

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

In Attendance:

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

Others present: Dale Peachey-142 Cornerstone Way, William Jack-75 Stoneridge Drive, Phil Stoltzfus-54 Redwood Circle.

Call to Order

Chairman Ford called the December 4, 2023 regular meeting to order at 7:00 p.m.

Meeting Minutes

**November 6, 2023** – Chairman Ford noted that the Board had an executive session at the end of the regular meeting at 8:47 p.m. to discuss the Police contract. Moved by Vice Chairman Kauffman, second by Member Thornton to approve the November 6, 2023 meeting minutes as corrected. Motion approved unanimously.

**November 13, 2023** – Chairman Ford noted that Member Keppley made the motion to pay the bills not Vice Chairman Kauffman. Moved by Member Keppley, second by Member Prunoske to approve the November 13, 2023 meeting minutes as corrected. Motion approved unanimously.

Public Comment

**William Jack, 75 Stoneridge Drive** – Mr. Jack addressed the Board regarding pickle ball courts. He said he used to play pickle ball, along with some others, in the parking lot of the elementary school and is hoping the Township may be able to create some pickle ball courts for residents to use. He said he feels they would be very popular among residents and wanted to bring this to the Board's attention. The Board thanked Mr. Jack for bringing this to their attention.

Special Business

1. **Asphalt paver bid award** – Discuss when Manager Reigle returns from the Water Authority meeting.

Subdivision/Land Development Review

1. **Michael Diegel & Patricia Rimo Agreement** – Moved by Member Keppley, second by Member Prunoske to sign the Michael Diegle/Patricia Rimo easement agreement. Motion approved unanimously.

Old Business

**None**

New Business

1. **N Hershey Avenue speed limit ordinance advertisement** – Chairman Ford expressed thanks to Brian Brandt for the heads-up work he did on the research done for this ordinance change. Moved by Member Thornton, second by Member Keppley to advertise the Ordinance change to Chapter 170 Vehicles and Traffic. Motion approved unanimously.
2. **Approve 2 part-time plow drivers** – Moved by Member Thornton, second by Vice Chairman Kauffman to approve hiring Ebersole & Schmitt as part-time, as-needed, plow drivers. Motion approved unanimously.

Financials

1. **Payment of Bills** – The Board discussed the contribution to the Lancaster Library. Member Thornton said he is in favor of donating to the Ephrata Library but not the Lancaster Library. After a brief discussion the Board agreed to donate to the Ephrata Library rather than the Lancaster Library. Moved by Member Thornton, second by Member Keppley to pay all the bills as presented, except for the library donation, and to instead donate to the Ephrata Library rather than the Lancaster Library. Motion approved unanimously. Manager Reigle said the check for the Lancaster Library will be voided and a check will be cut to the Ephrata Library and brought to the Board at

the next meeting.

2. **Budget vs. Actual** – For the Board's review.
3. **Treasurer's Report** – None.

#### Special Business

**Asphalt paver bid award** – Chairman Ford asked Manager Reigle if the Roadmaster was ok with the bid award. Manager Reigle said it was the only bid the Township received. Moved by Member Thornton, second by Vice Chairman Kauffman to award the asphalt paver bid to Stephenson Equipment for the amount of \$41,200. Motion approved unanimously.

#### Reports

1. **Zoning Officer's Report** – In addition to her written report, the zoning officer reported that she found another township property newly listed on the Airbnb website and will be sending the property owner a Zoning Enforcement notice.
2. **Code Enforcement Officer's Report** – Member Thornton asked that the Code Enforcement Officer check the property on Rose Hill Road that looks like a permanent garage sale. Manager Reigle will ask the Code Enforcement Officer to check the property.
3. **Police Chief's Report**
  - a. Chief Higgins interviewed 6 candidates for the Police Officer position.
  - b. The November report will be provided at the next meeting.
  - c. The Bleed Blue challenge is coming up.
4. **Roadmaster's Report** - None
5. **Manager's Report**
  - a. The Zoning Officer is working on the paperwork to re-certify the Safety Committee. The Township receives a 5% discount on Workers' Comp. insurance.
  - b. 328 Akron LLC petition – Zoning map change and Zoning Ordinance text amendment will come before the Board at the next meeting. The Board will need to vote on whether to forward the documents to the Township's attorney for review and to approve the required hearing if the Board wants to proceed.
  - c. Trash/recycling contract – Manager Reigle reported that the Township has been receiving many calls from residents about the new trash contract. Manager Reigle is asking for guidance from the Board on how to handle people who don't respond to the mailing that was sent out, those who are elderly and on a fixed income, and those who claim to be burning their trash. The Board directed the Manager automatically add those to the contract who don't respond to the mailing that was sent out, to handle the hardship cases on a case-by-case basis (and to request tax returns to prove income), and to ask the Code Enforcement Officer to follow up those who are burning their trash. Manager Reigle reported that the Code Enforcement Officer has already started to follow up with the residents who are burning their trash.
  - d. RFPs for Auditor – Manager Reigle said she has not received any RFPs. She said she is waiting for two companies to respond – Garcia, Garman & Shea and RKL. Chairman Ford asked the Manager to call him tomorrow to discuss auditing firms.
  - e. Employee Christmas Party – The employee Christmas Party will be on Friday, December 22<sup>nd</sup> from 12pm until 2pm. Manager Reigle asked if the Board was ok with the office being closed during this time. There was a consensus among the Board members to close the Township office on Friday, December 22<sup>nd</sup> from 12pm until 2pm for the employee Christmas party.
  - f. RFPs for cleaning company – One RFP was received. Chairman Ford asked Manager Reigle to check with DSC Cleaning.
  - g. Leadership Training – Manager Reigle reported that she graduated from the Leadership Training course with a 91.52%. The Board offered their congratulations.

#### Supervisors' Comments

**Dave Thornton** – Member Thornton said that so much focus is placed on the expenditures for the budget and said he would like to see more focus on potential revenues for the Township. Member Thornton challenged Township staff and the Board of Supervisors to consider revenue options. A discussion followed about Park & Recreation matters and the Park & Recreation Committee. The Board asked the Manager to add the Park & Recreation Committee to the next meeting agenda.

Action Items

- Follow up on the items discussed about the new trash program.
- Call Chairman Ford tomorrow to discuss possible auditor candidates and cleaning candidates.
- Ask the Code Enforcement Officer to follow up with the Rose Hill Road property owner.
- Place the Park & Recreation Committee on the next agenda for the Board of Supervisors to discuss.

Adjournment

Moved by Member Thornton, second by Vice Chairman Kauffman to adjourn the December 4, 2023 regular meeting at 8:22 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service  
Zoning Officer