

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
		Police Chief:	Brian Brandt

Call to Order

John Ford called the January 2, 2018 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. 2018-1** – appointing Township officials. Moved by Member Thornton, second by Member Kauffman to adopt Resolution No. 2018-1 appointing the following Township officials for 2018:

Candie L. Johnson	Secretary/Treasurer/Manager
Brian Brandt	Chief of Police/Code Enforcement Officer
Sylvan Fisher	Road Master
Ashley Martin	Assistant Road Master
Sara Service	Zoning Officer/Stormwater Coordinator/BCO/Assistant Secretary
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
Commonwealth Code Inspection Service, Inc.	Building/Code Inspectors
Morgan, Hallgren, Crosswell & Kane	Township Solicitor
Becker Engineering	Township Engineer
Rettew Associates	Township Special Project Engineer
Hanover Engineering	Township Ordinance Update Engineer
Brown, Shultz, Sheridan & Fritz	Township Auditor
PA Local Government Investment Trust (PLGIT)	Financial Depository
Principal Financial Group	Financial Depository
Univest Bank	Financial Depository
Ephrata National Bank	Financial Depository

Motion approved unanimously.

Approval of Minutes

Vice Chairman Keppley noted a correction that Curtis Miller was the resident who attended the previous meeting and not William Curtis. Chairman Ford noted that Member Stover also attended the school board meeting. Moved by Member Thornton, second by Vice Chairman Keppley to approve the December 18, 2017 regular meeting minutes as corrected. Motion approved unanimously.

New Business

- **Resolution 2018-2** – Exempting the Police Officers from contributing to the police pension fund. Moved by Vice Chairman Keppley, second by Member Thornton to adopt Resolution 2018-2. Motion approved unanimously.
- **Resolution 2018-3** – Setting the compensation for the Township Manager. Chairman noted that the year on the agreement should be changed from 2017 to 2018. Moved by Vice Chairman Keppley, second by Member Kauffman to adopt Resolution 2018-3 as corrected. Motion approved unanimously.
- **Manager’s Employment Agreement** – Moved by Vice Chairman Keppley, second by Member Thornton to sign the Manager’s Employment Agreement. Motion approved unanimously.
- **Police Chief’s Employment Agreement** – Moved by Vice Chairman Keppley, second by Member Thornton to sign the Police Chief’s Employment Agreement. Motion approved unanimously.
- **Resolution 2018-4** – Re-appointing Dean Weinhold to a term on the West Earl Planning Commission. Moved by Vice Chairman Keppley, second by Member Stover to adopt Resolution 2018-4. Motion approved unanimously.
- **Resolution 2018-5** – Re-appointing Bob Youndt to a term on the West Earl Water Authority. Moved by Member Kauffman, second by Member Thornton to adopt Resolution 2018-5. Motion approved unanimously.
- **Resolution 2018-6** – Re-appointing Tom Ridder to a term on the West Earl Park & Recreation Board. Moved by Member Thornton, second by Member Kauffman to adopt Resolution 2018-6. Motion approved unanimously.
- **Resolution 2018-7** – Re-appointing Elva Lackey to a term on the West Earl Park & Recreation Board. Moved by Member Thornton, second by Member Stover to adopt Resolution 2018-7. Motion approved unanimously.
- **Resolution 2018-8** – 2018 Fee Schedule. Moved by Member Kauffman, second by Vice Chairman Keppley to adopt Resolution 2018-8. Motion approved unanimously.
- **Resolution 2018-9** – Appoint Ralph Hutchison as the voting delegate to the Tax Collection Committee for 2018. Moved by Chairman Ford, second by Vice Chairman Keppley to adopt Resolution 2018-9. Motion approved unanimously.
- **Resolution 2018-10** – Authorize participation in the Cooperative Bidding Program. A change to the Resolution was noted. “West” should be added after the second “Whereas” on the document. Moved by Member Kauffman, second by Member Thornton to adopt Resolution 2018-10 as corrected. Motion approved unanimously.
- **Resolution 2018-11** – The West Earl Water Authority is in need of one member. This Resolution was tabled until a volunteer is found.
- **Treasurer’s Bond** – Moved by Chairman Ford, second by Member Thornton to set the Treasurer’s Bond to \$350,000 and Financial Director’s limit to \$100,000. Motion approved unanimously.
- **Voting delegate for the PSATS Conference** – Moved by Member Thornton, second by Member Kauffman to appoint Chairman Ford as the voting delegate for West Earl Township at the PSATS Conference. Motion approved

unanimously.

- **Quote from Rettew for the Non-Motorized Sidewalk/Transportation Plan** – The plan will be funded with grant money in total of \$21,000 by the Walk Works Grant and the DCNR Peer to Peer grant. Rettew's quote for preparing the plan is \$17,971.00. Vice Chairman Keppley requested that he be notified ahead of time if there will be any additional costs. Moved by Member Thornton, second by Vice Chairman Keppley to approve Rettew's quote for the Non-Mortorized Sidewalk/Transportation Plan. Thornton-yes, Keppley-yes, Stover-yes, Kauffman-yes, Ford-no. Motion passed with a 4 to 1 vote.
- **Mar-Allen Zoning Hearing February 7, 2018** – Moved by Chairman Ford, second by Member Stover to authorize the Township's Attorney, Josele Cleary, to attend the hearing and prepare the Board's opinion for the hearing. Motion approved unanimously.
- **Carper Dance Studio financial security** – Ms. Johnson told the Board that the property owners is still required to bring the sidewalks on E. Main Street up to specifications per the Land Development plan. Becker has recommended that \$575 of the Letter of Credit be released and \$3,938 be held. Moved by Chairman Ford, second by Member Thornton to release \$575 of the Letter of Credit for the Carper Dance Studio. Motion passed with a 4 to 1 vote with Member Stover voting no.
- **Advertise Norse Ordinance Revisions** – Moved by Member Thornton, second by Member Kauffman to advertise the revisions to the Norse Ordinance. Motion approved unanimously.

#### Manager's Report

Ms. Johnson did not have anything to report but highlighted the January Outlook report from Ashley Martin, Assistant Roadmaster.

#### Police Chief's Report

Chief Brandt did not have anything to report but did request a brief executive session to discuss a personnel matter at the end of the organizational meeting.

#### Payment of Bills

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

#### Public Comment

**Holly Holbein, 5 Garland Lane** – Ms. Holbein asked how long trucks are allowed to idle and reference the Idling Act. Chief Brandt said this is an issue that he plans to address with Mar-Allen.

#### Supervisors' Comments

None

The Board took a brief recess at 7:52 p.m. and entered executive session to discuss a personnel matter at 7:57 p.m.

The Board reconvened at 8:14 p.m.

Moved by Member Kauffman, second by Member Stover to raise Wendel Metzler's wage to \$22.50/hour. Motion passed unanimously.

#### Adjournment

Moved by Member Thornton, second by Member Kauffman to adjourn the January 2, 2018 Organizational Meeting at 8:16 p.m. Motion approved unanimously.