

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.	Roadmaster:	Neil Stoltzfus
Member:	David Thornton	Police Chief:	Eric Higgins

Others present: John Stauffer-151 Pleasant Valley Road, Dale Peachey-142 Cornerstone Way, Lissa Holland-Executive Director of the Lancaster Public Library.

Call to Order

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

Approval of Minutes

October 9, 2023 regular meeting minutes – Moved by Member Thornton, second by Member Keppley to approve the October 9, 2023 meeting minutes as presented. Motion approved unanimously.

October 11, 2023 budget meeting minutes – Member Prunoske noted that the attendance list in the minutes is incorrect. Manager Seesholtz will make the correction. Moved by Vice Chairman Kauffman, second by Member Prunoske to approve the October 11, 2023 budget meeting minutes as corrected. Motion approved unanimously.

Public Comment

None

Special Business

1. **Lancaster Public Library Presentation** – Lissa Holland, Executive Director of the Lancaster Public Library, addressed the Board. Ms. Holland began by thanking the Board for their past support. She said the library recently moved to their new location approximately one block from the Duke Street location. She read the Library's Mission & Vision Statement to the Board. She said 25% of West Earl residents have library cards and borrowed 43,388 pieces of material last year. Ms. Holland reviewed some of the programs the library offers and gave a brief overview of the annual budget. She said the library's funding has decreased and discussed how State funding works in Lancaster County. Ms. Holland again thanked the Board for the past support and requested that they consider donating \$3,250 in 2024.

Subdivision/Land Development

1. **Williamsport Holdings (Bobcat) Plan Time Extension** – Moved by Member Keppley, second by Member Prunoske to accept the 90-day time extension for the Williamsport Holdings (Bobcat) Plan. Motion approved unanimously.
2. **Warren H Nolt Plan Time Extension** – Moved by Member Keppley, second by Member Prunoske to accept the 90-day time extension for the Warren H Nolt Plan. Motion approved unanimously.

Old Business

1. **Approval of Paver Bid Advertisement** – Moved by Member Thornton, second by Member Keppley, to approve the paver bid advertisement. Motion approved unanimously.

New Business

1. **New Payroll Company** – Manager Seesholtz is proposing the switch from Inova Payroll to Evolution Payroll. She outlined several of the difficulties the Township has been having with Inova. Moved by Member Keppley, second by Vice Chairman Kauffman to appoint Evolution Payroll as the Township's payroll company. Motion approved unanimously.
2. **PPL Temporary Workspace Agreement** – Moved by Member Keppley, second by Member Thornton to sign the PPL Temporary Workspace Agreement. Motion approved unanimously.
3. **Boy Scout Park Use** – The Boy Scouts have requested to use the Lions' Park from 10/27 – 10/28. Moved by

Chairman Ford, second by Vice Chairman Kauffman to approve the use of the Lions' Park by the Boy Scouts from 10/27-10/28. Motion approved unanimously.

4. **Stormwater Management Agreement for Amos & Barbara Stoltzfus** – Moved by Member Prunoske, second by Member Thornton to sign the small project stormwater agreement for Amos & Barbara Stoltzfus, 262 Turtle Hill Road. Motion approved unanimously.
5. **Stormwater Management Agreement for Lamar Shirk** – Moved by Vice Chairman Kauffman, second by Member Keppley to sign the small project stormwater management agreement for Lamar Shirk, 388 Glenbrook Road. 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** – For the Board's review.
3. **Treasurer's Report** – None.

Reports

1. **Zoning Officer's Report** – None
2. **Code Enforcement Officer's Report** – None
3. **Police Chief's Report**
 - a. Chief Higgins reported that he has a PLEAC meeting on Thursday in Harrisburg for accreditation.
 - b. The Halloween Parade in Brownstown is on Thursday.
4. **Roadmaster's Report**
 - a. **PT Plow Drivers** - Two more part-time plow drivers have retired. Roadmaster Stoltzfus will be setting up a table at the next Fire Company event to try and recruit some part-time plow drivers.
 - b. **Budget items** – Roadmaster Stoltzfus presented a list of budget items, which total \$17,100, he would like to purchase this year. Items include:
 - Filter stock for servicing equipment \$800
 - Tires for the 2009 and 2021 trucks \$2,000
 - Diesel fuel pump for stationary tank \$3,200
 - Dump truck tarp \$1,500
 - Leaf blowers \$600
 - Mobile radios \$3,000
 - Skid loader hydraulic pump \$2,500
 - CDL training for roadcrew employee \$3,500

Discussion followed relating to the CDL training. Chairman Ford suggested drafting an agreement that would require the employee to stay with the Township at least 2 years or reimburse the Township for the cost of the CDL training. Moved by Chairman Ford, second by Member Thornton to authorize the purchase of the items presented by the Roadmaster and to draft an agreement for the roadcrew employee to sign that would require staying at the Township for at least 2 years or reimburse the Township for the \$3,500 cost of the CDL training. Motion approved unanimously.

5. **Manager's Report**
 - a. **Brownstown Commons lot 1 security reduction** – Manager Seesholtz reviewed Google Earth images of the property and it appears that the required shrubs were installed in 2012 as required by the Land Development Plan for Brownstown Commons. The shrubs were then removed sometime between 2019 and 2021, likely by the business next door in conjunction with a parking lot expansion project. Manager Seesholtz said it's clear that the developer of Brownstown Commons complied with the buffer requirements of the Land Development plan. Moved by Chairman Ford, second by Member Keppley to release the remaining financial security for Brownstown Commons Lot 1 in the amount of \$21,120.83, although the shrubs were removed sometime in 2019 the buffer requirements for lot 1 were satisfied in 2012. Motion approved unanimously.
 - b. **Representative Greiner** – Representative Greiner will be holding an open house on Wednesday, December 20th from 3:30 p.m. until 6 p.m. Light refreshments will be served.
 - c. **Fire Company EIT credit** – Manager Seesholtz is waiting for revised paperwork from the Township's attorney.

Supervisors' Comments

John Ford – Chairman Ford requested an executive session at the end of the meeting to discuss Police labor negotiations.

Action Items

Ask the Township's Attorney to draft an employee agreement for CDL training.

The Board took a brief recess and entered executive session at 8:26 p.m. and returned to their regular session at 8:44 p.m.

2024 Budget discussion

2024 Trash/Recycling billing

- Residents will get one month free if they pay for the year in January.
- A billing schedule will be determined.
- If a trash bill is not paid after 90 days the trash and recycling collection will be stopped.

Health Insurance – Spouses will be permitted to remain on the health insurance plan. The Township will remain with Benecon.

Chairman Ford asked the Financial Director to put together a 4-year outlook for Township expenditures.

Adjournment

Moved by Member Thornton, second by Vice Chairman Kauffman to adjourn the October 23, 2023 regular meeting at 10:00 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer