

**EAST HEMPFLD TOWNSHIP
BOARD OF SUPERVISORS MINUTES**

DATE AND TIME: February 3, 2021 7:08 p.m.

ATTENDANCE: Board Members: Thomas A. Bennett
G. Edward LeFevre
H. Scott Russell
Andrew C. Weaver
W. Scott Wiglesworth

Manager: Cindy A. Schweitzer
Director of Development Services: Jon E. Beck
Director of Public Works: Perry T. Madonna
Police: Stephen A. Skiles
Engineer: Scott H. Hain
EMC: Diane E. Garber

The Board of Supervisors held an in-person and virtual public meeting using Zoom. The in-person meeting was held at the East Hempfield Township Municipal Building, 1700 Nissley Road Landisville. The meeting was advertised and the public was permitted to attend in-person or remotely via Zoom (video and audio) along with instructions on how to do so.

Board Members Tom Bennett, Edward LeFevre, Scott Russell, Andy Weaver; Scott Wiglesworth; Twp. Mgr. Cindy Schweitzer; and Director of Development Services Jon Beck; were physically present for the meeting. All others attended via remote connection.

Chairman Scott Russell called the meeting to order at 7:08 p.m., followed by a moment of silence and the Pledge of Allegiance. Mr. Russell apologized for the late start of the meeting and explained that the public meeting for the township's official map ran overtime. He also announced that Supervisors LeFevre and Wiglesworth were meeting with the East Petersburg Fire Department and would be arriving later. Motions with a (3-0) decision reflect the absence of Mr. LeFevre and Mr. Wiglesworth. A (5-0) decision reflects their arrival and participation.

Additions to the Agenda

- **Hempfield Fire Department Funding Request**
- **Brookview Ph 1 Escrow Reduction Request #1**

Motion was made by Mr. Bennett and Seconded by Mr. Weaver to *approve* the addition of Hempfield Fire Department Funding Request and Brookview Ph 1 Escrow Reduction Request #1 to the agenda. The motion carried (3-0).

Consent Agenda

- a) Lime Spring Square Phase 5 (16-08.05), Noll Dr: Approve recording time extension #8, setting May 20, 2021 as the new deadline.
- b) Turkey Hill Final Plan (19-02.03), 257 Centerville Rd.: Approve recording time extension #4, setting April 10, 2021 as the new deadline.
- c) Invoices from all funds covering 1/23/21 – 2/5/21 & totaling \$235,429.53
- d) Approval of minutes January 20, 2021

Motion was made by Mr. Weaver, and seconded by Mr. Bennett to *approve* items (a) through (d) of the Consent Agenda. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).

Action items**a) Development Services**

- ***Official Map (21-14.01): Acknowledgement and authorize staff to send to LCPC and East Hempfield PC for reviews and recommendations.***

Mr. Bennett commented he appreciates all the work that was done and believes it is a good map, good plan, and gives good guidelines for the future. Colin Siesholtz, Township Zoning Officer, was present and thanked Mr. Bennett and stated if permission is granted, he will be sending the Official Map to Lancaster County Planning Commission as well as East Hempfield Township Planning Commission for their review and recommendations and will also be sending it to the neighboring municipalities for any comments they may have. Chairman Russell stated this completes the Township's planning documents . . . the subdivision/land development ordinance, zoning ordinance, comp plan and official map (which the Board will be taking action on in a few months). Then all the Township's planning documents and ordinances will be in place and all less than ten (10) years old. He also offered congratulations to Colin and staff.

Motion was made by Mr. Bennett and seconded by Mr. Weaver to *acknowledge* the East Hempfield Township Official Map and to *authorize* staff to send the Official Map to the LCPC and to the East Hempfield Township Planning Commission for review and recommendations. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).

- ***2111 Marietta Avenue – settlement agreement and sidewalk/curb deferral agreement.***
Mrs. Schweitzer explained these agreements are the result of settlement negotiations with the property owner concerning improvements that are being proposed by the owner. There was no board discussion or public comment and Chairman Russell read the motion. **Motion** was made by Mr. Weaver and seconded by Mr. Bennett to *approve* the Settlement Agreement and the Curb and Sidewalk Deferral Agreement for the project at 2111 Marietta Ave. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).

- ***Sewage Enforcement Officer memo – 2021 appointment – Resolution 2021- 06.*** Mrs. Schweitzer stated Colin Siesholtz provided the research on this project and turned discussion over to Jon Beck who reiterated Mrs. Schweitzer’s comment and added that Mr. Siesholtz contributes significantly to many projects in the Township, including this one. Mr. Beck explained that Dave Lockard, Township Sewage Enforcement Officer (SEO) resigned in December 2020, and outlined the research that has been done. The Township alternate SEO, Marvin Stoner, is currently acting as the Township interim SEO; however, he has no interest in becoming the appointed SEO for the Township. He would like to remain as alternate SEO. The PA State SEO Certification list was used to make additional contacts. The Township’s alternate Township Engineer, Rettew Associates, can provide SEO services and staff is recommending they be appointed as primary SEO for 2021. There being no further discussion by the Board and no public comment, Chairman Russell read the motion.

Motion was made by Mr. Weaver and seconded by Mr. Bennett to ***adopt*** Resolution #2021-06, appointing Rettew Associates as the East Hempfield Township Primary SEO for 2021. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).

- b) **Tri for Life – Use of Roadways for May 2, 2021 event on roadways.** Chairman Russell read the request received from HARC and Diane Garber further explained details pertaining to the event. There was no Board discussion or comments from the audience and Chairman Russell read the motion. **Motion** was made by Mr. Bennett and seconded by Mr. Weaver to ***approve*** the HARC special event application for the Triathlon for Life to be held on multiple roadways in East Hempfield Township on Sunday, May 2, 2021, with final Township costs to be determined and invoiced after the event is complete and to ***permit*** the Chairman of the Board to sign the indemnification agreement to use the Township roadways. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).
- c) **PSH & Brookside Escrow Reduction #1.** Jon Beck gave a brief introduction, explaining that this reduction covers the offsite improvements associated with Phase One of the Penn State Health Lancaster Medical Center and Brookside project and stated he would defer any questions to Township Engineer, Scott Hain. Mr. Hain added they tried to identify the particular items they thought were still clearly outstanding and how they address those, but a majority of the work has been done between the start and now. There were no questions or comments from the Board or audience and Chairman Russell read the motion. **Motion** was made by Mr. Weaver and seconded by Mr. Bennett to ***approve*** Penn State Health Lancaster Medical Center and Brookside Phase 1 financial security reduction #1 according to DMA’s December 24, 2020 recommendation. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).
- d) **Hempfield Fire Department.** Mrs. Schweitzer reiterated the discussion of the public safety working group, held Monday regarding purchase of a replacement engine. The Hempfield Fire Department is looking for the Township to fund a bank loan debt service of \$33,924 and is asking for a commitment from the Board of Supervisors to move forward with this funding source so that they can order the engine which will take almost a year to be delivered. Diane Garber prepared and presented a summary of what occurred and noted that Hempfield Fire has been working with

the Township for the last two years and has patiently waited for the Township to work through their strategic plan and then getting the Commission and now the Chief Fire Official so they have done their due diligence throughout the process. Mrs. Schweitzer further explained the bank loan debt service and there were no further comments or questions from the Board or audience. Chairman Russell then read the motion. **Motion** was made by Mr. Bennett and seconded by Mr. Weaver to *provide* bank loan funding assistance to Hempfield Fire Department in conjunction with the purchase of a replacement engine. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye. The motion passed (3-0).

