

**West Donegal Township  
Board of Supervisors Meeting  
March 12, 2018**

The regular meeting of the Supervisors was held at 7:00 p.m. at the Township Municipal Building. Chairman, Roger Snyder called the meeting to order with the following Supervisors in attendance: Doug Hottenstein, John Martin, and Eric Kreider. Also in attendance were Zoning Officer, Wayne Miller, Roadmaster, Todd Garber, Township Manager, John O. Yoder, III, Office Manager, Jennifer Rabuck, and Chief of the NRLCPD, Mark Mayberry. Supervisor Phil Dunn and Solicitor Josele Cleary were absent.

**I. Call Meeting to Order**

**II. Pledge of Allegiance, Silent Prayer, Tape Announcement**

**III. Roll Call of Supervisors** – Supervisor Dunn was absent

**IV. Approval of Meeting Minutes** – Moved by Supervisor Martin, seconded by Supervisor Hottenstein to approve the February 12, 2018 meeting minutes. Motion carried.

**V. Public Comments** – None

**VI. Reports** – Moved by Supervisor Hottenstein, seconded by Supervisor Martin to approve the monthly reports. Motion carried.

**VII. Consent Calendar**

Moved by Supervisor Kreider, seconded by Supervisor Hottenstein to approve the following items:

- A. Approve the funds transfer from General Fund to the Fire Rescue EMS Fund in the amount of \$396,000 to be made in 6 monthly payments from March through August.
- B. Approve the release of the road maintenance guarantee for Distribution Drive in the amount of \$130,506.39 (WDT 13-13) per the manager's memo dated 03/07/18.

Motion carried.

**VIII. Action Items**

- A. Moved by Supervisor Martin, seconded by Supervisor Hottenstein to approve the additional waiver request from StoneyBrook, Phase 1C, §200-35.T.2 – Driveway locations. Motion carried.
- B. Moved by Supervisor Martin, seconded by Supervisor Kreider to approve the following waivers and modifications for the Final Subdivision Land Development Plan for Conewago Industrial Park, Lot 3, WDT 18-02:
  - a. SALDO §200-35.J – Minimum horizontal curve center centerline radius for streets;
  - b. SALDO §200-35.S.(6) – Vertical and horizontal alignments of access drives;
  - c. SALDO §200-35.K – Street rights-of-way and cartway widths and improvements;
  - d. SALDO §200-35.L.(1) – Improvement of existing streets and intersections;
  - e. SALDO §200-35.N.(3) - Intersections with collector streets;
  - f. SALDO §200-35.S.(7) – Access drive intersections;
  - g. SALDO §200-35.S.(5) – Access drive with two lanes of traffic;
  - h. SALDO §200-35.S.(8) – No part of any structure shall be located within 30 feet from cartway width of an access drive;
  - i. SALDO §200-36.C.(1) – Curbing requirements;
  - j. SWMO §190-32.A.(1) – Post-development total runoff volume for all storms;
  - k. SWMO §190-32.A.(2)(c) - Maximum loading ratio for volume control facilities;
  - l. SWMO §190-34.J – Roof drains;
  - m. SALDO §200-13 – Preliminary Plan processing.

Motion carried.

Moved by Supervisor Hottenstein, seconded by Supervisor Kreider to approve the Final Subdivision Plan subject to the Engineer's letter of March 7, 2018 and Solicitor's letter of January 16, 2018. Motion carried.

Moved by Supervisor Martin, seconded by Supervisor Hottenstein to authorize Manager Yoder to sign the Land Development and Storm Water Maintenance Agreements. Motion carried

Moved by Supervisor Hottenstein, seconded by Supervisor Martin to approve the financial escrow in the amount of \$600,332.20. Motion carried.

Moved by Supervisor Hottenstein, seconded by Supervisor Kreider to approve the signing of the plans for recording when all conditions have been met. Motion carried.

- C. Moved by Supervisor Hottenstein, seconded by Supervisor Martin to approve the bid from Custer Excavating, in the amount of \$79,852.80 for the intersection improvements at Rutts Road and Bainbridge Rd. Motion carried.

Supervisor Hottenstein requested the construction of the Rutts Road walking path and the intersection improvements be coordinated to lessen the impact on motorists.

- D. Moved by Supervisor Hottenstein, seconded by Supervisor Martin to award the following bids:

**2018 Road Work Projects:**

Bossler Road Base Repair awarded to Kinsley Construction in the amount of \$53,350.00

Bossler Road Overlay awarded to Pennsy Supply in the amount of \$136,890.00

Bituminous Chip Seal awarded to Martin Paving in the amount of \$75,792.50

Micro-Surfacing awarded to Stewart & Tate in the amount of \$30,755.00

**2018 Materials at the delivered bid:**

Asphalt – Pennsy Supply

Anti-Skid & Aggregate – RE Pierson

Motion carried.

