

**EAST HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL ORGANIZATIONAL and REGULAR MEETING AGENDA**

Join Zoom Meeting: <https://us02web.zoom.us/j/84436543263?pwd=dFNKVEVyc2thdGZYOFVEc0o0RmFFZz09>  
or by phone: 1-201-715-8592, mtg ID 844 3654 3263, mtg passcode 592167  
**Monday, JANUARY 4, 2021, 4:30 P.M.** – masks required for entry

- 1. 4:30 p.m. – W. Scott Russell, call the meeting to order after a moment of silence and the Pledge of Allegiance**
  
- 2. Reorganization of Board** -I seeking nominations for these positions.
  - Chairman
  - Vice-Chairman
  
- 3. Appointments by Motion (Staff, Boards, Commissions, Committees)**
  - A. Staff (annual appointments)
    - Manager /Secretary/Treasurer– Cindy Schweitzer
    - Chief of Police – Stephen Skiles
    - Director of Finance – Joseph Robinson
    - Director of Development Services/Stormwater Management Officer/Alt. Zoning Officer – Jon Beck
    - Zoning Officer/Alt. Stormwater Management Officer – Colin Siesholtz
    - Alt. Stormwater Management Officer – Nate Sturgis
    - Director of Public Works – Perry Madonna
  - B. Emergency Management Coordinator
    - Diane Garber (reappointment consideration)
  - C. Vacancy Board (1 yr. term until 12/31/2021)
    - Diane Moore (reappointment consideration)
  - D. Water Authority (5 yr. term until 12/31/2025)
    - Robert Kreider (reappointment consideration)
  - E. Building Code & Property Maintenance Board of Appeals (5 yr. term until 12/31/2025)
    - Michael Memmo-awaiting interest in being reappointed
  - F. Planning Commission (4 yr. term until 12/31/2024)
    - Matthew Pawlikowski (reappointment consideration- full term)
    - Daniel Kaldas (appointment to full board for full term 12/31/2024, replacing B. Biggs)
    - Julie Will (appointment to full board filling unexpired term of J. Hackett, until 12/31/2023)
    - Dennis Gehringer (reappointment as alternate until 12/31/2024)
  - G. Industrial Development Authority (5 yr. term until 12/31/2025)
    - Ellis Payne (reappointment consideration)
  
- 4. Appointment by Motion of professional service positions:**
  - A. Township Engineer (annual appointment)
    - David/Miller Associates Inc., Lancaster (Twp. Engineer)
    - Rettew Associates, Lancaster (Twp. Alt. Engineer)
    - McMahon Associates, Inc, Camp Hill (Twp. Traffic Engineer)
    - McCormick Taylor, Exton (Twp. Traffic Engineer-existing contracted projects)
  - B. Township Solicitor and Special Legal Counsel (annual appointments)
    - 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, LLC (formerly Univest), Allentown
  - D. Appointment of Smith, Elliot and Kerns to perform the 2020 Township Audit
  - E. Acceptance of the following professional rate schedules:

Blakinger Thomas	McMahon Associates, Inc.
Rettew Associates	Brubaker Connaughton Goss & Lucarelli
David Miller / Associates	

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**5. Resolutions**

- A. Sewage Enforcement Officer (SEO) appointment and fee schedule (resolution #2021-01)  
David Lockard as SEO and Marvin Stoner as alternate SEO – 1 yr. appt. thru 12/31/2021
- B. Employee Contributions- Non-Uniform Pension Fund - Resolution #2021-02
- C. Zoning Hearing Board – Greg Kile – (appointment for 5 years) – Resolution #2021-03  
Garry Longenecker & John Wieckowski (3 year term)– pending confirmation of desire for reappointment consideration
- D. 2021 Fee Schedule –pending additional review by staff

**6. Authorizations/Approvals/Motions**

- A. 2021 PSATS Convention (to be held April 18-21 @ Hershey) - Appointment of a voting and alternate voting delegates to the convention.
- B. Approval of Banks for deposit of Township funds
  - First National Bank
  - Any bank located within Lancaster County
- C. Establish Treasurer's Bond in the amount of \$1,000,000.00
- D. Fund Raising Activities for Volunteer Fire Companies
  - Approve fund raising activities provided those activities fall within the by-laws of the Fire Companies & they do not violate any local, state or federal laws.
- E. Bi-weekly Pay Period for Employees
- F. Invoice Payment Dates
  - Establish invoice payments for 1<sup>st</sup> and 3<sup>rd</sup> 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.
- G. Preservation of Farmland resolution – Acknowledgement of Resolution #13-07 designating the Boards historical and current intention to protect farmland and to protect and promote agriculture and agricultural businesses in East Hempfield Township; to preserve prime agricultural farmland, and to preserve both the rural and agricultural character of the areas of the Township generally referred to as North of 283.

**7. Supervisor Committee Appointments/Goals (2020 existing assignments and goals)**

- |  |  |
|--|--|
| Administration/Personnel – Russell/Bennett     | Planning & Development – Wiglesworth/Russell |
| Finance – Bennett/Russell                      | Public Safety – LeFevre/Wiglesworth          |
| Parks & Recreation – Bennett/Weaver            | Public Works – Russell/LeFevre               |
| Stormwater (MS4 Concerns) – Wiglesworth/Weaver | Traffic Commission – LeFevre/Bennett/Weaver  |
- 2021 Board goals (2020 goals provided as a starting point)

**8. Consent Agenda**

- a) Department Reports - Golf Course, Public Works, Development Services, Police, EMC.
- b) D.L. Holdings Final Plan (13-26.03), 2213 Leabrook Rd.: Approve release of all project's financial security.
- c) Haydn Manor Phase 1 Final Plan (05-59-FP) Miller Rd.: Approve financial security reduction #6.
- d) Lititz Pike Associates Final Plan (18-09.02), 606 Community Way: Approve full release of project's financial security.
- e) Treasurers Report for November covering all funds:

10/31/20	\$8,823,445.96
Receipts	\$2,303,519.32
<u>Expenses</u>	<u>\$1,701,500.91</u>
11/30/20	\$9,425,464.37
- f) Invoices from all funds covering 12/5/20 – 12/18/20 & totaling \$318,045.38.
- g) Invoices from all funds covering 12/19/20 – 1/4/21 & totaling \$924,725.12
- h) Approval of minutes: December 2, 2020 and joint ZHB mtg December 10, 2020

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- 9. Action Items:**
  - a) Kellogg's Plant Expansion Sketch Plan (20-11.01): Approval of Land Development waiver
  - b) 3101 Yellow Goose Rd. Sketch Plan (20-12.01): Approval of Preliminary Plan waiver
  - c) CM High – traffic signal contract for maintenance services-2021
  - d) Proposals to acquire right-of-way for Farmingdale long-term improvements
    - Century or Stantec
  - e) Accreditation Manager contract proposals: LEAS or Rogers
  - f) Old Rohrerstown Road Bridge – supplemental funding to engineering contract
  - g) Employment Severance Agreement for Terri Morton, Four Seasons Banquet Manager
  
- 10. Old Business:**
  - Zoning Ordinance-discussion on scope of sign amendments
  
- 11. New Business:**
  
- 12. Development Services/Projects update**
- 13. Manager's report/Group Report out**
- 14. Public Comments** (non-agenda items only/residents or EHT tax-payers only)
- 15. Adjournment**