

The Board of Supervisors met at the Township Office Building for their regular meeting on January 6, 2020, 7:30PM with Lowell Fry, Jere Swarr & Mark Erb present. The meeting was called to order by the Temporary Chairman and followed with the Pledge of Allegiance.

REORGANIZATION: Election of Officers *presently serving*

CHAIRMAN: *Mr. Lowell Fry*

VICE CHAIRMAN: *Mr. Jere Swarr*

SECRETARY/TREASURER:

Mr. Erb made a motion to appoint Jere Swarr as Chairman, Lowell Fry as Vice Chairman and Mark Erb as Secretary/Treasurer; second by Mr. Swarr. All voted in favor.

Appointments and other business:

MANAGER: *Mrs. Sara Gibson*

ASSISTANT SECRETARY: *Mrs. Sara Gibson*

PUBLIC WORKS DIRECTOR: *Mr. John Haldeman*

RECORDING SECRETARY: *Mrs. Melva Kready*

ASSISTANT RECORDING SECRETARY: *Miss Lindsey Brenner*

VACANCY BOARD CHAIRMAN: *Mr. Jay Gainer*

ZONING OFFICER: *Mr. David Eggert*

DEPUTY ZONING OFFICER: *Mrs. Sara Gibson*

SOLICITOR, TOWNSHIP: *Mrs. Susan Peipher, Esq.*

Blakinger Thomas

SOLICITOR, ZONING HEARING BOARD: *Mr. Jason Hess, Esq.*

Morgan, Hallgren, Crosswell, & Kane

SEWAGE ENFORCEMENT OFFICER: *Mr. David Lockard - Cert. #01074*

ALTERNATE SEWAGE ENFORCEMENT OFFICER: *Mr. Len Spencer – Cert. #03763*

TOWNSHIP ENGINEER: *Mr. James Caldwell, RETTEW*

DEPOSITORY FOR TOWNSHIP FUNDS: *Northwest Bank, Pennsylvania Local Government*

Investment Trust, and Fulton Bank

TOWNSHIP BUILDING CLEANING: *Heritage Maintenance Collective*

EMERGENCY MANAGEMENT COORDINATOR: *Mrs. Lori Shenk*

Mr. Fry made a motion to approve all above appointments as stated; second by Mr. Erb. All voted in favor.

PLANNING COMMISSION: *Appointment needed to serve 4-year term (expires 12/31/23)*

ZONING HEARING BOARD: *Appointment needed to serve 3-year term (expires 12/31/22)*

Mr. Erb said he has talked to Chet Eckman who may be interested in serving on the Planning Commission. After some discussion it was decided to table the appointment to the Planning Commission till the January 16, 2020 meeting to allow the other Board members to contact Mr. Eckman. **Mr. Fry made a motion to appoint Chris Neiles to the Zoning Hearing Board for a 3-year term expiring 12/31/22; second by Mr. Swarr. All voted in favor.**

RAPHO TOWNSHIP BOARD OF SUPERVISORS' MINUTES

JANUARY 6, 2020

ELECTED AUDITOR VACANCIES:

*Amy Benner
Appoint to fill vacancy until 2021 election
2-year term (expires 12/31/21)*

*Tom Swarr
Appoint to fill vacancy until 2021 election
4-year term (expires 12/31/23)*

*Patricia Schupp
Appoint to 6-year term (expires 12/31/25)*

Mr. Fry made a motion to appoint the 3 auditors as stated; second by Mr. Erb. All voted in favor.

MANHEIM LIBRARY REPRESENTATIVE: *Ms. Sue Hondru and Ms. Jeannine May*
EARNED INCOME TAX COLLECTION: *Lancaster County Tax Collection Bureau*
LOCAL SERVICES TAX COLLECTION: *Lancaster County Tax Collection Bureau*
REPRESENTATIVES TO THE LANCASTER COUNTY TAX COLLECTION BUREAU:
*Mr. Mark Hiester, primary representative,
Mr. James Fisher, alternate representative*

DELEGATE TO THE TOWNSHIP CONVENTION: *Mr. Lowell Fry*
UNIFORM CONSTRUCTION CODE THIRD PARTY INSPECTORS: *Commonwealth Code
Inspection Service, Associated Building Inspections, and Code Administrators*

RAPHO AREA FIRE ADVISORY COUNCIL:
FIRE COMPANY REPRESENTATIVES:
*Mastersonville Fire Company – Representative Mr. Matt Shenk, alternate Mr. Troy Montgomery
Manheim Fire Company – Representatives not yet determined
Fire Department Mount Joy – Representative Mr. Phil Colvin, alternate Mr. Robert Purcell*

CITIZEN REPRESENTATIVE: *Mr. Dale Murray
Reappoint to 3-year term (expires 12/31/22)*

EX OFFICIO SUPERVISOR MEMBER: *Mr. Mark Erb*
DEPUTY REAL ESTATE TAX COLLECTOR: *Mrs. Courtney Kready*
ATHLETIC FIELD SCHEDULER: *Mr. Don Wenger*

HOLIDAYS OBSERVED BY THE TOWNSHIP: *New Year's Day, Good Friday
Memorial Day, July 4th, Labor Day,
Thanksgiving Day, Christmas Day and
Supplemental Christmas Day,
Two floating days as determined
by employees*

MILEAGE RATE *57.5 cents per mile = 2020 IRS rate*
ESTABLISHING OF WAGES: *Wages as noted in 2020 budget document
\$2,500 annual pay for each Supervisor*

ESTABLISH TREASURER'S BOND: *\$1.5 Million*
SUPERVISORS AS EMPLOYEE WAGES: *Recommend to Board of Auditors
\$17.00/hour*

Township Manager Sara Gibson pointed out that Zoning Officer David Eggert has recommended using three Uniform Construction Code Third Party Inspectors rather than the five that were appointed in previous years. **Mr. Fry made a motion to approve all the above appointments as stated; second by Mr. Erb. All voted in favor.**

ESTABLISH TOWNSHIP FEES: *Resolution 2020-1*

SEWAGE ENFORCEMENT FEES: *Resolution 2020-2*

Mr. Fry made a motion to approve Resolution 2020-1 to establish township fees and 2020-2 sewage enforcement fees changing the mileage rate for the Sewage Enforcement Officer to the current rate of 57.5 cents; second by Mr. Erb. All voted in favor.

REGULAR MEETING

The minutes of the December 19th Meeting were distributed. **Mr. Fry made a motion to approve the Minutes as presented; second by Mr. Erb. All voted in favor.**

PUBLIC COMMENTS - None

CHAIRMAN'S COMMENTS - Mr. Swarr asked Public Works Director John Haldeman if the road crew had to go out and salt so far this winter season. Mr. Haldeman said they went out 2 times just to salt corners and intersections and have only used 15 ton of salt.

PLANNING

Mr. Fry made a motion to approve the request for the release of the Letter of Credit for KRM Ventures LP at 1160 Strickler Road in the amount of \$1,756,366.14 (for Final Revised Land Development/Subdivision Plan Rapho Triangle East Lot F7 #18-364) and to approve the modification with conditions as stated below, per Rettew letter dated 12/31/19; second by Mr. Erb. All voted in favor.

REQUESTED MODIFICATIONS

A. *Section 405.4.E, 405.4.F, 501 – Financial Security*

The applicant has requested a waiver of the requirement to provide financial security for all proposed improvements. In the alternative, the applicant proposes to provide financial security for improvements to Lots 2 and 3. At this time, no development is proposed on Lots 1 and 4 and no specific user/tenant has been identified. Financial security for the improvements on Lots 1 and 4 will be posted when development is proposed, and the user is identified.

We recommended approval of this modification request based upon the justification and alternative provided, and subject to the following conditions:

1. *All facilities required to protect and/or improve public streets or adjoining properties shall be promptly installed and financial security shall be posted to secure the proper installation of such improvements.*
2. *Applicant shall apply for & receive any permits necessary to install the facilities which are required to protect and/or improve public streets or adjoining properties. The fee for such permits shall be based upon the fee schedules in effect at the time of permit application.*
3. *An improvement guarantee shall be posted to secure the completion of specific improvements and/or stormwater management or other facilities to serve the individual lot prior to issuance of any zoning permit to authorize erection of a structure on the lot.*
4. *A note shall be added to the subdivision plan prior to recordation which shall state, "The owner of Lots 1 and 4 shall be required to post necessary financial security to insure the installation of the specific improvements and/or stormwater management or other facilities serving Lots 1 and 4 prior to the issuance of a Zoning Permit to authorize the erection of any structure upon Lots 1 and 4."*
5. *A violation of these conditions shall be considered a violation of the Rapho Township Subdivision and Land Development Ordinance and the Rapho Township Stormwater Management Ordinance.*

RAPHO TOWNSHIP BOARD OF SUPERVISORS' MINUTES

JANUARY 6, 2020

Mr. Fry made a motion to approve the request for a reduction of the Letter of Credit for Elm Tree Properties Final Subdivision Plan - Phase 5A #19-371 at 936 Strickler Road from \$773,990.78 to \$293,056.97; second by Mr. Erb. All voted in favor.

Mr. Fry made a motion to accept the Zoning Officer's December 2019 and Year-end Reports; second by Mr. Erb. All voted in favor.

OLD BUSINESS - None

NEW BUSINESS

The Emergency Management Coordinator's 2019 Report was distributed and reviewed. Mr. Swarr thanked Emergency Management Coordinator Lori Shenk for all her hard work since she began serving in 1998. **Mr. Erb made a motion to approve the Emergency Management Coordinator's 2019 Report; second by Mr. Fry. All voted in favor.**

Mr. Fry made a motion to approve the Audit Engagement Letter with Sager, Swisher and Company; second by Mr. Erb. All voted in favor.

Mr. Fry made a motion to approve the Township Engineer Contract with Rettew Associates; second by Mr. Swarr. All voted in favor.

The 2019 Year-end Financial Report was distributed and reviewed. Mrs. Gibson said the revenues and expenses were very close to what was budgeted for the General Fund and State Fund. She explained that grant money was not received yet for 2019 projects in the Capital Fund budget. Mr. Swarr explained that the township receives a portion of the fuel tax charged at gas stations which gets deposited into the state fund. Mrs. Gibson said she feels that overall the township is in very sound financial condition.

The Tax Collector's December 2019 Report was distributed and reviewed.

CORRESPONDENCE

LCPC – Advisory Plan Review Comments – Hills of Jamesfield Manor – Rapho Twp.

LCPC – Proposed Zoning Text Amendment Approval – Mount Joy Twp.

Manheim Historical Society Newsletter

Northwest EMS – Thank you for generous pledge

Girl Scout Troop 70595 – Letter requesting to place blue bird boxes at the Township Office

APPROVAL OF THE DISBURSEMENT LIST - Mr. Fry made a motion to approve the disbursement list and pay the bills; second by Mr. Erb. All voted in favor.

Carl Garman of 196 North Erisman Road asked where the street lights are located that were talked about in the tax collector's report. Mr. Fry explained that the developments have street lights. PPL own the poles but the township gets billed for the electricity.

There being no further public business or public comments the meeting adjourned at 8:35PM.

Respectfully Submitted,

Melva J. Kready
Recording Secretary