

**BOARD OF SUPERVISORS - REORGANIZATION MEETING - JANUARY 2, 2024 AT 6:00 P.M.**

**MINUTES**

Those in Attendance: Supervisors Keith Landis, Dylan Coleman, Jason Myer and Bob Devonshire, Township Manager David Thompson, Secretary/Treasurer Karen Farra, Zoning Officer Walter Hockensmith, Roadmaster Blaine Stoltzfus, Sewer Authority Chairman Bryan Stoltzfus, Park Foundation Chairman Michael Hartmann, Township Engineer Melissa Kelly, Joshua Knosp, Paula Knosp, Jim Knosp, Kevin Witmier, Deborah Boynton, Ben Beiler, David King, Alvin J. King, Elmer Lapp, Tony Kauffman, Neal Hershey, B.J. Yunkin, Joey Narewski, Ray Rice, Clint Yonce, Lavern Riehl, Wanda Ranck, Wendell Ranck, and other members of the public who did not sign in.

**CALL TO ORDER/FLAG CEREMONY AT 6:00PM**

**Nominations for the position of Chairman of the Board of Supervisors for 2024 were opened by Secretary/Treasurer Karen Farra:**

Mr. Myer nominated Dylan Coleman for Chairman. Keith Landis **motioned** to appoint Mr. Coleman as Chairman. **Second** by Bob Devonshire. All Ayes. **Motion Approved.**

**Nominations for the position of Vice-Chairman of the Board of Supervisors for 2024 were opened by Chairman Dylan Coleman:**

Mr. Landis nominated Jason Myer for Vice-Chairman. Bob Devonshire **motioned** to appoint Mr. Myer as Vice-Chairman. **Second** by Keith Landis. All Ayes. **Motion Approved.**

**Annual Appointments/Re-Appointments**

**2024 Appointments**

- |  |   |
|--|---|
| 1. Appointment of Township Secretary/Treasurer                                       | <u>Karen Farra</u>  |
| 2. Appointment of Sewer Authority Secretary/Treasurer                                | <u>Michele Anderson</u>   |
| 3. Appointment of Township Manager   | <u>David S. Thompson</u>  |
| 4. Appointment of Township Roadmaster  | <u>Blaine Stoltzfus</u>   |
| 5. Establish Amount of the Township Treasurer Bond                                   | <u>\$3,000,000</u>  |
| 6. Establish Amount of Township Manager's Bond                                       | <u>\$2,000,000</u>  |
| 7. Establish Amount of Sewer Treasurer Bond  | <u>\$700,000</u>  |
| 8. Appointment of Chief Administrative Officer for Pension Plan                      | <u>Karen Farra</u>  |
| 9. Appointment of Recycling Coordinator  | <u>Karen Farra</u>  |
| 10. Appointment of State Association Delegate  | <u>Dylan Coleman</u>  |
| 11. Certify Delegates to the PSATS State Association Convention on April 14-17, 2024 | <u>Supervisors, Treasurers, Zoning officer and Township Manager</u> |

Jason Myer **motioned** to make the above-noted appointments (Nos. 1 through 11) and to establish the Treasurer and Manager Bonds. **Second** by Bob Devonshire. All Ayes. **Motion Approved.**

12. Appointment of Emergency Management Coordinator

Bob Devonshire

Keith Landis **motioned** to appoint Mr. Devonshire as the Township's Emergency Management Coordinator. **Second** by Jason Myer. All Ayes. **Motion Approved.**

13. Appointment of Depositories

PNC Bank & Edward Jones

14. Appointment of Co-Op Chipper Depositories

Ephrata National Bank

15. Appointment of Co-Op Belt Loader Depositories

Ephrata National Bank

16. Appointment of Township Legal Counsel

Blakinger Thomas, P.C.

Jason Myer **motioned** to make the above-noted appointments (Nos. 13 through 16). **Second** by Keith Landis. All Ayes. **Motion Approved.**

17. Appointment of Township Engineer:

Mr. Thompson presented engineering firm proposals received in response to Request for Proposal and disclosed same were discussed at the December 12, 2023 Workshop Meeting. He said what he took away from the discussion is that the Board of Supervisors are looking for economical options for residents, which could include dual services or a primary and secondary engineer. Mr. Devonshire offered that the County of Lancaster utilizes two engineering firms, one of which is Rettew. He said their primary engineer does the design work and the secondary performs all site inspections. Mr. Thompson introduced Melissa Kelly, of Rettew, the Township's lead engineer.

Ms. Kelly addressed the Board. She said it has been a pleasure to work for the Township and expressed that it is Rettew's position to advocate for the Township. Ms. Kelly explained that Rettew is a full-service firm, outlined some projects and services completed for the Township, and pointed out that they are the engineer for the Sewer Authority as well. Discussion was had regarding fees/costs wherein Mr. Thompson stated that Rettew's fees are well-above those of the other firms who presented proposals. Ms. Kelly said Rettew has offered no increase in fees for 2024 and suggested holding more pre-planning meetings to make the planning process smoother and more cost-effective. She said it is her practice to work with Township staff rather than to just dictate recommendations.

Mr. Landis asked what Rettew's rates are. Ms. Kelly said her rate is \$175 per hour. Mr. Thompson said their full rate schedule is in the report he provided and stated that the Township has been open in saying that cost has been the biggest driving force for pursuing a change in engineering firms. Ms. Kelly said most of the work they do for the Township is plan review. Mr. Thompson agreed with this and pointed out the cost savings being sought would be primarily for applicants/residents.

Mr. Devonshire said one thing to consider is the 35 years of service to the Township Rettew has provided and their institutional knowledge. He also said that they need to consider that if the Township were to utilize a smaller firm, in the event of a natural disaster, who is that smaller firm going to help first given their limited staffing/resources.

In response to references made to staff turnover at Rettew, Mr. Myer said he does see the importance of considering there have been several new staff members brought on board, but not all are new. Ms. Kelly said she has been working with the Township for 8 ½ years. Before that, Jim Caldwell, who has been with Rettew for 26 years, was the Township’s representative.

Mr. Landis concurred with Mr. Devonshire that the number of years of service Rettew has provided to the Township is a valuable consideration, especially with such a new Board of Supervisors. He said he knows that he doesn’t have the knowledge and experience base to make decisions without the guidance from someone with the amount of knowledge and experience of the Township as Rettew has. He would not feel comfortable making a decision to eliminate Rettew.

Chairman Coleman called for a motion to discuss dual engineering services. Mr. Myer **motioned** to discuss dual engineering services. **Second** by Bob Devonshire. All Ayes. **Motion Approved.**

Mr. Thompson said if it is decided to have dual engineer representation, and it is the desire of the Board to maintain Rettew for their experience, he would recommend appointing Rettew as the primary engineer and Hanover Engineering as secondary. He referred the Supervisors to the memorandum he provided recommending what roles each firm would hold.

Mr. Myer pointed out that there is a reason this matter is being discussed rather than simply going from year-to-year appointing Rettew. He is okay with Rettew being appointed as the primary engineer as long as discussions are had to address the issues the Township has had with their service. Ms. Kelly said Rettew would welcome the opportunity to meet and discuss any concerns as they certainly do not want any problems or concerns to continue for another year. Mr. Myer also pointed out the proposed lower hourly rates at a 2 year term from Technicon. Mr. Thompson said in his discussions with Technicon, he got from them they were not interested in an alternate role. He reiterated that cost is the biggest issue, with Rettew’s rates being 20% higher than everyone else’s.

Bryan Stoltzfus, Sewer Authority Chairman, expressed that the Authority has a good working relationship with Rettew and their wealth of knowledge is valuable. He said there have been some ups and downs with their service, cost being one issue, and they don’t always see eye-to-eye, but overall, the Authority is satisfied with their service.

Bob Devonshire **motioned** to appoint Rettew Associates as the primary Township Engineer and Hanover Engineering as secondary. **Second** by Keith Landis. All Ayes. **Motion Approved.**

18. Appointment of Vacancy Board Chairman

Karen Farra

Mr. Thompson explained the role of the Vacancy Board Chairman.

19. Appointment of Sewer Enforcement Officer (SEO)

Dale High

20. Appointment of Township Planning Legal Counsel

Matt Crème, Esq.

Nikolaus & Hohenadel

21. Equipment Operators

Blaine Stoltzfus, Bryan

**In case of an emergency, other operators may be required & appointed with approval of the Roadmaster.**

Stoltzfus, Adryan Yothers,  
Walter Hockensmith, Steve  
Trego, Keith Landis &  
Jason Myer

Mr. Thompson advised that Steve Trego is a recent new hire to the Public Works – Roads Department.

- |   |  |
|---|--|
| 22. Re-Appointment/Appointment of Zoning Hearing Board Members for Term of 3 Years  | Michael Hartmann and<br><u>Darren Neff</u>   |
| 23. Re-Appointment/Appointment of Parks & Recreation Committee Members for term of 5 years  | Michael Hartmann, David<br>Yothers, Ray Rice, Duane<br>Gregg, Kevin Thibeault,<br>Steven Fisher, Jerry Garver<br>& <u>Michael Fisher</u> |
| 24. Re-appointment of any and all other Board or Commission Members with current standing members as long as they are willing to serve. |  |

Jason Myer **motioned** to make the above-noted appointments (Nos. 18 through 24). **Second** by Keith Landis. All Ayes. **Motion Approved.**

Jason Myer **motioned** to set the mileage reimbursement rate at the 2024 IRS Rate of \$.67 cents per mile. **Second** by Keith Landis. All Ayes. **Motion Approved.**

**Building Inspection Services:** Mr. Myers asked Mr. Hockensmith if he has had any issues with the recommended inspection agencies. Mr. Hockensmith said he has not and said most people use CCI or ABI.

Jason Myer **motioned** to approve the following inspection service agencies for 2024. **Second** by Keith Landis. All Ayes. **Motion Approved.**

- (1) Commonwealth Code Inspection Services (CCI)
- (2) Building Inspection Underwriters (BIU)
- (3) Associate Building Inspections (ABI).

## **MINUTES**

- December 12, 2023 Workshop Minutes to be reviewed at Board meeting on February 20, 2024.
- December 19, 2023 Minutes to be reviewed at Board meeting on February 20, 2024.

## **TREASURERS REPORT/BILLS**

- December 2024 Treasurers Report to be reviewed at Board meeting on February 20, 2024.
- Jason Myer **motioned** to approve the Treasurer reviewing January 2024 Disbursement List of

Bills to Be Paid with the Township Manager and to proceed with payment processing. **Second** by Bob Devonshire. All Ayes. **Motion Approved.**

- Distribution of 2023 Year-End Profit and Loss Report.

**PERSONS TO BE HEARD:**

**SUBDIVISION/LAND DEVELOPMENT – ACTION ITEMS**

- Kevin Witmier, Impact Engineering – Daniel P. King – 15 Girvin Rd – Final Land Development Plan. Mr. Witmier presented the plans and below waiver/modification requests.
  - Request for conditional approval of Modification of Stormwater Management Ordinance (SWMO) Section 404.4.H.2 – Proposed Features – Profiles.
  - Request for Modification of SWMO Section 504.4.a.4 – Minimum Conveyance Pipe size.
  - Request for Modification of SWMO Section 504.11 – Design Standards – Conveyance Facilities.
  - Request for Modification of SWMO Section 507.9 – Subsurface Storage Facility Design Criteria - Geotextile.
  - Request for conditional approval of Final Land Development Plan.

