

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

In Attendance:

Chairman:	John B. Ford	Acting Police Chief:	Scott H. Ruth
Vice-Chairman:	Harold Keppley, Jr.	Road Department Employee:	Sylvan Fisher
Member:	Keith Kauffman	Code Enforcement Officer:	Brian Brandt
Member:	Richard Stover		
Member:	David Thornton		

Call to Order

Chairman Ford called the September 9, 2019 regular meeting to order at 7:02 P.M.

Pledge of Allegiance

Chairman Ford led the members and audience in the Pledge of Allegiance.

Announcement of Executive Sessions and other business

Chairman Ford announced that with regular recording secretary Sara Service unavailable, Code Enforcement Officer Brian Brandt would be recording the minutes at this meeting.

Chairman Ford announced the Board of Supervisors had held the following executive sessions:

- August 27, 2019, to discuss performance, personnel, and hiring matters.
- September 9, 2019, prior to this meeting, to discuss performance and legal issues. Township solicitor Joselle Cleary was present at this meeting as well.

Manager Resignation: Chairman Ford announced that Township Manager Candie L. Johnson had resigned. Chairman Ford asked for a motion to allow him to sign the separation agreement between Ms. Johnson and the Township. Moved by member Thornton to authorize Chairman Ford to sign the separation agreement between Ms. Johnson and the Township, second by Vice-Chairman Keppley. Motion passed unanimously.

Chairman Ford announced that Ms. Johnson held various administrative positions which needed to be filled.

Appointment of assistant secretary/treasurer: Moved by Chairman Ford, second by Member Thornton to appoint Sara Service, as assistant secretary/assistant treasure for the Board of Supervisors. Motion passed unanimously.

Advertising Vacant manager position: Moved by member Kauffman, second by member Thornton to advertise the vacant Manager position. Motion passed unanimously.

Authorizing acquisition of manager services: Chairman Ford announced that Member Thornton will be in place to fill in with manager duties until a temporary replacement can be put in place. Moved by Chairman Ford, second by Member Kauffman to authorize Member Thornton to solicit manager service proposals and share them with the rest of the Board of Supervisors so action can be taken at the next meeting. Motion passed unanimously.

Open Records Officer: Moved by Chairman Ford, second by Vice-chairman Keppley, to appoint Teresa Beever as the Township's Open Records Officer. Motion passed unanimously.

Approval of Minutes

Moved by Member Kauffman, second by Member Thornton, to approve the minutes of the regular meeting of August 26, 2019. Motion passed unanimously.

Public Comment

No public comments were received by the Board.

Old Business

Employee Assistance Program (EAP): Member Thornton related the former manager had obtained pricing quotes for an EAP program. Member Thornton said this is something that can be put on hold for the time being but should be implemented in the not too distant future.

Comcast Funds: Member Kauffman said he is looking into the issue involving Comcast funds

Weed Issue-Windstream property: Code Enforcement Officer Brian Brandt reported he received an email from the former manager today regarding the issue and will be investigating the complaint.

New Business

Request for Fire Police services: Moved by Member Kauffman, second by Member Thornton to authorize the use of the West Earl Township Fire Department Fire Police at the Ephrata Fair parade on September 23, 2019. Motion passed unanimously. Acting Chief Scott Ruth informed the board that he would contact the Fire Police captain and advise him of the approval.

Burkholder holding tank agreement: Moved by Vice-Chairman Keppley, second by Member Thornton, to approve the agreement regarding the Burkholder holding tank. Motion passed unanimously.

Marlee Properties-90 Day extension: Moved by Vice-Chairman Keppley, second by member Kauffman, to sign the agreement granting a 90-day extension to Marlee Properties. Motion passed unanimously.

Manager Report

No report

Acting Police Chief report

Sgt. Ruth vacation hours: Sgt. Ruth reported that due to the current staffing issues, he has been unable to utilize his vacation hours. Sgt. Ruth asked for permission from the Board to carry over unused vacation time from 2019 to 2020. Chairman Ford asked if the collective bargaining agreement addressed this issue. Sgt. Ruth replied that it does, indicating he may carry over 80 hours of unused vacation time without permission, but must obtain Board of Supervisors permission to carry over additional hours. Sgt. Ruth said he will have approximately 160 to 190 hours of unused vacation time at the end of 2019. Chairman Ford queried the Board members and informed Sgt. Ruth the consensus of the Board was to approve the carryover of unused vacation time and would formally approve the request once he could provide the specific number of hours to be carried over.

Police oral examinations: Sgt. Ruth informed the Board he will be conducting oral examinations with two candidates for police officer employment on Friday, September 13, 2019. Sgt. Ruth asked if a board member would be available to assist with the examination. Member Kauffman volunteered to assist with the examinations.

Police call volume: Sgt. Ruth informed the Board that the police department has investigated 57 vehicle crashes over the last 90 days, which is just over double of what the department handled in the previous 90 days. Chairman Ford asked if the increase was due to crashes on Route 222. Sgt. Ruth replied that it was not, but that crashes were occurring at various locations in Township

Drug Task Force: Sgt. Ruth said he received a request from the Lancaster County Drug Task Force asking the Board of Supervisors consider allocating funds to the Task Force, in the amount of one-dollar per-capita, for a total of \$7,868. Sgt. Ruth said the head of the Task Force or the District Attorney, Craig Stedman, would make themselves available to speak to the Board of Supervisors if requested.

New Hire-Police Department: Sgt. Ruth requested permission to extend an offer of employment to Jordan Byrnes. Sgt. Ruth said Mr. Byrnes is an experienced police officer who is currently employed at another police department and that he comes highly recommended. Moved by Member Thornton, second by Member Kauffman to extend an offer of employment to Jordan Byrnes. Discussion: Chairman Ford asked where Mr. Byrnes would fall in the salary scale contained in the collective bargaining unit. Sgt. Ruth replied he would fall at the starting officer rate. Motion passed unanimously.

Road Department/Roadmaster Discussion: Chairman Ford acknowledged former roadmaster Sylvan Fisher, who is currently employed in the road department, part-time, and thanked him for helping out while the Township is without a roadmaster. Vice-Chairman Keppley pointed out that Mr. Fisher has no established pay rate or duties. Vice-Chairman Keppley advised Mr. Fisher to keep track of his hours while assisting the Township with roadmaster duties. Chairman Ford announced that he would call an executive session following the meeting to discuss the matter. Mr. Fisher briefed the board with issues and concerns regarding the Cocalico Creek Road storm water pipe problem.

Payment of Bills

Moved by Member Thornton, second by Vice-Chairman Keppley to approve payment of bills as presented. Motion passed unanimously.

Supervisors Comments

Member Stover: No comments

Vice-Chairman Keppley: Vice-Chairman Keppley distributed a map to all members that showed the current service area of the West Earl Township Sewer service. Vice-Chairman Keppley said this map needs to be updated as it does not indicate any areas for future growth or extensions. Vice-Chairman Keppley said the Board needs to identify areas where the Township may want to extend sewer service and added this is also a zoning issue and concerns future growth. Vice-Chairman Keppley said the current zoning shows that residential and commercial zoning is nearly exhausted. Chairman Ford asked if the Board should consider where water service should be extended. Vice-Chairman Keppley responded yes, but the sewer is what the Board needs to consider now. Vice-Chairman Keppley said it was important the Board start working on this as soon as possible. Chairman Ford queried the board members for possible dates for a workshop. Chairman Ford announced a workshop will be scheduled and advertised for September 16, 2019 at 6:00 PM. Member Thornton will advertise and will invite members of the Planning Commission to attend.

Member Kauffman: Member Kauffman reported that issues with Comcast are ongoing. Member Kauffman reported he is getting phone calls and emails with complaints regarding the Comcast installation process and that he has been trying to resolve the complaints through Comcast. Vice-Chairman Keppley pointed out that the Township Solicitor informed the Board that Comcast can install their service boxes in the utility right-of-way. Member Kauffman said Comcast is willing to move service boxes a "reasonable distance" at the request of a property owner and will work with property owners to obtain easements required for such movements. Member Kauffman believes another meeting should be scheduled for the citizens to address Comcast officials and he will set up another meeting. Member Kauffman will attempt to advertise the meeting on the West Earl Fire Department announcement sign located on the corner of South State Street and School Lane Avenue.

Member Thornton: No comments

Chairman Ford: No comments.

Request to suspend parking regulations: Vice-Chairman Keppley requested the Board's consideration to suspend no parking restrictions, and for permission to place bags over no parking signs, on the entire length of Gregory Court on October 3, 2019 from 11 AM to 3 PM for an event at Park Place Automotive. Moved by Member Thornton, second by Member Kauffman to suspend no parking restrictions on Gregory Court on October 3, 2019 from 11 AM to 3 PM. Motion passed 4-0 with Vice-Chairman Keppley abstaining.

PUBLIC COMMENT

No public comments were received by the Board.

EXECUTIVE SESSION

The Board took a five-minute recess and moved into executive session at 7:52 P.M. to discuss personnel matters (wage for Temporary Road Master).

The Board returned from Executive Session at 8:20 PM. Moved by Chairman Ford, seconded by Member Thornton, to pay Sylvan Fisher a wage of \$29.56 per hour for part-time Road Master duties. Motion was approved unanimously.

ADJOURNMENT

Motion by Vice-Chairman Keppley, seconded by Member Kauffman, to adjourn at 8:22 PM was approved unanimously.