

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

In Attendance:

Chairman:	John Ford	Member:	David Thornton
Vice Chairman:	Keith Kauffman	Manager/Secretary:	Jenna Reigle
Member:	Harold Keppley, Jr.	Police Chief:	Eric Higgins

Others present: Dale Peachey-142 Cornerstone Way, Floyd Zook-328 S 7th Street, Elsie Zimmerman-97 Eagle Drive.

Member Jennifer Prunoske was absent.

Call to Order

Chairman Ford called the December 18, 2023 regular meeting to order at 7:01 p.m.

Chairman Ford announced that the Board held an executive session prior to the regular meeting from 6:30 p.m. until 7:00 p.m. to discuss personnel compensation.

Meeting Minutes

December 4, 2023 – Moved by Member Thornton, second by Vice Chairman Kauffman to approve the December 4, 2023 regular meeting minutes as presented. Motion approved unanimously.

Public Comment

Elsie Zimmerman, 97 Eagle Drive – Ms. Zimmerman addressed the Board and said that she was on the tag a bag system with Good's Disposal, and it worked very well for her. She expressed her displeasure with the changes being made to the trash/recycling program and asked the Board to reconsider the changes. She said that it seems the changes are not benefiting the residents but are benefiting the Township. Manager Reigle explained that there is a company that does the tag a bag system. Manager Reigle said she could not remember the name of the company and asked Ms. Zimmerman to contact the Lancaster County Solid Waste Authority to get a list of registered haulers so the Manager could point out which company it is. The Board thanked Ms. Zimmerman for coming to the meeting and addressing the Board.

Special Business

1. **Adoption of 2024 Budget** – Moved by Member Thornton, second by Chairman Ford to adopt the 2024 Budget. Motion approved unanimously.
2. **WETPD CBA Approval** – Moved by Member Thornton, second by Member Keppley to approve the WETPD CBA contract. Motion approved unanimously.
3. **Police Chief Contract Approval** – Moved by Vice Chairman Kauffman, second by Member Keppley to sign the Police Chief's contract. Motion approved unanimously.
4. **Ordinance 268 Volunteer Service Tax Credit** – Moved by Member Thornton, second by Member Keppley to adopt Ordinance 268 for the Volunteer Service Tax Credit. Motion approved unanimously.
5. **Resolution 2023-31 2024 Special Hydrant Assessment** – Joint motion below.
6. **Resolution 2023-32 2024 Street Light Assessment** – Joint motion below.
7. **Resolution 2023-33 2024 Fee Schedule** – Discussed adding a \$20 fee for preparing finals for property sales. Chairman Ford asked Manager Reigle to submit a proposal for the proposed fee. Joint motion below.
8. **Resolution 2023-34 2024 Tax Rate** – The Board discussed the millage figure in the Resolution. Vice Chairman Kauffman noted that the rate listed in the Resolution is incorrect. Manager Reigle will make the change discussed. Joint motion below.
9. **Resolution 2023-35 Tax Collection Committee Delegate Appointment** – Joint motion below.
Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolutions 2023-31, 2023-32, 2023-33, 2023-34, and 2023-35 with the changes to Resolution 2023-34 that were discussed. Motion approved unanimously.

Subdivision/Land Development Review

1. **328 Akron, LLC zoning text and map amendment request** – Floyd Zook, the owner of the property at 328 S. 7th Street was at the meeting to answer any questions the Board may have. Mr. Zook said the Lancaster County Planning Commission has reviewed and approved his zoning and text amendment petition. Manager Reigle said the Township's Attorney has not yet reviewed the petition and given her recommendation. The Board agreed they would like to wait for the Attorney's review/comments before considering this matter. Moved by Vice Chairman Kauffman, second by Member Thornton to postpone the matter until comments are received from the Township's Attorney. Motion approved unanimously.
2. **Release/replace Financial Security for Lot 2 Brownstown Commons** – Joint motion below.
3. **Release/replace Financial Security for Lot 4/5 Brownstown Commons** – Joint motion below.
4. **Release/replace Financial Security for Barrett Blvd Brownstown Commons** – Joint motion below.
Moved by Member Keppley, second by Vice Chairman Kauffman to release and replace the Financial Security for Lots 2, 4, 5, and for Barrett Boulevard in the Brownstown Commons commercial development from Brandt to Wellspan. Motion approved unanimously.

Old Business

None

New Business

1. **Janitor Service Contract** – Moved by Member Thornton, second by Vice Chairman Kauffman to approve the contract with Coverall for janitorial services. Motion approved unanimously.
2. **2024 Township Meeting Calendar** – Moved by Vice Chairman Kauffman, second by Member Keppley to approve the 2024 Township Meeting Calendar for advertising. Motion approved unanimously.
3. **Planning Commission Vacancy** – Manager Reigle said that Janell Frazier will be retiring so there will be a vacancy on the Planning Commission. Township resident Robert Brown has been recommended to fill the vacancy. Manager Reigle asked the Board to let her know if they have any suggestions.
4. **Water Department pump control panel purchase** – The Board briefly discussed the warranty on the pump control panel. Moved by Member Thornton, second by Member Keppley to approve the purchase of a new pump control panel not to exceed \$13,825 without the extra 2-year warranty. Motion approved unanimously.

Financials

1. **Payment of bills** – The bill from Rettew was discussed. The Board would like more information as to what the bill is for. Moved by Member Keppley, second by Member Thornton to pay the bills as presented except for the bill from Rettew. Motion approved unanimously.
2. **Budget vs. Actual** – Presented for the Board's review.
3. **Treasurer's Report** – None.

Reports

1. **Zoning Officer's Report** – In addition to her written report the zoning officer reported that the Pollutant Reduction Plan Final report has been submitted to the PA DEP. The Township has exceeded its Pollutant Reduction Plan requirements.
2. **Code Enforcement Officer's Report** - None
3. **Police Chief's Report** - None
4. **Roadmaster's Report** - None
5. **Manager's Report**
 - The Employee Christmas party is on Friday, 12/22 from 12pm until 2pm. The office will be closed during this time so all employees can participate.
 - The newsletter has been mailed out.
 - Discussion about the trash program and some of the difficulties Township staff has been dealing with.
 - Manager Reigle expressed her gratitude for all the work the Township staff has done this year.
 - The Planning Commission meeting scheduled for Tuesday has been cancelled as there is no business to be considered. Manager Reigle asked staff to post that to the Township's Facebook page.

Supervisors' Comments

David Thornton – Member Thornton mentioned potential revenue for the Township. He said his gun club recently timbered the trees on their property and made \$10,000. He said maybe the Township could do something similar. Manager Reigle said she would check with Roadmaster Stoltzfus.

Harold Keppley – Member Keppley said he will not be at Board meetings in February.

Action Items

- Follow up with the Township's Attorney on the zoning petition for 328 S. 7th Street, Akron.
- Prepare a proposal for the \$20 fee for finals.
- Make the requested changes to the Resolutions that were discussed.

Adjournment

Moved by Member Thornton, second by Vice Chairman Kauffman to adjourn the December 18, 2023 regular meeting at 8:28 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer