

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

In Attendance:

Chairman:	John Ford	Member:	Dave Thornton
Vice Chairman:	Harold Keppley	Member:	Keith Kauffman
Member:	Richard Stover	Manager/Secretary:	Candie Johnson

Call to Order

John Ford called the January 3, 2017 organizational meeting to order at 7:00 p.m.

Mr. Ford turned control of the meeting over to Mr. Keppley. Mr. Keppley called for nominations for Chairman of the Board of Supervisors.

Election of Chairman

Motion made by Dave Thornton to nominate John Ford as Chairman of the Board of Supervisors. The motion, seconded by Harold Keppley, was approved unanimously to elect John Ford as the Chairman of the Board of Supervisors.

Mr. Keppley turned the meeting over to Chairman John Ford. Chairman Ford called for nominations for Vice Chairman of the Board of Supervisors.

Election of Vice Chairman

Motion made by Keith Kauffman to nominate Harold Keppley as the Vice Chairman of the Board of Supervisors. The Motion, seconded by Dave Thornton, was approved unanimously to elect Harold Keppley as the Vice Chairman of the Board of Supervisors.

Appointment of Township Officials

**Resolution No. 2017-1** – appointing Township officials. Moved by Member Kauffman, second by Member Thornton to adopt Resolution No. 2017-1 appointing the following Township officials for 2017:

Candie L. Johnson	Secretary/Treasurer/Manager
Brian Brandt	Chief of Police
Sylvan Fisher	Road Master
Ashley Martin	Assistant Road Master
Sara Service	Zoning Officer/Stormwater Coordinator
Len Spencer, Spencer SEO Services LLC	Sewage Enforcement Officer
William Howard	Emergency Management Coordinator
Cody Hufford	Deputy Emergency Management Coordinator
Tom Zorbaugh	Certified Building Official/Assistant Zoning Officer
Associated Building Inspections Inc. (Res.)	Building/Code Inspectors
Code Administrators, Inc.	Building/Code Inspectors
PA Certified Inspectors	Building/Code Inspectors
Commonwealth Code Inspection Service, Inc.	Building/Code Inspectors
Morgan, Hallgren, Crosswell & Kane	Township Solicitor
Becker Engineering	Township Engineer
Brown, Shultz, Sheridan & Fritz	Township Auditor
PA Local Government Investment Trust (PLGIT)	Financial Depository
Principal Financial Group	Financial Depository
Ephrata National Bank	Financial Depository

Motion approved unanimously.

Approval of Minutes

Chairman Ford noted two changes. Delete the word “that” under the “Code Enforcement Office” heading. Under “Payment of Bills” change “had been” to “added”. Moved by Chairman Ford, second by Member Stover to approve the December 19, 2016 meeting minutes as corrected.

Public Comment/Guests

**David Day, 110 Brittany Lane, Lititz** – Mr. Day was at the meeting to discuss the recent increase in commercial user fees for the Township’s compost site. He said he appreciates the compost site and asked why the fee was increased. Chairman Ford said that the cost to operate the site has exceeded the revenues and an increase was needed to cover the costs of operation. Mr. Day asked if the cost would stay the same or if it would be lowered in the future. Chairman Ford said the Board would revisit the matter after a period of time collecting the increased fees.

New Business

- **Resolution 2017-2** – Exempting Police Officers from contributing to the Police Pension Fund. Moved by Chairman Ford, second by Vice Chairman Keppley to adopt Resolution 2017-2. Motion approved unanimously.
- **Resolution 2017-3** – Setting the compensation for the Township Manager. Moved by Member Thornton, second by Vice Chairman Keppley to adopt Resolution 2017-3. Motion approved unanimously.
- **Manager’s Employment Agreement** – Moved by Vice Chairman Keppley, second by Member Stover to sign the Manager’s Employment Agreement. Motion approved unanimously.
- **Police Chief’s Employment Agreement** – Moved by Vice Chairman Keppley, second by Member Kauffman to sign the Police Chief’s Employment Agreement. Motion approved unanimously.
- **Resolution 2017-4** – Moved by Vice Chairman Keppley, second by Member Stover to adopt Resolution 2017-4 appointing Craig Miller to a term on the West Earl Planning Commission. Motion approved unanimously.
- **Resolution 2017-5** – Moved by Vice Chairman Keppley, second by Member Stover to adopt Resolution 2017-5 appointing Don Eckel to a term on the West Earl Sewer Authority. Motion approved unanimously.
- **Resolution 2017-6** – Moved by Vice Chairman Keppley, second by Member Stover to adopt Resolution 2017-6 appointing Shawn Erb to a term on the West Earl Water Authority. Motion approved unanimously.
- **Resolution 2017-7** – Moved by Chairman Ford, second by Vice Chairman Keppley to adopt Resolution 2017-7 appointing Richard Weik to a term on the West Earl Sewer Authority.
- **Resolution 2017-8** – Moved by Vice Chairman Keppley, second by Member Stover to adopt Resolution 2017-8 appointing Richard Weik to a term on the Zoning Hearing Board. Motion approved unanimously.
- **Resolution 2017-9** – Moved by Member Stover, second by Vice Chairman Keppley to adopt Resolution 2017-9 appointing Marybeth Hellberg to a term on the Zoning Hearing Board. Motion approved unanimously.
- **Resolution 2017-10** – Moved by Member Thornton, second by Member Kauffman to adopt Resolution 2017-10 appointing Bethany Benedict to a term on the Zoning Hearing Board. Motion approved unanimously.
- **Resolution 2017-11** – 2017 fee schedule. Moved by Member Thornton, second by Member Stover to adopt Resolution 2017-11. Motion approved unanimously.

- **Resolution 2017-12** – Moved by Chairman Ford, second by Member Thornton to adopt Resolution 2017-12 appointing Ralph Hutchison as the primary voting delegate and Candie Johnson as the alternate voting delegate to the Tax Collection Committee for 2017. Motion approved unanimously.
- **Resolution 2017-13** – Participation in the Cooperative Bidding Program. Moved by Member Kauffman, second by Member Thornton to adopt Resolution 2017-13. Motion approved unanimously.
- **Treasurer's Bond and Financial Director limit** – Moved by Member Stover, second by Member Kauffman to set the Treasurer's Bond to \$250,000 and the Financial Director limit to \$100,000. Motion approved unanimously.
- **PSATS voting delegate** – Moved by Vice Chairman Keppley, second by Member Thornton to appoint Chairman John Ford as the voting delegate for West Earl Township at the PSATS conference on April 23-26, 2017. Motion approved unanimously.
- **Jerre Martin plan waiver requests**
  - **Plan scale waiver** – Moved by Chairman Ford, second by Member Thornton to grant a waiver of plan scale requirements for the Jerre Martin plan. Motion approved unanimously.
  - **Preliminary plan waiver** – Moved by Vice Chairman Keppley, second by Member Stover to grant a preliminary plan waiver for the Jerre Martin Plan. Motion approved unanimously.

#### Manager's Report

**Municipal bid items** – Ms. Johnson provided a list for the Board's review. Vice Chairman Keppley mentioned the jumping jack that's on the list and asked if the road crew use it. Ms. Johnson said that she will check with the Road crew about the jumping jack. Moved by Chairman Ford, second by Member Stover to approve the list of items for the municipal bid. Motion approved unanimously.

**MM Weaver Conservation easement agreement** – Ms. Johnson said the agreement was prepared by the Township's attorney. Chairman Ford asked about provision 9 where the Township could recover costs and asked for clarification. Ms. Johnson will look into it and report back to the Board at the next meeting. Moved by Chairman Ford, second by Member Kauffman to table the MM Weaver Conservation Easement agreement until the next Board meeting. Motion approved unanimously.

**Roads Report** – Ms. Johnson provided the report for the Board's review.

**Winter Storm Jonas** – Ms. Johnson reported that the Township received an additional \$4,669.00 from FEMA.

#### Payment of Bills

Moved by Member Thornton, second by Member Kauffman to pay the bills as presented. Motion approved unanimously.

#### Supervisors' Comments

**Harold Keppley** – Vice Chairman Keppley said he will not be at the January 23<sup>rd</sup> Supervisors meeting.

**Dave Thornton** – Member Thornton reported that he and Member Stover met with Sylvan Fisher and Ashley Martin. He said Mr. Fisher and Mr. Martin had a list of needs to discuss with the Board members. Member Thornton said their list was visionary and he was very impressed. Member Stover said Mr. Fisher and Mr. Martin were well prepared. Member Thornton asked Mr. Fisher and Mr. Martin to prioritize their list for the next meeting. Member Thornton proposed that they meet quarterly.

**John Ford** – Chairman Ford asked if Chief Brand would be at the January 23<sup>rd</sup> meeting. Ms. Johnson said that she will be sure that he is. Chairman Ford asked Ms. Johnson if she's distributed the spousal insurance form to Township employees. Ms. Johnson said she has not distributed the form but will do so before the end of January.

**Keith Kauffman** – Member Kauffman asked if there was an update on the status of the stormwater issues in the Anglesea Development. Ms. Johnson said she will check with Greg Wilson so see if there are any updates on his property. Member Kauffman reported that he's spoken to several Township residents who are pleased with the "No Parking" regulation on Chapel Lane.

Adjournment

Moved by Chairman Ford, second by Member Kauffman to adjourn the January 3, 2017 Organization Meeting at 7:40 p.m. Motion approved unanimously.