- E. Discussion was held regarding a quote to upgrade lighting in the Road Department Shop from Susquehanna Mechanical in the amount of \$7,560. Supervisors requested staff to obtain a quote for LED lighting along with the spec sheets.
- F. Moved by Supervisor Kreider, seconded by Supervisor Hottenstein to approve Resolution 04/2018, Moyer Lot purchase. Motion carried.
- G. Moved by Supervisor Martin, seconded by Supervisor Hottenstein to approve the agreement with the Pennsylvania SPCA for stray dog services. Motion carried.
- H. Moved by Supervisor Hottenstein, seconded by Supervisor Kreider to appoint John E. Martin, II to the GEARS Board for 2018, 2019, and 2020. Motion carried.
- I. Moved by Supervisor Hottenstein, seconded by Supervisor Kreider to require staff to obtain the monthly supporting documentation related to the Local Services Tax (LST) as collected by the Lancaster County Tax Collection Bureau (LCTCB). This documentation is necessary for the Township to monitor proper collection of the tax as levied. Motion carried.
- J. Moved by Supervisor Martin, seconded by Supervisor Kreider to approve a proclamation proclaiming March 2018 as DeMolay month. Motion carried.

**VIII. Discussion**

- A. Dedication of StoneyBrook Park – The developer is finishing a few minor items. Manager Yoder would like the Supervisors to walk the park prior to the acceptance.
- B. Property Maintenance Code Ordinance – Manager Yoder presented a sample ordinance and asked the Supervisors to review the information for future discussion.
- C. Key Lock Box Ordinance - Manager Yoder stated a basic draft for review has been presented. Supervisors were in agreement to have Solicitor Cleary draft a final version for advertisement.

- D. Pension Ordinance revisions - The revisions change only one provision and Solicitor Cleary tweaked some language as well. Supervisors were in agreement to have Solicitor Cleary draft a final version for advertisement.
- E. Supervisor representation for WDT Safety Committee – Supervisor Kreider will join the committee.
- F. Hess Road Culvert Change Order from Hanover Engineering – Manager Yoder discussed the request which amounts to \$12,673.38. Manager Yoder will gather additional information regarding the change order.
- G. New appointment to replace Warren Mueller as Regional Emergency Coordinator – Eugene Galeschewski has expressed interest in becoming the new coordinator. Manager Yoder presented the idea of moving the emergency operations center to the lower level of the township building.
- H. Update of P3 Towers – Manager Yoder presented a map showing the tower location behind the baseball field. He stated the company studied the area and noted this would be a good location for the northwest region. The tower would only be for cellular service providers. The close proximity would bring better cell service to the township especially in the low lying areas. Manager Yoder was directed to proceed to see what the next steps would entail.
- I. Shredding Event and Spring Cleanup Dates – Spring Cleanup will be held in May and a shredding event will be held in September.
- J. Yard Waste Kraft bag fee discussion – The Supervisors discussed the costs of the kraft bags. It was noted the township spends over \$7,000 a year for the purchase of the bags.  
  
Moved by Supervisor Hottenstein, seconded by Supervisor Martin to charge \$1.00 per pack of 5 kraft bags during the spring and summer. Motion carried.
- K. Tentative Liquid Fuels allocation for 2018, \$289,942.50; Turnback payment, \$36,840.00.
- L. It was noted the new dump truck should be completed in March and then the bed completed in April.
- M. Manager Yoder stated he passed his BCO certification exam and will be applying to L &I for certification.
- N. The Lancaster County Drug Task Force sent information regarding their program. This is a budgeted item and has been paid.
- O. Manager Yoder noted the Arm of Hope 5K race, already approved, will be on May 19<sup>th</sup>. A map has been given to the Supervisors.

IX. **Zoning**

Zoning Officer Miller stated he sent two enforcements notices this past month; one regarding a resident running a business out of a residential property and a residence with unlicensed vehicles and junk on the property. The one resident has the option of going before the Zoning Hearing Board should they wish to. Mr. Miller noted they would like to get a list of names of all the businesses within the township along with their emergency contact information.

X. **Executive Session** – None

XI. **Bills Payable (Final Unpaid List)** – Moved by Supervisor Hottenstein, seconded by Supervisor Martin to approve the bills payable. Motion carried.

XII. **Adjourn** – Moved by Supervisor Martin, seconded by Supervisor Hottenstein to adjourn the meeting at 8:20 pm. Motion carried.

Prepared by Jennifer Rabuck for

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Philip Dunn, Secretary