

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 Seesholtz
Member:	Harold Keppley, Jr.	Police Chief:	Eric Higgins
Member:	David Thornton	Township Engineer:	Ben Craddock, Lancaster Civil

Others present: Dale Peachey-136 Cornerstone Way, Brenden Curry-LNP, Kim Graybill-Pioneer Management, Todd Vaughn-David Miller Assoc., Peter Wertz-McNees, Wallace & Nurrick.

Call to Order

Member Thornton called the January 3, 2023 reorganizational meeting to order at 7:00 p.m. and turned the meeting over to Member Ford.

Re-Organizational Meeting

1. **Election of Chairman**

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

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

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

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

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.

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

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. **Appointment of Township Supervisor** – Moved by Member Thornton, second by Member Keppley to appoint Jennifer Prunoske to serve as a Township Supervisor for the remainder of retiring Board Member Dale Wissler's term. Motion approved unanimously. Ms. Prunoske was sworn-in as a Supervisor by the Township Manager.
4. **Township Manager's Employment Agreement** – Moved by Member Keppley, second by Vice Chairman Kauffman to approve the Township Manager's Employment Agreement. Motion approved unanimously.
5. **Resolution 2023-1 Appointing Township Officials** – Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2023-1 appointing Township officials for 2023. Motion approved unanimously.
6. **Resolution 2023-2 Setting compensation for the Township Manager** – Moved by Member Thornton, second by Member Keppley to adopt Resolution 2023-2 setting the compensation for the Township manager. Motion approved unanimously.

7. **Resolution 2023-3 Appoint Cameron Renehan to the Planning Commission** – Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2023-3 appointing Cameron Renehan to a 4-year term on the Planning Commission. Motion approved unanimously.
8. **Resolution 2023-4 Appoint George McLaughlin to the Zoning Hearing Board** – Moved by Member Keppley, second by Member Thornton to adopt Resolution 2023-4 appointing George McLaughlin to a term on the Zoning Hearing Board. Motion approved unanimously.
9. **Resolution 2023-5 Set 2023 mileage rate** – Moved by Member Thornton, second by Vice Chairman Kauffman to adopt Resolution 2023 setting the 2023 mileage rate. Motion approved unanimously.
10. **Resolution 2023-6 2023 Township Fee Schedule** – Moved by Member Thornton, second by Member Keppley to adopt Resolution 2023-6 2023 Township Fee Schedule. Motion approved unanimously.
11. **Resolution 2023-7 Cooperative Bidding Program** – Moved by Vice Chairman Kauffman, second by Member Thornton to adopt Resolution 2023-7 for the Cooperative Bidding Program. Motion approved unanimously.
12. **Resolution 2023-8 Police Pension Contribution Rate** – Moved by Chairman Ford, second by Member Thornton to adopt Resolution 2023-8. Motion approved unanimously.
13. **Treasurer's & Financial Directors Bonds** – Moved by Member Keppley, second by Vice Chairman Kauffman to set the Treasurer's bond to \$350,000 and the Financial Director's bond to \$100,000. Motion approved unanimously.
14. **Voting Delegate for 2023 PSATS Annual Conference** – Moved by Member Keppley, second by Member Thornton to appoint Chairman John Ford as the Voting Delegate for West Earl Township. Motion approved unanimously.

Moved by Vice Chairman Kauffman, second by Member Thornton to adjourn the reorganizational meeting at 7:13 p.m. Motion approved unanimously

Regular Meeting

Chairman Ford called the regular meeting to order at 7:14 p.m.

Approval of Minutes

December 19, 2022 Regular Meeting – Member Thornton noted that the adjournment details should be added to the minutes. Moved by Member Thornton, second by Member Keppley to approve the December 19, 2022 regular meeting minutes as corrected. Motion approved unanimously.

Public Comment

None

Special Business

Moved by Vice Chairman Kauffman, second by Member Thornton to add Jennifer Prunoske's resignation to the agenda. Motion approved unanimously.

1. **Jennifer Prunoske resignation** – Moved by Member Thornton, second by Member Keppley to accept Jennifer Prunoske's resignation from the Planning Commission. Motion approved unanimously.

Subdivision/Land Development

1. **Sterling Motorcar Stormwater Plan waiver/modification requests**
 - **§149-31.L(1)** Minimum depth of 24" between bottom of infiltration trench and limiting zone – Moved by Member Thornton, second by Member Prunoske to grant a modification of §149-31.L(1) of the Stormwater Management Ordinance. Motion approved unanimously.
 - **§149-32.A(2)(c)** Loading ratios in karst area – Moved by Member Keppley, second by Member Thornton

to grant a modification of §149-32.A(2)(c) of the Stormwater Management ordinance. Motion approved unanimously.

- **§149-37.C(1)(a)[4]** Minimum pipe diameter in the vehicular loading area – Moved by Vice Chairman Kauffman, second by Member Thornton to grant a modification of §149-37.C(1)(a)[4] of the Stormwater Management Ordinance. Motion approved unanimously.
- **§149-43.M(7)** Significant features within 200' of the tract – Moved by Member Thornton, second by Member Keppley to grant a waiver of §149-43.M(7) of the Stormwater Management Ordinance. Motion approved unanimously.
- **Conditional plan approval** – Moved by Member Thornton, second by Vice Chairman Kauffman to grant conditional plan approval based on the Township Engineer's review letter dated December 13, 2022. Motion approved unanimously.

2. **2022-06 Leola Produce Auction** – Road improvements discussion. Peter Wertz, Attorney for Leola Produce Auction, said he was at the meeting to discuss the road improvements on adjoining roads to the produce auction property. He said the Produce Auction would like to widen Brethren Church Road along the frontage of their property up to the culvert and north to the intersection with Peace Road, however, they would like to request deferrals or waivers for the widening of Peace Road and North Hershey Avenue. A brief discussion followed relating to the 2021 traffic study that was done. Member Keppley expressed concern about future growth of the produce auction and said he would have a hard time granting a waiver but may consider a deferral. Member Prunoske said she would also have an issue granting a full waiver but would be in favor of deferral. Attorney Wertz said he will prepare an official deferral request to submit to the Board.
3. **2022-06 Leola Produce Auction** – Preliminary/Final Subdivision and Land Development Plan Time Extension. Moved by Vice Chairman Kauffman, second by Member Prunoske to accept the time extension for the Leola Produce Auction Plan. Motion approved unanimously.
4. **Warren H. Nolt Plan Time Extension** – Manager Seesholtz reported that there is a sewage enforcement issue at the property that is holding up the plan. Moved by Member Thornton, second by Member Prunoske to accept the time extension for the Warren H. Nolt Plan. Motion passed with a 4 to 1 vote with Member Keppley voting no.

Old Business

1. **East Main Street Project Update**
 - Mailboxes and mail delivery – Manager Seesholtz said there is still an issue with the Brownstown and Ephrata Post Offices as it relates to mail delivery along East Main Street. She said she will set up a meeting between the two post offices and two Supervisors.
 - Upper end of East Main Street – Manager Seesholtz said there is a conflict that could affect the project at the upper end of East Main Street. She said that the Water Authority may decided not to replace the water line in that area. She asked the Board if it's gotten to the point where the Township should give the grant money for the project back to PennDot. She will have more information for the Board at the next meeting after the Water Authority meets on January 9th.

New Business

1. **Turtle Hill MS4 Project** – Final Pay Application #3 approval. Moved by Member Keppley, second by Member Thornton to approve the Final Pay Application #3 for the Turtle Hill MS4 Project. 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. **Treasurer's Report** – None
3. **Budget vs. Actual** – Provided for the Board's review.

Reports

1. **Zoning Officer** –
2. **Manager** – Manager Seesholtz thanked Township staff and departments for staying on budget in 2022.
3. **Code Enforcement Officer** - None
4. **Police Chief** – None
5. **Roadmaster** - None

Public Comment

None

Supervisors' Comments

- **Harold Keppley** – Member Keppley will not be at the next two meetings.
- **David Thornton** – Member Thornton asked if the Statement of Financial Interest can be completed online. Manager Seesholtz stated yes.
- **John Ford** – Chairman Ford asked the Manager to contact the Bank and have previous Board Member Dale Wissler removed from the bank accounts and add Jennifer Prunoske.

Action Items

- Schedule a meeting with the Brownstown and Ephrata Postmasters.
- Contact the Bank to have Dale Wissler removed and Jennifer Prunoske added to the Township's bank accounts.

Manager Seesholtz requested an executive session at the end of the regular meeting to discuss an employee performance issue.

The Board took a brief recess and entered executive session at 8:45 p.m. The Board returned to their regular session at 8:59 p.m.

Adjournment

Moved by Member Thornton, second by Member Prunoske to adjourn the January 3, 2023 regular meeting at 9:00 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer