

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

In Attendance:

Chairman:	John Ford	Manager/Secretary:	Jenna Seesholtz
Vice Chairman:	Keith Kauffman	Roadmaster:	Neil Stoltzfus
Member:	David Thornton	Police Chief:	Eric Higgins
Member:	Jennifer Prunoske		

Member Harold Keppley, Jr. was absent.

Others present: Dale Peachey-136 Cornerstone Way, Brenden Curry-LNP, Bill Howard-Emergency Management Coordinator, John Stauffer-151 Pleasant Valley Road, Melvin King-Glenbrook Road, Paul Riehl-Glenbrook Road.

Call to Order

Chairman Ford called the January 23, 2023 regular meeting to order at 7:00 p.m.

Approval of Minutes

- **January 3, 2023 Re-organizational meeting minutes** – Moved by Member Thornton, second by Vice Chairman Kauffman to approve the January 3, 2023 meeting minutes as presented. Motion approved unanimously.
- **January 3, 2023 Regular meeting minutes** – Chairman Ford noted that the executive session was to discuss a personnel performance matter. Moved by Member Thornton, second by Vice Chairman Kauffman to approve the January 3, 2023 regular meeting minutes as corrected. Motion approved unanimously.

Public Comment

None

Special Business

1. **Police Policies and Procedures** – Moved by Member Thornton, second by Vice Chairman Kauffman to approve the following Police Policies and Procedures:
 - Unusual Occurrences
 - Persons experiencing a mental health crisis
 - Wellness
 - Command Protocol
 - Fair and Impartial Policing
 - Child abuse investigations
 - Secondary employmentMotion approved unanimously.
2. **Resolution 2023-9** – West Earl Fire and Farmersville Fire Companies Member Participation and Event Approval. Manager Seesholtz said this is required for the Township's Workers' Compensation Insurance. Moved by Vice Chairman Kauffman, second by Member Prunoske to adopt Resolution 2023-9. Motion approved unanimously.
3. **Resolution 2023-10** – Revised Township fee schedule. Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2023-10. Motion approved unanimously.
4. **Resolution 2023-11** – Destruction of Township Property. Moved by Vice Chairman Kauffman, second by Member Prunoske to adopt Resolution 2023-11 and dispose of the following items:
 - Lattice dumped at the compost site
 - Wooden street signs from the West Gate Development
 - Drafting table
 - Sleeping bags
 - Print hangers
 - Mirror
 - Electric fireplaceMotion approved unanimously.
5. **Police Association Memorandum of Understanding** – Moved by Chairman Ford, second by Vice Chairman Kauffman to sign the Memorandum of Understanding with the West Earl Township Police Association. Motion

approved unanimously.

Subdivision/Land Development Review

1. **Laubert Road Subdivision/Land Development Plan Time Extension** – Moved by Vice Chairman Kauffman, second by Member Thornton to accept the time extension for the Lauber Road Subdivision/Land Development Plan. Motion approved unanimously.

2. **99 North Church Street Subdivision Plan**

Waivers requested:

- **§155-9 Preliminary Plan** – Moved by Member Thornton, second by Member Prunoske to grant a waiver of the preliminary plan requirements for the 99 North Church Street subdivision plan. Motion approved unanimously.
- **§155-21.C(14) Existing features within 150 ft** – Moved by Member Thornton, second by Vice Chairman Kauffman to grant a waiver of the requirement to show existing features within 150'. Motion approved unanimously.

Deferments:

- **§155-23.C(1) Minimum street cartway widths** – Moved by Chairman Ford, second by Member Thornton to defer the minimum street cartway widths requirements. Motion approved unanimously.
- **§155-32.D(1) Sidewalk improvements** – Moved by Chairman Ford, second by Member Prunoske to defer sidewalk improvements for the 99 North Church Street subdivision plan. Motion approved unanimously.

Final Plan Approval – Moved by Member Prunoske, second by Member Thornton to approve the 99 North Church Street Subdivision Plan. Motion approved unanimously.

3. **Oregon Pike Motors Financial Security Reduction #2** – Moved by Vice Chairman Kauffman, second by Member Prunoske to approve the Oregon Pike Motors Financial Security Reduction #2. Motion approved unanimously.

Old Business

- **East Main Street Sidewalk Project** – Manager Seesholtz said the Water Authority has cancelled the plan to replace the water main in the area of the project and the planned stormwater improvement cannot be done. The only thing that can be done are the curbs and sidewalks. Manager Seesholtz said if the Township uses the Federal grant funds for the project it would need to pay each property owner up to \$4,000 for the rights-of-way to replace the curb and sidewalk. She said there are 30 properties in the project area. The Township could do the curbs and sidewalk replacement, similar to what was done in the area from Church Street and travelling east to the end of East Main Street. Roadmaster Stoltzfus said he could do the work for about \$250,000. Moved by Chairman Ford, second by Vice Chairman Kauffman to give back the Federal grant money and proceed with Township staff doing the curb and sidewalk replacement from Church Street to State Street, contingent upon there being no penalty for returning the funds. Motion approved unanimously.

New Business

1. **Dates for the quarterly meetings with the Fire Companies** – Moved by Member Thornton, second by Vice Chairman Kauffman to approve the dates for the quarterly Fire Company meetings. Motion approved unanimously.
2. **Lions' Club Easter Egg Hunt Fire Police request** – Moved by Vice Chairman Kauffman, second by Member Prunoske to approve the use of the Fire Police for the Lions' Club Easter Egg Hunt on Saturday, April 8, 2023 from 12pm until 2pm. Motion approved unanimously.
3. **Trailer purchase** – Roadmaster Stoltzfus said the cost for the used trailer came in under budget at \$10,850. Moved by Member Thornton, second by Vice Chairman Kauffman to authorize the purchase of the used trailer for \$10,850. Motion approved unanimously.
4. **Sell Township property on Municibid** – Moved by Chairman Ford, second by Member Thornton to authorize selling the following items on Municibid.
 - Old trailer
 - Conveyor
 - 2" PVC pipe
 - 3 auger bits

- Wheel well guards for 2018 truck
- Hood from late 60's truck
- Oil drain
- C channel sign hardware to square signposts

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** – Provided for the Board's review.
3. **Treasurer's Report** – Will be provided at the next meeting.

Reports

1. **Zoning Officer's Report** – The Zoning Officer said she spoke to a resident against whom a civil complaint was filed for a zoning violation. The resident is working on bringing the property into compliance and requested that the Township dismiss the civil complaint. There was a consensus among the Board members to dismiss the civil complaint, except for the filing fees, because the resident is making a good faith effort to comply.
2. **Manager's Report** – Manager Seesholtz discussed the new compost gate system with the Board. She said it is scheduled to be installed the week of February 20, 2023. She said the software for managing the key fobs does not provide the information needed to track the key fobs. She is requesting approval to spend an additional \$1,500 for software that would provide what's needed. Moved by Vice Chairman Kauffman, second by Member Thornton to authorize the Manager to spend \$1,500 to upgrade the compost gate software. Motion approved unanimously.
3. **Code Enforcement Officer's Report** – Written report provided for the Board's review.
4. **Police Chief's Report** – In addition to his written report Chief Higgins reported that he has a department meeting on Friday, January 27th starting at noon. He said there will also be training during the meeting.
5. **Roadmaster's Report** – Roadmaster Stoltzfus provided an activity breakdown report for 2022 for the Board to review.

Public Comment

- **Brenden Curry, LNP** – Mr. Curry asked about the Township giving back the Federal Grants funds for the East Main Street sidewalk project.
- **Melvin King & Paul Riehl, Glenbrook Road** – Mr. King & Mr. Riehl asked about the zoning enforcement notice they received from the zoning officer for operating a short term rental on their property at 339 South State Street. It was explained that short terms rentals are not permitted in the Township and an application to the Zoning Hearing Board would have to be submitted if Mr. King & Mr. Riehl wished to continue using the property for short term rentals.

Supervisors' Comments

David Thornton – Member Thornton said the Manager can set up a tour for the Board of Supervisors of the South Londonderry Township Police station. The tour could take place on Monday or Tuesday the week of the PSATS Convention in April.

John Ford – Chairman Ford requested an executive session at the end of the regular meeting to discuss a personnel performance matter.

The Board entered executive session at 8:20 p.m. and reconvened at 8:40 p.m.

An item was added to the Manager's Action Items list.

Action Items

- Ask Bill Howard if he will serve on the Planning Commission.

Moved by Chairman Ford, second by Vice Chairman Kauffman to add to the agenda the execution of banking documents to add Jennifer Prunoske as a signer and remove Dale Wissler. Township Banking signatures. Motion approved

unanimously.

Township Banking Documents – Moved by Chairman Ford, second by Member Thornton to execute the banking documents to add Jennifer Prunoske as a signer and remove Dale Wissler. Motion approved unanimously.

Adjournment

Moved by Member Thornton, second by Vice Chairman Kauffman to adjourn the January 23, 2023 regular meeting at 8:43 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer