

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

In Attendance:

|                |                     |                    |                 |
|----------------|---------------------|--------------------|-----------------|
| Chairman:      | David Thornton      | Roadmaster:        | Neil Stoltzfus  |
| Vice Chairman: | John Ford           | Manager/Secretary: | Jenna Seesholtz |
| Member:        | Harold Keppley, Jr. | Police Chief:      | Eric Higgins    |
| Member:        | Dale Wissler        |                    |                 |

Member Keith Kauffman was absent.

Others present: Karen Stauffer-151 Pleasant Valley Road.

Call to Order

Member Thornton called the January 3, 2022 reorganizational meeting to order at 7:00 p.m. and turned the meeting over to Member Ford.

**Re-organizational Meeting:**

Election of Chairman

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

Moved by Member Keppley, second by Member Wissler to nominate David Thornton for Chairman of the Board of Supervisors.

Moved by Member Keppley, second by Member Ford to close the nominations. Motion approved unanimously.

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

Member Ford turned the meeting over to Chairman Thornton.

Election of Vice Chairman

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

Moved by Member Keppley, second by Member Wissler to nominate John Ford for Vice Chairman of the Board of Supervisors.

Moved by Member Keppley, second by Member Wissler to close the nominations. Motion approved unanimously.

The motion by Member Keppley and seconded by Member Wissler to appoint John Ford as the Vice Chairman of the Board of Supervisors was approved unanimously.

New Business

1. **Resolution 2022-1 Appointing Township Officials** – Moved by Vice Chairman Ford, second by Member Keppley to adopt Resolution 2022-1. Motion approved unanimously.
2. **Resolution 2022-2 Setting the compensation for the Township Manager** – Moved by Vice Chairman Ford, second by Member Wissler to adopt Resolution 2022-2. Motion approved unanimously.
3. **Township Manager's Employment Agreement** – Moved by Member Keppley, second by Member Wissler to sign the Township Manager's Employment Agreement. Motion approved unanimously.
4. **Resolution 2022-3** – Moved by Member Wissler, second by Vice Chairman Ford to adopt Resolution 2022-3 re-appointing Dean Weinhold to a 4-year term on the Planning Commission expiring December 31, 2025. Motion approved unanimously.
5. **Resolution 2022-4** – Moved by Member Keppley, second by Member Wissler to adopt Resolution 2022-4 appointing Jimmy Dennis to a 5-year term on the West Earl Water Authority expiring on December 31, 2026. Motion approved unanimously.

6. **Resolution 2022-5** – Moved by Member Wissler, second by Vice Chairman Ford to adopt Resolution 2022-5 appointing Thomas Hopta to a term on the West Earl Water Authority expiring on December 31, 2024. Motion approved unanimously.
7. **Resolution 2022-6** – Moved by Vice Chairman Ford, second by Member Keppley to adopt Resolution 2022-6 reappointing Mary Beth Hellberg to a term on the West Earl Zoning Hearing Board expiring on December 31, 2026. Motion approved unanimously.
8. **Resolution 2022-7** – Moved by Vice Chairman Ford, second by Member Wissler to adopt Resolution 2022-7 reappointing Rich Lucchese to a term on the West Earl Zoning Hearing Board expiring on December 31, 2023. Motion approved unanimously.
9. **Resolution 2022-8** – Moved by Vice Chairman Ford, second by Chairman Thornton to adopt Resolution 2022-8 for the Cooperative Bidding Program. Motion approved unanimously.
10. **Resolution 2022-9** – Moved by Member Keppley, second by Vice Chairman Ford to adopt Resolution 2022-9 setting the Police Pension Contribution rate. Motion approved unanimously.
11. **Resolution 2022-10** – Moved by Vice Chairman Ford, second by Member Keppley to adopt Resolution 2022-10 setting the 2022 mileage rate. Motion approved unanimously.
12. **Treasurer's Bond** – Moved by Vice Chairman Ford, second by Member Wissler to set the Treasurer's Bond to \$350,000 and the Financial Director's Bond to \$100,000. Motion approved unanimously.
13. **Voting Delegate for PSATS Conference** – Moved by Chairman Thornton, second by Member Wissler to appoint Vice Chairman Ford as the voting delegate for the Annual PSATS Conference. Motion approved unanimously.
14. **PSATS Conference attendance** – Moved by Vice Chairman Ford, second by Member Keppley to approve the Supervisors, Township Manager, Roadcrew, Zoning Officer and Code Enforcement to attend the Annual PSATS Conference in April 2022. Motion approved unanimously.

