

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

In Attendance:

Chairman:	John Ford	Road Department:	Sylvan Fisher
Vice Chairman:	Harold Keppley, Jr.	Interim Township Manager:	Penny Pollick
Member:	Keith Kauffman	Code Enforcement Officer:	Brian Brandt
Member:	Dave Thornton	Township Engineer:	Ben Craddock
Acting Police Chief:	Scott Ruth		

Member Richard Stover was absent.

Call to Order

Chairman Ford called the October 28, 2019 regular meeting to order at 7:00 p.m.

Chairman Ford announced that the Board held an executive session prior to the regular meeting to discuss hiring matters.

Approval of Minutes

Chairman Ford noted that the motion to hire Eric Higgins as part-time Police Chief is missing from the October 14th meeting minutes. Moved by Member Thornton, second by Member Kauffman to approve the October 14, 2019 regular meeting minutes as corrected. Motion approved unanimously.

Public Comment/Guests

Joe Sheaffer, 118 S. State Street – Mr. Sheaffer drafted a letter to the Board requested that he be permitted to plant a tree at the Lions' Park in honor of his girlfriend, Sheila Shreiner, who recently passed away. Mr. Sheaffer asked if he could also use the pavilion to hold a memorial service. Sylvan Fisher suggested planting a tree around the play area in the park where there used to be one. Moved by Chairman Ford, second by Vice Chairman Keppley to grant permission for Joe Sheaffer to plant a tree in the Lions' Park with the guidance of Sylvan Fisher. Motion approved unanimously. Chairman Ford told Mr. Sheaffer he could contact Missy in the office to reserve the pavilion.

Indra Bradley, Anglesea HOA – Ms. Bradley thanked the Board and Township Manager for help in contacting Keystone.

Brian Spohn, 138 E. Main Street – Mr. Spohn said he would like to get mail delivery to his home rather than have a post office box at the Brownstown Post Office but is having some difficulty. Mr. Spohn said the post office told him to contact the Township about it. Chairman Ford said he believes it's up to the post office to assign a mailing address. Ms. Pollick said emergency management at the County should take care of it. Zoning Officer Service said when new homes are built she assigns addresses and shares that information with Lancaster Countywide Communications, the Post Office, assessment office and county GIS. Ms. Service will contact Countywide Communications and find out the best way to get this resolved.

Old Business

13 Cedar Avenue Stormwater Management Agreement – Moved by Member Thornton, second by Vice Chairman Keppley to sign the stormwater management agreement for 13 Cedar Avenue. Motion approved unanimously.

New Business

1. **Eli Beiler Subdivision/Land Development Plan** – Kevin Witmier, Impact Engineering Group addressed the Board and provided an overview of the plan. Mr. Beiler proposes subdividing his 72 acre property at 314 Brethren Church Road into 2 lots and constructing a single family dwelling and barn. DEP is currently reviewing the planning module and the Conservation District has approved the E&S Plan for this project.
 - **Preliminary plan waiver** – Moved by Member Kauffman, second by Member Thornton to grant a waiver of the preliminary plan requirements. Motion approved unanimously.
 - **Existing Right-of-Way and Cartway Width** – Moved by Vice Chairman Keppley, second by Member Thornton to grant a waiver of the right-of-way and cartway width at Center Square Road and Brethren Church Road for the frontage of Lot #2 on the plan. Motion approved unanimously.
 - **Deferment of Concrete Monuments** – Moved by Chairman Ford, second by Vice Chairman Keppley to

defer the requirement for installation of the concrete monuments along the frontage of Lot #2 on the plan. Motion approved unanimously.

- **Corner Markers** – Moved by Member Thornton, second by Member Kauffman to grant a waiver of corner marker requirements for Lot #2 on the plan. Motion approved unanimously.
 - **Deferred Improvements Agreement** – Moved by Vice Chairman Keppley, second by Member Kauffman to approve and sign the Deferred Improvements Agreement for the Eli Beiler Plan. Motion approved unanimously.
 - **Agreement Providing for Grant of Riparian Buffer Conservation Easement** – Moved by Chairman Ford, second by Member Thornton to approve and sign the Agreement Providing for Grant of Riparian Buffer Conservation Easement for the Eli Beiler Plan. Motion approved unanimously.
 - **Stormwater Management Agreement & Declaration of Easement** – Moved by Member Thornton, second by Member Kauffman to approve and sign the Stormwater Management Agreement & Declaration of Easement. Motion approved unanimously.
 - **Agreement Providing for Grant of Public Right-of-Way** – Moved by Member Kauffman, second by Member Thornton to approve and sign the Agreement Providing for Grant of Public Right-of-Way for Lot #1 on the Eli Belier Plan. Motion approved unanimously.
 - **Conditional Final Plan Approval** – Moved by Chairman Ford, second by Member Thornton to grant conditional final plan approval for the Eli Beiler Plan contingent upon all items in the October 8, 2019 review letter from Civil Engineering being satisfied and the approval of the DEP Planning Module. Motion approved unanimously.
2. **Resolution 2019-18 - West Earl Township Emergency Operations Plan** – Moved by Member Thornton, second by Member Kauffman to adopt Resolution 2019-18 the West Earl Township Emergency Operations Plan. Motion approved unanimously.
3. **Trash and Recycling Contract Change Order #1** – Vice Chairman Keppley noted that the letter indicates that the Township will pay all tipping fees. The contract that was awarded to Eagle Disposal has the hauler paying all tipping fees. Ms. Pollick will correct the letter and bring it next meeting for consideration.

Code Enforcement Officer's Report

- **Draft Policy & Procedures** – Mr. Brandt provided, for the Boards review, a draft Policy & Procedures document for the Code Enforcement department. Moved by Vice Chairman Keppley, second by Member Thornton to adopt the Code Enforcement Policy & Procedures document as presented. Motion approved unanimously
- **Ordinance Updates** – Mr. Brandt reported that he is working with the Township's attorney to update some of the Township's Ordinances. Mr. Brandt will provide the proposed changes to the Board for review once he receives them from the attorney.
- **Quick Ticket** – Mr. Brandt is working on the quick ticket program with the help of the Township's Attorney and will provide more information to the Board once he has it.
- **Anglesea Walk-Thru** – Mr. Brandt reported that he, Supervisor Keppley and Zoning Officer Sara Service walked through the Anglesea development to inspect and document any fences, trees, etc. in stormwater easements. He said some of the violations were blatant and other weren't. A brief discussion followed about possibly drafting agreements with the homeowners with items in the easements.

Susan Young from Keystone Custom Homes was present at the meeting. She discussed some of the items on the punch list that must be done before the Township takes dedication of the roads in Anglesea. Discussion followed about issues such as paving and snow plowing. Ms. Young provided her contact information along with the contact information for the individual who handles the snow plowing complaints.

Manager's Report

- **Eagleview Swing Set Installation** – Waiting for quotes.

- **Letter to Keystone Custom Homes** – The letter to Keystone that was discussed at the October 14th Board meeting was mailed out.

Police Chief's Report

Acting Police Chief Scott Ruth introduced Eric Higgins. Mr. Higgins was hired as part-time Police Chief.

Payment of Bills

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

Treasurer's Report

Moved by Member Thornton, second by Vice Chairman Keppley to accept the Treasurer's Report and budget comparison. Motion approved unanimously.

Supervisors' Comments

Dave Thornton – Member Thornton asked about the Cocalico Creek Road pipe installation. Sylvan Fisher said it should be completed by the end of the week. Member Thornton reported that Missy Wallace requested that she be permitted to take some online courses. Member Thornton asked Ms. Wallace to provide a report of what she learned and how to apply it to her job at the Township. He said that she's done very well.

Member Thornton requested an executive session at the end of the regular meeting to discuss hiring matters.

John Ford – Chairman Ford will not be at the November 11th meeting.

The Board took a brief recess at 8:15 p.m. and entered executive session at 8:27 p.m.

The Board reconvened the regular meeting at 9:35 p.m.

Moved by Member Thornton, second by Chairman Ford to extend and offer of employment and hire, if accepted, to Neil Stoltzfus for the position of Road Master with an annual starting salary of \$70,000 contingent upon all paperwork being completed and satisfactory results are obtained in all pre-employment requirements including but not limited to background checks. Motion approved unanimously.

Moved by Chairman Ford, second by Member Kauffman authorizing Member Thornton to negotiate an offer of employment for the open Public Works, Equipment Operator position with John Enck in the salary range discussed and contingent upon all paperwork being completed and satisfactory results are obtained in all pre-employment requirements including but not limited to background checks. Motion approved unanimously.

Moved by Member Thornton, second by Member Kauffman authorizing Acting Interim Township Manager, Penny Pollick, to negotiate and extend an offer of employment to the candidate of interest, for the position of Township Manager, subject to contract terms discussed and contingent upon all paperwork being completed and satisfactory results are obtained in all pre-employment requirements including but not limited to background checks. Motion approved unanimously.

Adjournment

Moved by Chairman Ford, second by Vice Chairman Keppley to adjourn the October 28, 2019 regular meeting at 9:42 p.m. Motion approved unanimously.