

**WEST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING OF April 11, 2022**

Supervisor Barry Hershey called the Regular Meeting of the West Lampeter Township Board of Supervisors to order at 7:00 p.m. with the Pledge to the Flag. Those in attendance were Supervisors Randy Moyer (by telephone), Geoffrey Beers, J. Richard Breneman and Randall Andrews. Township Manager Dee Dee McGuire, Chief of Police Brian Wiczkowski, Public Works Supervisor James Kreider, Community Development Director and Assistant Township Manager Amanda Hickman, Finance Director Vicki Harnish and Recording Secretary Nancy Mellinger were also present.

**2022 ANNUAL AUDIT REPORT-Sara H. Breneman, CPA, Maher Duessel**

Ms. Breneman reviewed the responsibilities of an auditing firm. The audit will be finalized when information is received from PMRS. She stated that the Township received an unmodified opinion on the modified cash basis, which is the best you can receive. Operating on a modified cash basis, the amount of assets and deferred outflows totaled \$22.7 million, an \$800,000 increase from 2021. Liabilities and deferred inflows totaled \$2.3 million, a decrease of \$400,000 from 2021 relating to the schedule general obligation note payment in 2021. Revenues totaled \$9.0 million, a \$1,000,000 increase from 2021, due in large part to ARPA funding. Expenses totaled \$7.7 million, a \$1.2 million increase from 2021, due in large part to plan review inspection outsourcing, 2021 paving project and Village Park depreciation. There was positive change in net position for 2021 of \$1.25 million.

General Fund (GF) unassigned fund balance at the end of 2021 was \$4,383,039.

Standard footnotes are included in the report, taking note that we are waiting on PMRS. She reviewed best business practices.

Ms. Breneman thanked Ms. McGuire, Ms. Harnish and township staff for their cooperation throughout the audit process. Supervisor Beers remarked it was a pleasure working with Maher Duessel.

**PUBLIC INPUT PERIOD None.**

**COMPREHENSIVE PLAN HEARING**

**OPEN PUBLIC HEARING**

Supervisor Beers made a **MOTION**, seconded by Supervisor Breneman, to open the Public Hearing on West Lampeter Township Comprehensive Plan. The motion was approved unanimously, 5 to 0.

**PUBLIC COMMENT**

Mike Wagner, 2707 Shiprock Road, on behalf of Mylin Holdings, indicated a desire to participate in the review process of zoning for the property at the corner of Beaver Valley Pike and Willow Street Pike. According to Ms. Hickman, standard procedures will be followed when zoning review process occurs. This includes posting of property, notification of landowners and surrounding parties. The township is willing to make additional efforts of contacting affected property owners at such time should direct contact information be available.

No additional public comment was received.

**CLOSE PUBLIC HEARING**

Supervisor Moyer made a **MOTION**, seconded by Supervisor Andrews, to close the Public Hearing on the West Lampeter Comprehensive Plan. The motion was approved unanimously, 5 to 0.

**BOARD DISCUSSION**

Ms. Hickman acknowledged receipt of East Lampeter Township and Lancaster County Planning Commission feedback on the draft plan and indicates the intent to have a formal resolution for adoption of the plan as written in May unless directed otherwise.

Supervisor Beers thought the process is close to the end. Bridgeport Project is acknowledged and support for the project is included in the Plan. No further comment or changes were recommended.

## MINUTES

Supervisor Breneman made a **MOTION**, seconded by Supervisor Beers, to approve the Minutes of the Regular Meeting of February 14, 2022 as presented. The motion was approved unanimously, 5 to 0.

## SUBDIVISION AND LAND DEVELOPMENT MATTERS

### 1. Spring Meadow Road Dedication Resolution 11-2022

Township staff is satisfied with condition of Verbena and Sunflower Drives.

Supervisor Breneman made a **MOTION**, seconded by Supervisor Moyer, to approve Resolution 11-2022 dedication of Verbena Drive and Sunflower Drive into the public road system of West Lampeter Township, provided consolidated as built drawings are included as recommended by township staff. The motion was approved unanimously, 5 to 0.

### 2. Final Plan-Lampeter Strasburg Early Childhood Center

Scott McMackin, Cowan Associates, presented the Final Plan which is basically the same as the plan presented in January, but with items cleaned up. Planning Commission gave approval in February. Waivers for preliminary plan were granted in January. Storm water management controls have been designed above and beyond requirements. An overall improvement in storm water control is anticipated.

Township staff recommends approval of the plan.

Supervisor Breneman made a **MOTION**, seconded by Supervisor Andrews, to approve final land development plan for Lampeter Strasburg Early Childhood Center contingent upon acceptance of the conditions as stated in the memorandum dated April 1, 2022 from the Director of Community Development of West Lampeter Township. The motion was approved unanimously, 5 to 0.

## MONTHLY REPORTS

### 1. Treasurer's Report

#### Revenues

Revenue for the quarter ending March 31, 2022 totaled \$1,245,541, decreasing \$15,966 from 2021. Included in the 2021 income is the \$127,600 Cares Act funds received the first week of 2021. Excluding these funds, revenue actually increased by \$111,635 from 2021.

- Real Estate Tax collection totaled \$79,488, decreasing \$62,103 from 2021.
- Earned Income Tax totaled \$684,829, increasing \$93,970 from 2021.
- Local Service Tax totaled \$66,135, increasing \$3,303 from 2021.
- Real Estate Transfer Tax totaled \$78,622, decreasing \$4,978 from 2021.
- Building Permit Fees totaled \$55,416, increasing \$12,419 from 2021.
- Zoning Fees totaled \$13,558, an increase of \$9,829 from 2021.
- Current Refuse and Recycling Fees totaled \$99,188, increasing \$73,261 from 2021.
- General Fund interest earnings totaled \$1,896, decreasing \$197 from 2021.

#### Expenditures

Total expenditures for the quarter ending March 31, 2022, excluding Capital Reserve Transfers, totaled \$1,426,484, an increase of \$76,445 from 2021.

- Contracted Hauling Fees totaled \$189,276, increasing \$30,236 from 2021.
- Salary for Sergeant totaled \$74,969, increasing \$31,894 from 2021 due mainly from payouts of accrued time at retirement.
- Health Insurance benefits for Uniform and Non-uniform totaled \$145,291. This is a decrease of \$28,762 from 2021.
- The 2022 budgeted contribution to the Drug Task Force was made in March in the amount of \$22,500. This contribution was made in April last year.

#### Paying the Bills

Supervisor Beers made a **MOTION**, seconded by Supervisor Breneman to accept the Treasurer's Report, and authorize the staff to satisfy the ordinary and routine obligations incurred by the township in order to take advantage of discount and allowances, and to avoid delinquent penalties and carrying charges. The motion was approved unanimously, 5 to 0.

**2. Public Works Report**

A new employee has been hired to fill the opening in Public Works. Corey Breneman will be resigning on April 28, 2022. A potential replacement may come from prior interviews.

**3. Police Report**

Chief Wiczkowski congratulated administrative assistant, Gillian Zimmerman, on her 100<sup>th</sup> career goal for the Millersville University Women's lacrosse team. Pastor John Smith is stepping away from responsibilities as Police Department Chaplin. The department is looking to increase number of pastors in the program, thus reducing the time commitment. Friends of the Force will purchase appropriate gear for the new individuals. The Aggressive Driver Detail on Eshelman Mill Road resulted in numerous stops for speed related infractions. The department will continue to conduct speeding details.

**4. Community Development Department Report**

The Community Recycling and Shredding Event has moved from April 23<sup>rd</sup> to April 30<sup>th</sup>. Kim Yepremian has obtained a PA Building Code Official designation. The Community Development office will have several filing cabinets to be disposed. Lampeter Fire Company has expressed interest in purchasing several of the cabinets. The Board assigned a value of \$25.00 on each cabinet. Ms. Hickman stated the increase in expenses due to inspection fees was a pass-through item not additional expense.

**5. Township Manager's Report**

Ms. McGuire noted the township office will open at 9:30 a.m. on April 14, 2022 to allow staff to attend the PMRS seminar. Gypsy Hill/Long Rifle Road project continues to have a let date of May 26, 2022. A request has been submitted to Lancaster County MPO asking that they cover the cost of the 102-year-old bridge which would normally have been part of the MPO or PennDOT's funding. Beaver Valley Pike is no longer being considered for a safety audit due to qualification changes according to the County. Strasburg Borough has requested Lampeter and Willow Street Fire Police assistance during the May 30, 2022, Memorial Day parade. Board approval was given.

**TOWNSHIP ADMINISTRATION MATTERS**

**1. Resolution 9-2022 – Amend Resolution 20-2021**

Auditors advised the supplemental funds should be designated as Revenue Replacement rather than earmarked for specific projects. Resolution 9-2022 amends the supplemental appropriations for the 2021 budget from the American Rescue Plan Allocation according to final Federal Regulations: 2020 Revenue Replacement: \$189,242.18.

Supervisor Beers made a **MOTION**, seconded by Supervisor Andrews, to approve Resolution 9-2022. The motion was approved unanimously, 5 to 0.

**2. Resolution 10-2022-Destruction of Specific Township Records**

Supervisor Breneman made a **MOTION**, seconded by Supervisor Moyer, to approve Resolution 10-2022. The motion was approved unanimously, 5 to 0

**3. Procedures for Public Participation During BOS Meetings**

Guidelines for public comment were reviewed. Adoption of guidelines would allow more individuals to speak and direct focus of comments.

Supervisor Beers made a **MOTION**, seconded by Supervisor Moyer, to approve adoption of Procedures for Public Participation During BOS Meetings. The motion was approved unanimously, 5 to 0

**OTHER MATTERS**

None.

**ADJOURNMENT**

With no other business to be conducted, the meeting was adjourned at 8:09 p.m.

Respectfully Submitted,  
Denielle L. McGuire, Assistant Township Secretary-Treasurer