

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**July 1, 2015  
7:00 P.M.**

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**MEMBERS PRESENT:**

Richard Scott-Harper, Chairman  
David Connors, Vice Chairman  
Robert Hittinger  
Michael Pickel  
Robert Weer

**STAFF/OTHER PRESENT:**

Steven Brown, Township Manager  
Jacqui Guenther, Finance/HR Director  
Shane Kinsey, Director of Public Works  
Dawn Maciejczyk, Administrative Assistant  
25 Audience Members

**PLEDGE OF ALLEGIANCE**

Mr. Scott-Harper led the audience in the pledge of allegiance.

**I. CALL TO ORDER**

Mr. Scott-Harper called the meeting to order at 7:02 p.m.

**II. PUBLIC COMMENT**

Mr. Scott-Harper announced that the Board had an Executive Meeting at 6:00 p.m. before the scheduled Board meeting to discuss a personnel matter. Mr. Scott-Harper called for any public comment. Mrs. Connie Alegranti asked for a copy of the as-built plan for the basin near her driveway. Mr. Brown will take care of it.

**III. CORRECTION/APPROVAL OF MINUTES**

The meeting minutes of May 21, 2015 were reviewed. A motion to approve the minutes was made by Mr. Hittinger, seconded by Mr. Pickel and approved by a vote of 5-0. The meeting minutes of June 3, 2015 were reviewed. A motion to approve the minutes was made by Mr. Connors, seconded by Mr. Hittinger and approved by a vote of 5-0. The meeting minutes of June 11, 2015 were reviewed. A motion to approve the minutes was made by Mr. Hittinger, seconded by Mr. Pickel and approved by a vote of 5-0.

**IV. STAFF REPORTS**

**Code Department**

Mr. Brown presented the Codes Department report as prepared by Mr. Kirk and Mrs. Zunino. There were no comments or questions.

**Public Works**

Mr. Kinsey presented the Public Works Department report. Mr. Connors asked a question about road wash outs. Mr. Kinsey said he is addressing them.

## **Finance Report**

The Financial Report was reviewed with the Board by Ms. Guenther. There were no questions. Mr. Pickel made a motion to approve the Finance Report as presented. Mr. Connors seconded the motion and it was approved by a vote of 5-0.

## **Odor Report**

Mr. Scott-Harper reported that there were 2 email complaints. There were no comments or questions.

## **State Police**

The State Police report was presented to the Board showing 212 incidents opposed to 205 incidents in May.

## **Inniscrone Golf Course**

Mr. Tom Bolko, General Manager, was not present to give his report.

## **V. FIRST BUSINESS**

### **Goddard Park bridge #3**

Mr. Kinsey reviewed a memo to the Board regarding their interest in having Ragan Engineering design and add a bridge connecting the trails from Stone Croft to the Gouge Trail in Goddard Park. Mr. Kinsey gave an approximate estimate of \$15,000. Mr. Connors asked where the money is coming from? Mr. Kinsey replied the money will come from the Parks Capital Improvements Fund. Mr. Pickel introduced Ms. Diana Werner from the Parks and Recreation Board. Ms. Werner said the Parks and Recreation Board would like to see the bridge installed. It was initially in Phase One and was cut. Then it was added to Phase Two and cut again. She stated we need a connection to keep the trail from Stonecroft. Mrs. Alegranti commented that the park is the "star" of London Grove Township and supported the bridge. Mr. Connors made a motion to authorize design and bidding of Goddard Park bridge #3. Mr. Pickel seconded the motion and it was approved by a vote of 5-0.

### **Environmental Advisory Council appointment**

Mr. Brown introduced Mr. Michael Cardile and recommended he be appointed to the Environmental Advisory Council. Mr. Scott-Harper asked which term he would be filling. Mr. Brown said he would be filling the January 1, 2015 through December 31, 2017 term. Mr. Pickel made a motion to appoint Mr. Cardile, seconded by Mr. Connors and approved by a vote of 5-0.

### **Garage 5K run**

Mr. Brown introduced Ms. Kristin Proto. Ms. Proto explained that this would be their third year doing this run through the park. The only major difference this year would be that they are using more of the park. They would be going to the furthest point in the park and looping back. The newer trails can be used because bridges were constructed. The race will be held on September 19, 2015. A motion was made by Mr. Connors to approve the Garage 5K run through the park, seconded by Mr. Pickel and approved by a vote of 5-0.

### **Skapof stormwater management**

Mr. Ken Crossan gave a brief overview of the project that was approved in 1999 under the 1995 ordinance. They are requesting they be able to utilize the stormwater management design that was already approved on the 1999 plans. Mr. Brown asked are you seeking a waiver to use the old design and is it an infiltration basin? Mr. Crossan said yes to both. Mr. Connors made a motion to grant the waiver as outlined in the June 25, 2015 letter from Mr. Crossan, seconded by Mr. Pickel and approved by a vote of 5-0.

### **E. London Grove Road paving award**

Mr. Kinsey explained that they only received one bid from Longs Asphalt, Quarryville, PA. The total bid was \$387,061.00 which was approximately 12% higher than the anticipated \$345,834.00. Our anticipated budget figure was based off the 2015 SCC-Coop bid pricing which we are paying for our other projects.

20,836 Square 9.5" wearing course	\$7.25 per square	\$151,061.00
Anticipated/Current Coop cost	\$6.50 per square	\$135,434.00
1,200 Tons 9.5" leveling @ 1"	\$80.00 per ton	\$96,000.00
Anticipated/Current Coop cost	\$77.00 per ton	\$92,400.00
5,000 square 5" Mill & Fill base repair	\$28.00 per square	\$140,000.00
Anticipated/Current Coop cost	\$24.20 per square	\$121,000.00

Mr. Hittinger asked why the anticipated estimate is different than the actual cost? Mr. Kinsey said because it is so late in the year and the project is not as large that is why it is higher. Mr. Pickel made a motion to award the bid to Longs Asphalt, Quarryville, PA, seconded by Mr. Connors and approved with a vote of 5-0.

### **Byrd/Ham- Stormwater management financial security and maintenance agreement**

Mr. Brown explained that this issue is very similar to what was discussed last month when the Board of Supervisors talked about the Geren plan. The applicant is asking for a financial security waiver for the \$86,000. A motion was made by Mr. Pickel to approve the waiver, seconded by Mr. Connors and approved by a vote of 5-0. A second motion was made by Mr. Weer to approve the Stormwater Operations and Maintenance Agreement, seconded by Mr. Pickel and approved by a vote of 5-0.

## **VI. OLD BUSINESS**

### **Chatham Intersection update**

Mr. Connors said he met with Senator Dinniman to follow-up with PennDOT. Senator Dinniman is to draft a letter to the Department.

### **Merner easement changes**

Mr. Scott-Harper explained that wording was changed in the easement. It now states that the property could be a maximum of three lots opposed to two. A motion

was made by Mr. Connors to approve the changes to the Merner easement, seconded by Mr. Pickel and approved by a vote of 5-0.

### **Miscellaneous Zoning Ordinance updates**

Mr. Brown reviewed that he met with Mr. Grafton about the deck setback issue. Mr. Grafton stated that since the problem is with Inniscrone the PRD would have to be amended to change setbacks. Mr. Grafton suggested not making any changes at this time. Mr. Scott-Harper asked if Mr. Kirk could review the plans and see how many do not have decks at this time. Mr. Brown said yes, most deck permits that are coming in now are for new homes. The Board agreed that at this time they do not make any changes to the current deck ordinance.

Mr. Brown reviewed that he spoke with Pennsylvania State Police Lieutenant D'Ambrosio regarding the communication tower. The Lieutenant said the state made changes to their radio system, which improved communications. However it was not perfect and the State may revisit the matter. The Board was split on how they felt this should be handled. Mr. Pickel and Mr. Hittinger suggested waiting and seeing what changes may need to be made and Mr. Connors and Mr. Weer suggested modifying the current communication towers ordinance. Mr. Scott-Harper suggested more discussion with Lieutenant D'Ambrosio or higher up. Mr. Vince Mancini, attorney for Nancy truitt, said he had made an inquiry regarding this to the State .

Mr. Brown said the Township received a petition to allow indoor target ranges as a recreational indoor use. A motion was made by Mr. Connors to authorize a hearing for August 19, 2015 at 6 p.m., seconded by Mr. Pickel and approved with a vote of 5-0. Mr. Joseph Dougherty, representing neighboring property owners, asked that we postpone picking a date until the August 5, 2015 Board of Supervisors meeting. The Board respectfully declined.

### **Lamborn Hunt punchlist**

Mr. Brown explained that the biggest issues are the basins that are holding water. A design was submitted by Keystone and was found to be inadequate by Ragan Engineering and the Conservation District. They are to pump the water from the basins and do a perk test/ soil test to satisfy the District and Ragan Engineering. Keystone has agreed to cut the median to continue the trail across. Mr. Scott-Harper asked if the basin is the one that the resident complained about holding too much water. Mr. Brown said that Mr. McGough, Keystone site superintendent, said that basin was at 16" depth and we do not allow anything deep without a fence. Mr. Connors said the basin should only have four to six inches in it but it is holding 16", then there is a problem. Mr. Ragan is to confirm the water depth.

