donation reaches a $200,000 milestone. The appropriate recognition was discussed. Chief Skiles will reach out to the dealership to see what the family would deem most appropriate.

Public Comment - none

Next Board of Supervisors Meeting:

**Wednesday, January 23, 2020, 7:00 p.m.**

Adjournment
By unanimous consent of the Board, Chairman Russell adjourned the meeting at 5:40 p.m.

Respectfully submitted,

__________________________
Cindy A. Schweitzer, Manager/Secretary