

LANCASTER INTER-MUNICIPAL COMMITTEE

MINUTES

Date and Time: February 9, 2011 – 7:30 a.m.

Place: West Hempfield Township Office

Attendance:

Columbia Borough – Leo Lutz
East Hempfield Township – John Bingham, Bob Krimmel, Dave Blackman
East Lampeter Township – Ralph Hutchison
East Petersburg Borough – None
Lancaster City – Rick Gray, Pat Coller
Lancaster Township – Bill Laudien
Manheim Township – Carol Simpson
Manor Township – John May
Millersville Borough – Jack Gardner, Ed Arnold
Mountville Borough – Francis Zimmer
West Hempfield Township – Tony Crocamo, Kent Gardner, Ed Hinkle
West Lampeter Township – Jim Kalenich, DeeDee McGuire
Others – Bill Ebel, Environmental Community,
Jeri McClune – Rettew Associates
John R. Ahlfeld, Executive Director

Call to Order – Chairman K. Gardner called the meeting to order at 7:30 a.m. and led everyone in the Pledge of Allegiance.

Introduction of New Municipal Representatives and Guests – There were no introductions.

Presentation and Comments by Guests – There were no guests, but there were comments about an application that was being prepared for a National Fish and Wildlife Foundation program for projects to reduce Chesapeake Bay pollution. It was noted that information about this was included in the handouts (Attachment A). Mr. Laudien said that the application would propose five projects at \$10,000 each and one project at \$50,000. There was a question about why the Lancaster County Clean Water Consortium was not present to talk about it, and it was explained that there had been communication with the Consortium and a decision that they need not be present. It was noted that this would be covered later in the agenda.

Minutes of the Meeting of January 12, 2011 – Ms. Coller moved, Mr. Arnold seconded, and it was voted unanimously to approve the minutes of the January 12, 2011, LIMC meeting.

Treasurer's Report – Mr. Ahlfeld referred to the Treasurer's Report in the handouts (Attachment B), and said he would answer any questions. Chairman K. Gardner asked about the expenses for the computer and related equipment; Mr. Ahlfeld said that he had checks to be signed to cover reimbursement for those purchases and that they would appear on the next treasurer's report as February activity. Chairman K. Gardner explained that the LIMC had purchased a new

computer, printer/scanner/copier/fax, and hard drive to back up all LIMC records. Mr. Zimmer then moved, Mr. J. Gardner seconded, and it was voted unanimously to approve the Treasurer's Report.

Executive Director's Report – The Executive Director's Report was in the handouts (Attachment C). Mr. Ahlfeld thanked the six municipalities that provided equipment and about ten personnel to assist with the move to the new LIMC office, and he said the rest of the Report was self-explanatory. Chairman K. Gardner added that he was impressed by the municipal personnel who helped with the move; he said there was a glitch at one time when the truck was not be ready to be loaded for the second trip, so he sent some helpers back to their municipalities.

Municipal Exchange – Mr. Lutz reported that about five LIMC municipalities and one York County municipality have been meeting to discuss possible regional police efforts. He referred to the radio system project that has been under discussion for more than ten years, and he noted that municipalities would need to purchase new radios, even though some have already purchased ones that now can not be used. It was suggested that the County could purchase radios and sell them to the municipalities. Mr. Ahlfeld suggested that the Lancaster County Purchasing Co-Op could be involved in that. Mr. May said there will be a need for \$1,000,000+ in radios. Mayor Gray noted that Lancaster City buys computers through the County, and he also said that the City has \$300,000 in new radios that it can't use. Ms. McGuire suggested that the Purchasing Co-Op be contacted, and Mr. Lutz said he would do that and report back to Chairman K. Gardner. He also said he asked police Chief Skiles of East Hempfield Township and Columbia's police chief to take the issue to the police chiefs' association. There were also questions about what other states do about police radios and about the status of Reverse 911, and no one had information on those subjects.

Chairman K. Gardner commented that the LIMC should have people checking websites of organizations like the Pennsylvania State Association of Boroughs and the Pennsylvania State Association of Township Supervisors and reporting back at LIMC meetings. He also reminded everyone of the section of the LIMC website that could be used for information about sharing of equipment among municipalities.

Old Business

Greenway and Park Advisory Board (GPAB) – Mr. Ahlfeld reported that the GPAB met on February 7, 2011, and that the main agenda item was a presentation by Justin Evans of the Lancaster County Planning Commission (LCPC) regarding the LCPC's model conservation zoning district and natural protection standards. As a result of that discussion, the GPAB added conservation area mapping to its list of work program suggestions. Mr. Ahlfeld noted that this was included on the revised list of Land Use Advisory Board and GPAB suggestions in the handouts (Attachment D).

Land Use Advisory Board (LUAB) – Mr. Ahlfeld reported that the LUAB met on February 3, 2011, and that the minutes of that meeting were in the handouts (Attachment E). He said that LUAB reviewed two rezoning proposals in East Hempfield Township. He explained the locations of the tracts being proposed for rezoning and some highlights about the proposals, e.g. the tract west of Running Pump Road and between Marietta Avenue and Route 30 would have

residential along Marietta Avenue, the tract at the intersection of Marietta Avenue and Centerville Road would be used to relocate the CVS in the Centerville Road shopping center into a larger, stand-alone facility, and the CVS project would include access off Marietta Avenue that would be used for both the CVS and the existing shopping center to the south. Mr. Ahlfeld said that LUAB found both proposed rezonings to be appropriate and consistent with *Growing Together*.

Lancaster County Clean Water Consortium – Mr. Ahlfeld referred to the handout about a proposal for several partners to do a stormwater plan for the Little Conestoga Creek watershed under a National Fish and Wildlife Federation program grant. He said he circulated information about the proposal to each municipality prior to the meeting. He said he talked with Chairman K. Gardner and the intent was to see if the LIMC wants to send a letter of support for the application.

Chairman K. Gardner said the LIMC first needs to decide if it wants to join the Lancaster County Clean Water Consortium. He explained that the LIMC now has the representation it wanted on the Steering Committee and that the representatives are Mr. Bingham and Ms. McGuire. He said he went to a Lancaster County Conservation District meeting, and Mr. Ahlfeld circulated a copy of the District's strategic plan to someone from each municipality (Attachment F). Chairman K. Gardner said he's convinced the Lancaster Conservation Foundation of which he is a board member will run a tight ship regarding how the Consortium spends its money. He said Foundation members were surprised at how much some municipalities have done already in meeting MS4s and being in compliance.

Discussion and questions included the following: Is the County playing a role? The County is depending on the Conservation District, and County Commissioner Craig Lehman is on the District board. The handouts included a list of Foundation board members (Attachment G). How is the Consortium being funded now? It needs to go for grants. So far, it is receiving money from the Foundation, one municipality, and some companies.

There was discussion about whether further LIMC action is needed regarding Consortium membership, as its previous action was to approve membership in the Consortium contingent upon selecting two LIMC representatives for the Steering Committee, which has now happened. After discussion, Mayor Gray moved, Ms. Simpson seconded, and it was voted unanimously to elect Mr. Bingham and Ms. McGuire as representatives on the board and therefore in effect to make us members of the Consortium. Mr. Ahlfeld asked if we should pay the dues now. Chairman K. Gardner said he had a conversation with the Consortium previously and was told that paying a nominal amount at first would be okay so we don't have to cash any CDs or anything. Mr. Ahlfeld noted that there were adequate funds in the checking account. Mayor Gray asked that we convey to the Consortium that we elected those two to the board.

Mr. Bingham noted that the Foundation meets only randomly, and plans to meet quarterly, so things move slowly. It was agreed that the structure of the Foundation and related organizations needs to be explained. It was noted that Terry Kauffman has resigned from the Foundation and is no longer acting as chair of the Consortium. There was then a long discussion about representation on the Foundation board and Consortium steering committee, including the following: The vacancy on the Foundation board could be filled by a municipal representative.

Is Mr. K. Gardner on the Foundation board as an individual or as Chair of the LIMC? He was appointed as an individual, i.e. the Chair of the LIMC will not necessarily always be on the board. The two seats on the steering committee should be considered LIMC seats. Perhaps the Foundation board should always include a member of the LIMC, but not necessarily the Chair, so there would be continuity rather than frequent turnover. Perhaps the future executive director of the LIMC should be on the board to avoid a situation where a municipal representative has a conflict if, for example, his or her municipality applies for a grant. The most important things are continuity and a passion for the subject.

Chairman K. Gardner referred to the state's council of governments handbook, and he said he thinks some changes are needed in how the LIMC does things. Mr. Ahlfeld noted that the handbook is not a law or regulation, but rather a guideline for COGs to use as a resource.

Mr. Ahlfeld said again that he needed direction as to whether to pay the \$9600 dues now, pay part now, or not pay any now. Mr. Hutchison said that the LIMC should get a regular report on the Consortium. Mr. Bingham then moved, Mr. Zimmer seconded, and it was voted unanimously to join the Consortium as a group and pay the dues.

Mr. Ebel then returned to discussion about the GPAB and referred to the suggested work program item regarding mapping. He said there seems to be an aversion to official maps, so GPAB came up with the idea of an "unofficial official" map that would cross municipal boundaries, and he urged the LIMC to pursue that. Mr. Bingham said he had a discussion with Mark Stivers about using the County's geographic information system and about the County and municipalities working together to get more information into the GIS, e.g. preserved farms. Ms. McGuire suggested beginning with someone from the County's information technology department, such as Glenn Mohler, rather than working through the LCPC.

Body Art Establishment Ordinances – Mr. Ahlfeld reported that he just received from Solicitor McCarty the ordinance that would need to be adopted by municipalities that enter into a memorandum of understanding with Lancaster City to get assistance in administering a body art establishment ordinance. He said a copy of the ordinance was included in the handouts (Attachment H). He noted that it is brief and that most of the content has nothing to do with body art establishments but instead addresses things that the Intergovernmental Cooperation Law says must be included in such an ordinance. He then asked each municipality if it intends to adopt the body art establishment ordinance, with the following responses: East Hempfield, East Lampeter, Manheim, and West Lampeter Township and Mountville Borough do intend to adopt it; Lancaster Township has already adopted it; Manor and West Hempfield Township and Millersville Borough do not intend to adopt it. It was noted that Columbia Borough and Lancaster City already have ordinances, and East Petersburg Borough was absent. Mr. Ahlfeld said he would be in touch with the municipalities to coordinate any possible joint action on the adoption, such as advertising.

Cable Franchise Agreements – Mr. Ahlfeld said he received a status report from each of the five municipalities working cooperatively on renewal of their cable franchise agreements. East Lampeter, West Lampeter, and Lancaster Townships have adopted their ordinances, signed their agreements, and sent them to Attorney Phil Fraga to have them signed by Comcast. Mountville Borough is having a meeting on the topic on February 14, 2011, and the East Hempfield

Supervisors have a draft of the agreement, which is tentatively scheduled for consideration on March 16, 2011. In response to a question Mr. Ahlfeld received, several municipal representatives said they did not advertise their meetings separately, as action was taken as part of their regular agendas.

LIMC Office – Mr. Ahlfeld said he is getting organized in the LIMC’s new office, and he invited anyone to stop in when they’re downtown. On an unfinished matter, he asked that the LIMC pay for the Executive Director’s parking in one of the Lancaster City garages. Mr. Zimmer moved, Mr. Arnold seconded, and it was voted unanimously for the LIMC to pay the Executive Director’s parking fee. In response to a question, Mr. Ahlfeld explained where the office is located. Chairman K. Gardner mentioned the large quantity of LIMC publications in the office and encouraged municipalities to get copies; he also mentioned the work he had done on upgrading the computer system.

Municipal Contributions for 2011 – Mr. Ahlfeld referred to the table in the handouts showing proposed municipal contributions to the LIMC for 2011 (Attachment I). He said it was the same as in the handouts for two previous meetings. He noted that the LIMC would not be adopting a 2011 budget until after its retreat but that it should approve the table of municipal contributions so that he can send out invoices for the first quarter of 2011. Mr. Lutz moved, Mr. Kalenich seconded, and it was voted unanimously to approve the table of municipal contributions.

2011 LIMC Meeting Schedule and Meeting Postponement Policy – Mr. Ahlfeld noted that the handouts included a draft meeting schedule for 2011, as had been circulated at two previous meetings (Attachment J). He said the schedule should be discussed and approved so it could be posted on the LIMC website and circulated elsewhere. It was agreed that the annual dinner meeting should be shown for 6:00 p.m. on Wednesday, April 13, 2011, at the Barn at Manheim Township, and that the meeting information previously shown for April 13 should be moved to May 11, 2011. There was then a consensus to approve the meeting schedule as revised.

New Business

LIMC Work Program and Retreat – Chairman K. Gardner said that Mr. May would be the moderator for the retreat, as he is familiar with the history of the LIMC. Mayor Gray wondered if it would be good to hire a professional facilitator. Chairman Gardner said the retreat would probably be a Friday morning. Mr. Ahlfeld said he has heard from a couple of people who are interested in the Executive Director position and suggested that the LIMC begin a search. It was decided that possible dates for the retreat, to be held at Lancaster Township, are February 25, February 28, March 4, and March 7. Chairman Gardner said that a legal person at the Pennsylvania Association of Councils of Governments said that the Executive Director position should be advertised. Mayor Gray moved, Mr. Bingham seconded, and it was voted unanimously to authorize the Executive Committee to consider hiring a facilitator for the retreat. There was discussion about a job description, and Mr. Ahlfeld said it could simply be to direct the organization at the direction of the Committee of the Whole. Mr. Hutchison said that the LIMC should think through the issue of hiring an employee as opposed to a contractual relationship. Chairman Gardner said the intent is to come up with a job description and to consider issues such as part-time vs. full-time at the retreat and then to advertise the position.

Report from Auditing Committee – It was noted that a report from the Auditing Committee was included in the handouts (Attachment K). Mr. Bingham said that the records were in good order, that there was plenty of documentation, and that the Committee was comfortable with everything presented. There was a question about whether the LIMC should have an audit. Mr. Ahlfeld noted that the Lancaster County Transportation Authority has an annual audit that costs in the range of \$2500 to \$3500.

Speakers for Future Meetings – There was a suggestion that there be a meeting in the spring at a Lancaster Area Sewer Authority plant. Mr. Ahlfeld said that Roy Baldwin had suggested that Jason Washbourne of Halo Development Company, who is doing some work with Manheim Township, speak about solar energy systems.

Next Meeting – Chairman K. Gardner noted that the next LIMC meeting would be in West Lampeter Township.

Adjournment – Chairman K. Gardner adjourned the meeting at 9:10 a.m.