Mr. Witmier explained a variance from the Zoning ordinance setback requirements had been granted. Mr. Thompson clarified that there is no subdivision being proposed by this plan and that the purpose of the setback relief is to preserve farmland. Mr. Witmier explained there will be two homes on the same lot with different setbacks. Mr. Thompson provide information regarding issues with the original plan submission to the Zoning Hearing Board resulting in not all setback reliefs being requested. He expressed appreciation to the Board for going outside of the normal procedures by considering this matter at the Reorganization meeting.

Mr. Thompson advised that Rettew has recommended conditional approval of the waiver requests, and the Planning Commission recommended conditional approval of the waiver requests and plans at their November meeting. Mr. Devonshire asked what the status of the emergency service review is. Mr. Thompson said it has been completed and all was found to be okay.

Jason Myer **motioned** for conditional approval of the waiver and modification requests. **Second** by Bob Devonshire. All Ayes. **Motion Approved.**

Keith Landis **motioned** for conditional approval of the plans. **Second** by Jason Myer. All Ayes. **Motion Approved.**

**PUBLIC COMMENT:** Chairman Coleman called for public comment. No comments were proffered.

**CORRESPONDENCE:**

- Mr. Thompson presented a solicitation letter received from Commonwealth Emergency Crisis Response (CECR) regarding their 2024 fund drive. He advised the public that the Township does not have a solicitation ordinance, resolution or other policy that would prevent CECR from requesting donations, so he wanted to make sure all were informed they may be knocking on their door. Mr. Thompson said he thinks CECR may be looking to obtain some first due territory within the Township eventually, and asked if any of the fire companies have had any dealings with them. Mr. Devonshire said there seems to be a lot of grey area as to what CECR actually does. B.J. Yunkin of Paradise Leaman Place Fire Company said he has seen them around maybe once or twice, but he has never spoken with them.

**TOWNSHIP REPORTS:** None.

**OLD/NEW BUSINESS:**

- Mrs. Farra presented request to approve advertising of Ordinance No. 2024-1, Second Amendment to the Burning Ordinance, and Ordinance No. 2024-2, An Ordinance Establishing a Recycling Program within Paradise Township in Accordance with the Lancaster County Solid Waste Management Plan and the Requirements of Act 101 of the Commonwealth of Pennsylvania. She provide a briefing of each ordinance, the reasons for them (becoming Act 101 mandated due to population increase), and the ordinance requirements. The primary change will be the requirement for businesses to recycle and report recycling tonnage annually, reporting and educational requirements for the Township, resident's no longer being permitted to burn yard debris and leaves, and the requirement for leaf pick-up service two times a year. Ms. Farra explained the Township is working with Salisbury Township for our residents to utilize their yard waste disposal site and the challenges associated with doing so. Mr. Myer emphasized the need to ensure this information gets out to the public so they are aware. Mr. Thompson said he intends to dedicate a section of the Spring 2024 Newsletter to this topic. Mr. Coleman asked if agricultural uses would be bound by the requirements of these ordinances. Ms. Farra said they are to the degree they cannot burn trash or recyclable items either, but field debris would be exempt.

**Public Comment:**

- **Deborah Boynton:** Ms. Boynton asked if people can burn in a burn barrel. Ms. Farra explained the amended Burning Ordinance only changes what you can burn not, how you can burn. Currently, residents are not allowed to burn trash, recyclable materials or construction debris. The amended Ordinance will now not allow burning of yard debris and leaves. Mr. Thompson relayed the requirements of the current burning ordinance.

Jason Myer **motioned** to approve advertising of both Ordinances. **Second** by Keith Landis. All Ayes. **Motion Approved.**

**ADJOURN:**

- At 7:04 p.m., Bob Devonshire **motioned** to adjourn meeting. **Second** by Keith Landis. All Ayes. **Motion Approved.**

Respectfully Submitted By:

---

Karen E. Farra, Secretary/Treasurer