

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

In Attendance:

Chairman:	John Ford	Acting Police Chief:	Scott Ruth
Vice Chairman:	Harold Keppley, Jr.	Township Manager:	Jenna Seesholtz
Member:	Keith Kauffman	Code Enforcement Officer:	Brian Brandt
Member:	Dave Thornton	Zoning Officer:	Sara Service

Member Richard Stover was absent.

Call to Order

Chairman Ford called the December 9, 2019 regular meeting to order at 7:00 p.m.

Chairman Ford announced that the Board held an executive session on Friday, November 22, 2019 to discuss an employee disciplinary matter.

Approval of Minutes

Vice Chairman Keppley noted that under the Payment of Bills heading that Vice Chairman Ford should be changed to Vice Chairman Keppley. Moved by Vice Chairman Keppley, second by Member Thornton to approve the November 18, 2019 meeting minutes as corrected. Motion approved unanimously.

Public Comment/Guests

- **Todd Heidelbaugh, Creek Hill HOA** – As a recently appointed member of the Creek Hill HOA, Mr. Heidelbaugh was at the meeting to discuss several concerns the HOA has.
 - **No parking signs and mail delivery** – Chairman Ford said the signs and mailboxes were installed according to the plan he believes the HOA can work with the developer to move the mailboxes or signs to suit.
 - **Kenneth Drive drainage pond** – Vice Chairman Keppley this is one of the items the developer must fix, and the Township won't take dedication of the roads until all items are satisfied.
 - **Streetlight taxes** – Chairman Ford said once streetlights are turned on that PPL will determine the electric bill by the linear feet in the development and that cost will be used to calculate the price per front foot of properties. The residents will then be billed according to the front footage of their property multiplied by the per front foot cost. Vice Chairman Keppley noted that residents that own corner properties will be billed for both sides of the property that have road frontage.
 - **Swale issues behind multiple properties** – Mr. Heidelbaugh asked if the residents in Creek Hill will be contacted and asked if they are satisfied with any repairs made to stormwater swales before the Township takes dedication. Chairman Ford said that the residents would not be contacted and if all items are done according to the recorded plan the Township will take dedication.

Old Business

Grant and new truck – At the last meeting Sylvan Fisher mentioned the grant the Township received to purchase a new truck. There was no update to provide to the Board. Manager Seesholtz will check into it.

New Business

- **Ordinance 248** – Moved by Vice Chairman Keppley, second by Member Kauffman to adopt Ordinance 248 amending the Code of Ordinances of the Township of West Earl, Chapter 132, Property Maintenance, to adopt the 2018 International Property Maintenance Code and to make revisions governing enforcement of the property Maintenance Code. Motion approved unanimously.
- **Ordinance 249** – Moved by Vice Chairman Keppley, second by Member Thornton to adopt Ordinance 249 to amend the Code of Ordinances of the Township of West Earl to revise provisions governing enforcement of the ordinance and designation of enforcement officers. Motion approved unanimously.
- **Drug Task Force discussion** – Chairman Ford said the sentiment has been that the County is not funding the task

force like they should. Acting Chief Scott Ruth said the task force does important work and hopes the County would start to provide the funding the task force needs. Chairman Ford said that LCATS adopted a proposal at the Convention that clearly states what the Township's position would be. He stated the Township is not in a position at this time to provide any funding from the 2020 budget.

- **SR272 Oregon Pike Improvement Project** – Contractor payment approval. Moved by Member Thornton, second by Vice Chairman Keppley to approve the SR272 Oregon Pike Improvement Project contract payment in the amount of \$18,866.70. Motion approved unanimously.

Code Enforcement Officer's Report

- **Quick Ticket Program** – Mr. Brandt reviewed a list of code violations for which quick tickets could be issued. Mr. Brandt said he did some research on quick ticket fees and most municipalities who use this program charge a \$25 fine for quick tickets. Chairman Ford asked Mr. Brandt if \$25 will cover the cost to issue the ticket. Mr. Brandt said he could do a cost analysis once he has more data and feels that it's fair to start the fine at \$25. Chairman Ford asked what happens if the person doesn't comply. Mr. Brandt said the next step would be to issue a non-traffic citation with a minimum fine of \$100. Mr. Brandt said he will collect more data for the cost analysis. Mr. Brandt also said he will have a Resolution setting the fines and form of the quick tickets ready for the Board's consideration at the next meeting on December 16th.
- **Property Maintenance Code certification test** – Mr. Brandt reported that he passed the test for the International Code Council's Property Maintenance Code certification. The Board congratulated Mr. Brandt and Chairman Ford asked him to frame the certificate he received for passing the test.
- **Resolution 2019-19** – Moved by Member Thornton, second by Vice Chairman Keppley to adopt Resolution 2019-19 amending the Township's fee schedule to include a fee for the installation of reserved parking for persons with disabilities and severely disabled veterans. Motion approved unanimously.
- **Resolution 2019-20** – Moved by Vice Chairman Keppley, second by Member Thornton to adopt Resolution 2019-20 amending the Code Enforcement Department Policy and Procedures to include the handicapped parking update. Motion approved unanimously.

Zoning Officer's Report

Zoning Officer Service did not have the November activity report available for the Board's review but did provide an update on the Sam's Auto zoning hearing case. The hearing was held on December 4th and Sam's Auto received approval for the requested variances. The next step will be for the owner of the property to provide a stormwater management plan.

Manager's Report

Manager Seesholtz said she spent her first day on the job getting acclimated and that everyone's been very helpful.

Police Chief's Report

- **Acting Police Chief Ruth** asked the Board for some guidance on what happens when the new Chief starts. Acting Chief Ruth said he would like to go back to his old position. Chairman Ford said Eric Higgins has signed the employment agreement but there were some paragraphs that were mis-numbered so he will have to sign the agreement again. Chairman Ford said that he believes Mr. Higgins will be coming on-board as Police Chief next week.
- **Police Department new hires** – Chairman Ford asked how the new officers were doing and if they were all flying solo now. Acting Chief Ruth said all but Officer Vital are now on their own but that she is catching on quickly and will be ready to be on her own by the holiday.

Chairman Ford thanked Mr. Ruth for stepping in as Police Chief while the Board worked on hiring a new Chief.

Payment of Bills

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

Treasurer's Report

Not available for this meeting. The Treasurer's report will be ready for acceptance at the December 16th meeting.

Chairman Ford asked how the end of this budget year will be handled. Ms. Seesholtz suggested closing the budget on the last Friday in December. The Board members are in favor of Ms. Seesholtz's suggestion.

Supervisors' Comments

Keith Kauffman – Member Kauffman said there is a Jeep, marked for sale, parked at the Sylvan B. Fisher Park and asked if that is allowed. Mr. Fisher said that area is private property and is owned by the residents that live across the street from the park.

Harold Keppley – Vice Chairman Keppley said he found a document from 2008 that outlined the conditions imposed on the fire companies for distribution of LST funds. Those conditions include quarterly meetings to be set up by the fire companies, financial reports and box alarm reports. Vice Chairman Keppley said that the Township is not seeing financial reports. Discussion followed about box alarms and first due response fire companies. Chairman Ford asked Ms. Seesholtz to contact both fire companies to reiterate the LST distribution criteria that were established in 2008.

John Ford – Moved by Chairman Ford, second by Member Kauffman to appoint Eric S. Higgins as Chief of Police of the West Earl Township Police Department subject to the terms of an Employment Contract in the form and substance in which it was presented at this meeting with a full-time start date of December 16, 2019 and further moved to authorize the Board Chairman to execute the Employment Contract and to forward it to Chief Higgins for execution. Motion approved unanimously.

Public Comment

Sylvan Fisher – Mr. Fisher asked if there was an update on fixing the turning radius on the W. Farmersville Bridge. Vice Chairman Keppley said the guardrail has been replaced but the turning radius has not been addressed yet.

Chairman Ford asked Ms. Seesholtz to draft a press release announcing that the Township has a new manager.

Action Items

1. Check status of leaf truck grant.
2. Provide a clean copy of Ordinance 249 to the Board at the December 16th meeting.
3. Budget update – set reminder on Manager's calendar to supply the Board with information.
4. Advise Amy Carter that the end of budget year will be on the last Friday of December.
5. Manager to contact the 2 fire companies to remind them of their obligations with the conditions that were set in 2008.
6. Create a press release for the Manager.

Adjournment

Moved by Member Thornton, second by Member Kauffman to adjourn the December 9, 2019 regular meeting at 8:08 p.m. Motion approved unanimously.

Respectfully Submitted by:



Sara Service
Zoning Officer