- e) **Supplemental 2021 Budget appropriation for projects at the Golf Course property – Resolution 2021-07.** Mrs. Schweitzer presented a financial breakdown and explained the projects and the reason they were not included in the 2021 budget. Mr. Bennett commented this has been in the works for a number of years and it's time to get things moving along from a business standpoint. Mr. Dan Trump, Authority member, was present remotely and stated he was in agreement with Mr. Bennett. Mr. Wiglesworth felt obligated to point out that sometimes last minute things come up and the Board has made a conscious effort not to tackle them at the last minute. In the future, when these things come up we do need to address them in a meeting as we are doing now. There were no further questions or comments (Board or Public) and Chairman Russell read the motion. **Motion** was made by Mr. Bennett and seconded by Mr. Russell to *adopt* Resolution #2021-07, approving the 2021 Budget appropriation for the Four Seasons Golf Course projects in the amount of \$263,500. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye; Mr. LeFevre – aye; Mr. Wiglesworth – aye. The motion passed (5-0).
- f) **Fire System Proposal for Golf Course Property.** Mrs. Schweitzer reviewed proposals received from Alwine Security and Esco Security and Mr. Trump provided some expertise pertaining to insurances and monitoring. Following discussion and there being no public comment, Chairman Russell read the motion. **Motion** was made by Mr. Bennett and seconded by Mr. Weaver to *award* the contract to Alwine Security, Brownstown, in the amount not to exceed \$17,300 for installation plus annual monitoring. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye; Mr. LeFevre – aye; Mr. Wiglesworth – aye. The motion passed (5-0).
- g) **HVAC Golf Course project – award of contract.** Mrs. Schweitzer reported quotes were received from three bidders for replacement of seven HVAC rooftop units on the Four Seasons banquet complex. Leibold, Inc. is the low bidder. There were no comments or questions, (Board or Public) and Chairman Russell read the motion. **Motion** was made by Mr. LeFevre and seconded by Mr. Wiglesworth to *award* the contract to Leibold, Inc. in the amount not to exceed \$219,500. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye; Mr. LeFevre – aye; Mr. Wiglesworth – aye. The motion passed (5-0).
- h) **Employee Manual – updated.** Mrs. Schweitzer described the process and explained there are numerous changes to the policies in the document to reflect current HR requirements. She specifically noted two changes she is requesting to improve benefits, 1) vacation schedule and 2)

sick leave per hour dollar value for retirement payout. She provided a current copy of the manual and the draft with some notations. Also provided was a copy of a memo dated January 20, 2021 that detailed the two areas of benefit change. There were no comments or questions from the Board or audience and Chairman Russell read the motion. **Motion** was made by Mr. Weaver and seconded by Mr. LeFevre to **adopt** the revised 2021 East Hempfield Township Employee Manual. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye; Mr. LeFevre – aye; Mr. Wiglesworth – aye. The motion passed (5-0).

- i) **Board 2021 Goals.** Mr. Wiglesworth commented that he would like to have additional time to thoroughly review. Chairman Russell then set a hard deadline for changes, adds or deletes for Friday, February 12, 2021 and called for a motion. **Motion** was made by Mr. Bennett and seconded by Mr. Wiglesworth to **table** action, with a hard deadline set for Friday, February 12, 2021 for comments. The following roll call vote was taken by the Township Manager: Mr. Bennett – aye; Mr. Russell – aye; Mr. Weaver – aye; Mr. LeFevre – aye; Mr. Wiglesworth – aye. The motion passed (5-0).

Old Business - None

New Business - None

Manager's report/Board Group report out – Mrs. Schweitzer submitted a written report for the period covered thru February 3, 2021, noting the revised date of 1/27/2022 for Church Street paving; the hospital is moving forward ahead of schedule; Holland Street Bridge is finished; and State Road projects are all shut down for the winter.

Group Reports: None. (public works, park and rec, admin and finance are scheduled)

Public Comment (residents or taxpayers of East Hempfield Township) – None

Adjournment

Chairman Russell **adjourned** the meeting into Executive Session to discuss a personnel matter at 8:05 p.m. and will not be returning.

Respectfully submitted,

Cindy A. Schweitzer, Township Manager/Secretary