Moved by Vice Chairman Ford, second by Member Keppley to adjourn the Re-organizational meeting at 7:15 P.M.  
Motion approved unanimously.

### **Regular Meeting:**

#### Approval of Minutes

**December 20, 2021 Regular Meeting** – Moved by Vice Chairman Ford second by Chairman Thornton to approve the December 20, 2021 regular meeting minutes as presented. Motion approved unanimously.

#### Public Comment

None

#### Correspondence/Communications

1. **D&H Real Estate** – Letter dated December 1, 2021 regarding the re-seeding of grass after the Rahal project. There was a consensus among the Board to ask the Engineer from the Rahal project speak to Mr. Eshelman from D&H Real Estate.

#### New Business

1. **Brown, Schultz, Sheridan & Fritz** – Contract approval for the 2021 audit. Vice Chairman Ford said he would like clarification as to why the price of this contract is so much more than last year's contract. The Board members agreed they would like clarification. Manager Seesholtz will contact Brown, Schultz, Sheridan & Fritz.
2. **Leak detection equipment for the Water Department** – Moved by Member Keppley, second by Member Wissler to approve the purchase of leak detection equipment for the Water Department as budgeted for 2022. Motion approved unanimously.
3. **Excavator purchase for the Water Department** – Moved by Vice Chairman Ford, second by Chairman Thornton to approve the purchase of an excavator for the Water Department as budgeted for 2022. Motion approved unanimously.
4. **Open Operating Reserve Account and transfer funds per 2022 Budget** – Moved by Vice Chairman Ford, second by Member Thornton to authorize opening and Operating Reserve Account and transfer funds per the 2022 Budget. Motion approved unanimously.
5. **Transfer from General Fund to Capital Reserve per 2022 Budget** – Moved by Vice Chairman Ford, second

by Member Keppley to transfer \$110,000 from the General Fund to the Capital Reserve account. Motion approved unanimously.

6. **WEWA members pay discussion** – Manager Seesholtz said the Water Authority members are requesting that they be paid \$50 per meeting. Vice Chairman Ford said this issue has come up in past years and asked the Manager to take a look at the Resolution from 2003 that sets the pay rate.

#### Financials

1. **Payment of Bills** - Moved by Member Keppley, second by Member Wissler to pay the bills as presented. Motion approved unanimously.
2. **Treasurer's Report** – None
3. **Budget vs. Actual** – Provided for the Board's review.

#### Reports

1. **Zoning Officer** – None
2. **Manager**
  - The draft Act 537 plan will be submitted by January 20, 2022.
  - Discussion about pay for employees who are sick with Covid or must quarantine. Chairman Thornton said he'd like to see a rundown of what other Municipalities are doing.
3. **Code Enforcement Officer** - None
4. **Police Chief** – None
5. **Roadmaster** - None

#### Public Comment

**None**

#### Supervisors' Comments

**Harold Keppley** – Member Keppley asked why the left turn arrow at the Church Street/Oregon Pike intersection can't be changed to a yellow flashing light and asked why the area that people are using to make right turns onto Oregon Pike from Church Street can't be striped. Roadmaster Stoltzfus said the PennDot permit for the light is still open. Once the permit is closed the Township may be able to make changes to improve the issues with the intersection.

**David Thornton** – Chairman Thornton said the recent newsletter looked great. He also mentioned that the West Earl Fire Company has some events coming up and encouraged people to attend.

Chairman Thornton requested an executive session to discuss a real estate transaction.

The Board took a brief recess at 8:06 p.m.

The Board entered executive session at \_\_\_\_\_

#### Adjournment

Respectfully Submitted by:

Sara Service  
Zoning Officer