Mr. Scott-Harper asked if they have agreed to do all of the items on the punchlist, but just have not done them yet? Mr. Brown said "yes;" they indicated they would complete the punchlist. Mr. Connors suggested pulling the bond when the 90 days is up and get the work finished. Mr. Pickel asked that if the 90 days is up on July 21, 2015 can we pull the bond later? Mr. Brown said "yes," we can pull the bond after July 21, 2015 but we would then be responsible for the work. Mr. Scott- Harper suggested that we let them know

that the Board of Supervisors have had conversations and is contemplating pulling the security if the work is not completed. Mr. Scott-Harper suggested that we wait till the August Board of Supervisors meeting to decide if we are going to pull it. Mr. Brown agreed and said that if we wait until August to vote it still gives the Township time to get the work finished before winter.

Mr. Scott-Harper asked if we can have Ragan Engineering give us an estimate on how much it is going to cost to have the work finished. Mr. Brown said "yes" we can do that. Mr. Taglione said the residents feel as though Keystone has not made a good faith effort in the last four months to get the work done and the work that they have done is subpar.

## **VII. NEW BUSINESS**

### **2016 Budget- set meeting dates**

Mr. Brown recommended that the Board should have a late July or early August meeting to discuss priorities for the upcoming year. The rest of the budget schedule would be typical. Mr. Scott-Harper asked that Mr. Brown provide dates and send them out to the Board members to pick from.

### **Fund balance and operating reserve fund policies**

Ms. Guenther discussed a memo she had written to the Board regarding a fund balance policy and an operating reserve fund. The fund balance policy would establish a minimum fund balance of 20% of the budget. When looking to borrow large sums of money, the credit rating agency will look favorable upon London Grove if there are basic financial policies in place. Mr. Scott-Harper asked if we have ever dropped below 20% before? Mr. Brown said yes we have and the Township presently has the funds available to follow the policy. Mr. Connors said these are minimums to keep, sometimes you dip below. Regarding the operating reserve fund, Ms. Guenther said you can only put up to 25% of expected revenue into that account. Mr. Connors asked if we are currently leaving any surplus in our General Fund? Mr. Pickel asked Ms. Guenther if she could make a budget using this format so he could visually see it. Mr. Scott-Harper agreed with Mr. Pickel. Ms. Guenther said she would work on the budget.

### **Zoning Ordinance Steering Committee direction**

Mr. Brown said the Committee is looking for direction from the Board in order to move forward. Specifically they want to know about a prior Board's statement that the commercial zoning districts would not be changed. Mr. Scott-Harper said he does not find that to be binding and that he wants to voice his opinion. Mr. Scott-Harper asked Mr. Pickel if the Zoning Steering Committee can present what they have done so far. Mr. Connors said what the committee has done is great and he would not make commitments like that for future Boards. He does not feel it is fair to say the ordinance should or should not change. Mr. Pickel will take the Board's direction back to the Zoning Steering Committee the Boards direction. Mr. Pickel asked if the Committee should complete their work by September? Mr. Scott-Harper said yes, if possible. Mr. Scott-Harper suggested calling Mr. Grafton to let him know the Board is ready to move the process ahead. Mr. Pickel said he would do so.

### **IT Consultants**

Mr. Brown reviewed a memo stating that the staff is recommending switching IT consultants. Mr. Brown met with Charles Wagner from ApexCompu Corporation twice. He feels they will give us a prompt as well as proactive service. Mr. Scott-Harper asked what the length of the contract would be? Ms. Guenther said the contract would be annually. Mr. Scott-Harper asked if this was only for Township owned equipment? Mr. Brown said yes, he was not sure if the Municipal Authority is looking to switch or not. Mr. Pickel made a motion to approve the switch to ApexCompu Corporation for IT Consulting, seconded by Mr. Weer and approved by a vote of 5-0.

#### **VIII. PLANS**

There were no plans this month.

#### **IX. EXTENSIONS**

London Grove Village- September 20, 2015. Mr. Connors made a motion to accept the 90 day extension for London Grove Village, seconded by Mr. Pickel and approved by a vote of 5-0.

#### **X. ADJOURMENT**

A motion was made to adjourn the meeting by Mr. Weer, seconded by Mr. Connors and approved with a vote of 5-0. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Dawn Maciejczyk  
Administrative Assistant