

West Earl Township Board of Supervisors, 157 West Metzler Road, Brownstown, PA 17508

In Attendance:

Chairman:	John Ford	Member:	Jennifer Prunoske
Vice Chairman:	Keith Kauffman	Manager/Secretary:	Jenna Reigle (via phone)
Member:	Harold Keppley, Jr.	Police Chief:	Eric Higgins (via phone)
Member:	David Thornton	Roadmaster:	Neil Stoltzfus

Others present: West Earl Police Sergeant Dawn Ray, Dale Peachey-136 Cornerstone Way.

Call to Order

John Ford called the January 2, 2024 reorganizational meeting to order at 7:00 p.m. and turned the meeting over to Keith Kauffman.

Re-Organizational Meeting

1. **Election of Chairman**

Keith Kauffman called for nominations for Chairman of the Board of Supervisors.

Moved by Member Kauffman, second by Member Thornton to nominate John Ford for Chairman of the Board of Supervisors.

The Motion by Member Kauffman and seconded by Member Thornton to appoint John Ford as the Chairman of the Board of Supervisors was approved unanimously.

Member Kauffman turned the meeting over to Chairman Ford.

2. **Election of Vice Chairman**

Chairman Ford called for nominations for Vice Chairman of the Board of Supervisors.

Moved by Member Thornton, second by Member Keppley to nominate Keith Kauffman for Vice Chairman of the Board of Supervisors.

The motion by Member Thornton and seconded by Member Keppley to appoint Keith Kauffman as the Vice Chairman of the Board of Supervisors was approved unanimously.

3. **Resolution 2024-1 Appointing Township Officials** – Moved by Member Prunoske, second by Member Thornton to adopt Resolution 2024-1. Motion approved unanimously.

4. **Resolution 2024-2 Setting the compensation for the Township Manager** – Moved by Chairman Ford, second by Member Thornton to adopt Resolution 2024-2. Motion approved unanimously.

5. **Resolution 2024-3 Appoint member to the Planning Commission** – Moved by Member Thornton, second by Member Keppley to adopt Resolution 2024-3 and appoint Robert Brown to a 4-year term on the Planning Commission. Motion approved unanimously. Member Thornton said the Township is very fortunate to have two qualified individuals willing to volunteer to serve and he looks forward to having John Stauffer on one of the Township's Boards sometime.

6. **Resolution 2024-4 Appoint member to the Zoning Hearing Board** – Moved by Member Keppley, second by Member Prunoske to adopt Resolution 2024-5 and appoint Richard Lucchese to a term, to expire 12/31/2028, on the Zoning Hearing Board. Motion approved unanimously.

7. **Resolution 2024-5 Setting the 2024 mileage rate** – Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2024-5. Motion approved unanimously.

8. **Resolution 2024-6 Cooperative bidding program** – Moved by Member Prunoske, second by Vice Chairman Kauffman to adopt Resolution 2024-6. Motion approved unanimously.
9. **Resolution 2024-7 Police Pension Contribution Rate** – Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2024-7 setting the Police Pension contribution rate. Motion approved unanimously.
10. **Treasurer's and Financial Director's Bond** – Moved by Chairman Ford, second by Member Thornton to set the Treasurer's bond to \$350,000 and the Financial Director's bond to \$100,000. Motion approved unanimously.
11. **PSATS Annual Conference April 14-17, 2024 Voting Delegate & Attendance** – Moved by Chairman Ford, second by Vice Chairman Kauffman to appoint Member Thornton as the voting delegate for the PSATS conference and to approve the Supervisors and Township Staff to attend the conference. Motion approved unanimously.

Moved by Member Thornton, second by Member Prunoske to adjourn the reorganizational meeting at 7:12 p.m. Motion approved unanimously.

Regular Meeting

Chairman Ford called the regular meeting to order at 7:13 p.m.

Approval of Minutes

December 18, 2023 – Moved by Vice Chairman Kauffman, second by Member Thornton to approve the December 18, 2023 regular meeting minutes as presented. Motion approved unanimously.

Public Comment

None

Special Business

1. **Adoption of Ordinance 269** – Amend Chapter 170 – Vehicles & Traffic to reflect speed limit changes on North Hershey Avenue. Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Ordinance 269. Motion approved unanimously.

Subdivision/Land Development

1. **Marcus Z. Nolt (Nolt's Produce Supply) financial security reduction** – Moved by Member Prunoske, second by Member Thornton to reduce the financial security for the Nolt's Produce Supply plan to \$174,628.08. Motion approved unanimously.
2. **Williamsport Holdings (Bobcat) time extension** – Moved by Member Keppley, second by Vice Chairman Kauffman to accept the time extension for the Williamsport Holdings (Bobcat) plan until April 11, 2024. Motion approved unanimously.
3. **Warren H. Nolt plan time extension** – Moved by Chairman Ford, second by Member Prunoske to accept the 90-day time extension for the Warren H. Nolt Plan. Motion approved unanimously.

Old Business

None

New Business

1. **Conditional offer of Employment** – Moved by Vice Chairman Kauffman, second by Member Keppley to extend a conditional offer of employment to Alexander Reed for the West Earl Police Department. Motion approved unanimously.
2. **Approval to hire two part-time plow drivers** – Moved by Member Thornton, second by Member Keppley to two part-time plow drivers contingent upon receiving the proper paperwork. Motion approved unanimously.

Financials

1. **Payment of Bills** – Moved by Member Thornton, second by Vice Chairman Kauffman to pay the bills as presented. Motion approved unanimously.
2. **Budget vs. Actual** – For review
3. **Treasurer's Report** - None

Reports

1. **Zoning Officer** – None
2. **Code Enforcement Officer** - None
3. **Police Chief** – Next meeting.
4. **Roadmaster** – Roadmaster Stoltzfus said he spoke with Rettew about the recent bill the Township received. He is waiting to hear back from Rettew. Member Thornton said he's been thinking of opportunities for revenue and asked if the Township has any dead timber that's owned by the Township. The Roadmaster said there isn't any dead timber, and that the Township does not have many wooded areas.

Public Comment

None

Supervisors' Comments

David Thornton – Member Thornton requested an executive session at the end of the meeting to discuss personnel performance issues.

The Board took a brief recess and entered executive session at 7:38 p.m. The Board reconvened at 7:49 p.m.

Adjournment

Moved by Member Thornton, second by Vice Chairman Kauffman to adjourn the January 2, 2024 meeting at 7:50 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer