

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

In Attendance:

Chairman:	John Ford	Interim Township Manager:	Penny Pollick
Vice Chairman:	Harold Keppley, Jr.	New Township Manager:	Jenna Seesholtz
Member:	Keith Kauffman	Road Department:	Sylvan Fisher
Acting Police Chief:	Scott Ruth	Financial Director:	Amy Carter
New Police Chief:	Eric Higgins		

Members Dave Thornton and Richard Stover were absent.

Public Present:

Earl Good, Galen Fisher, Ben Voran, Brian Brooks and Kris Pursel

Call to Order

Chairman Ford called the November 6, 2019 special budget meeting to order at 7:01 p.m.

Personnel Matters

Moved by Vice Chairman Keppley, second by Member Kauffman to appoint Jennifer K. Seesholtz as Township Manager with an annual starting salary of \$82,000 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 Member Kauffman, second by Vice Chairman Keppley to hire John Enck to fill the open position in the Public Works Department with a starting rate of \$24.00 per hour, 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.

Budget Discussions

General Fund - Line Items Increased/Decreased/Discussed:

Revenues:

- 01.310.510 – LST – Increased to \$113,000
- 01.354.100 – Fireman’s Relief Fund – Increased to \$53,000
- 01.361.310 – Stormwater Fees – Where are these fees/revenues generated from?
- 01.380.000 – Miscellaneous Revenue – Half of the funds currently in this account were refunds from Selective Pool and will be re-classified to account 01.395.000, Refunds of Prior Year Expenses

Executive

- 01.401.150 – Health Insurance – Increase to \$13,600. Manager to call Triology for 2020 forecast numbers

Legal

- 01.404.314 – Legal Fees – Decrease to \$15,000. It was noted that WASA-LASA figures need to be broken out and reimbursed by the Sewer Authority

Municipal

- Section 406 – Municipal – Staff was tasked to reduce this section by \$10,000
- Workers Compensation rate needs to be determined for the year. Information to be provided by Longley Insurance
- Advertising – Draft budget for public review needs to be ready and advertised no later than November 22, 2019 in order to meet state requirements.

Composting

- 01.426.239 – Compost Materials and Supplies – Amy to verify Martin’s Mulch fees
- 01.426.251 – Equipment Repairs and Maintenance – Decrease to \$3,000
- 01.426.740 – Equipment Purchase – Decrease to \$0
- Chief Higgins noted he will be available Thursday and Friday of next week

Road Department

- 01.430.140 – Salary-Laborers Roads – \$134,804 – Who all and what all does this figure consist of
- 01.430.231 – Gas, Oil, Grease – Increase to \$15,000
- 01.430.251 – Maintenance and Repairs – Decrease to \$25,000

Highway Construction

- 01.439.670 – Maintenance to Roads – Decrease to \$59,000 for just the Seal coating, oil and chip

Stormwater Management

- 01.446.720 – MS4 Projects – Decrease to \$26,000

Adjournment

Moved by Chairman Ford, second by Member Kauffman to adjourn the November 6, 2019 special budget meeting at 9:54 p.m. Motion approved unanimously.

Executive Session

The Board went into Executive Session immediately after adjournment to discuss personnel matters.

Respectfully Submitted by:

Penny C. Pollick
Interim Township Manager