

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

In Attendance:

Chairman:	John Ford	Manager/Secretary:	Jenna Seesholtz
Vice Chairman:	Dave Thornton	Police Chief:	Eric Higgins
Member:	Harold Keppley, Jr.	Code Enforcement Officer:	Brian Brandt
Member:	Keith Kauffman	Roadmaster:	Neil Stoltzfus
		Zoning Officer:	Sara Service

New Board Member Dale Wissler was absent.

Call to Order

John Ford called the January 6, 2020 re-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 4 – 0 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 Dave Thornton to nominate Harold Keppley as the Vice Chairman of the Board of Supervisors. The Motion was seconded by Keith Kauffman.

Mr. Keppley respectfully declined the nomination as Vice Chairman.

Motion made by Harold Keppley to nominate Dave Thornton as the Vice Chairman of the Board of Supervisors. The Motion, seconded by Chairman Ford was approved 4-0 to elect Dave Thornton as the Vice Chairman of the Board of Supervisors.

Appointment of Township Officials

Resolution No. 2020-1 – appointing Township officials. Moved by Member Kauffman, second by Member Kauffman to adopt Resolution No. 2020-1 appointing the following Township officials for 2020:

Jenna Seesholtz	Secretary/Treasurer/Manager
Eric Higgins	Chief of Police
Neil Stoltzfus	Road Master
Sara Service	Zoning Officer/Stormwater Coordinator/BCO/Code Enforcement
	Assistant/Assistant Secretary
Brian Brandt	Code Enforcement Officer/BCO/Stormwater Inspector/ Assistant
	Zoning Officer
Len Spencer, Spencer SEO Services LLC	Sewage Enforcement Officer
William Howard	Emergency Management Coordinator
Cody Hufford	Deputy Emergency Management Coordinator
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

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 Thornton noted a mistake in the December 16, 2019 meeting minutes. Under the Public Comment heading, during the discussion about the work on Cocalico Creek Road, Vice Chairman Thornton noted that Sylvan Fisher hired the sub-contractor and not Neil Stoltzfus.

Moved by Member kauffman, second by Vice Chairman Thornton to approve the December 16, 2019 regular meeting minutes as corrected. Motion approved unanimously.

Public Comment

Lynne Beth, 293 Sparrow Lane – Ms. Beth expressed concerns about the work that Comcast is doing in her development and on her property. Chairman Ford asked the Roadmaster to take a look at the work that Comcast is doing and to determine if they are working outside of the right-of-way.

New Business

- **2020 Resolutions 2 through 15** – Chairman Ford noted that real estate, street light and special hydrant taxes did not change in 2020. Moved by Member Kauffman, second by Vice Chairman Thornton to approve Resolution 2020-2 through 2020-15. Motion approved unanimously.
- **Treasurer's Bond** – Moved by Member Kauffman, second by Vice Chairman Thornton to set the Treasurer's Bond to \$350,000 and the Financial Director's Bond to \$100,000. Motion approved unanimously.
- **PSATS Conference** – Attendance and selecting voting delegate. All Board Members, Township Manager, Roadmaster and Sylvan Fisher will be attending the Spring PSATS Conference. Moved by Member Keppley, second by Member Kauffman to appoint Chairman John Ford as the voting delegate for the Township at the PSATS Conference. Motion approved unanimously.
- **Employee Compensation** – Tabled until the January 27, 2020 Board meeting.

End of re-organizational meeting.

Township Business

- **Lloyd Hoover Granny Flat Agreement** – Moved by Vice Chairman Thornton, second by Member Keppley to sign the Hoover Granny Flat Agreement. Motion approved unanimously.
- **Property Maintenance Ordinance update** – Two sections relating to lack of heating require dates. October 1 – April 30 will be inserted. The Board directed Code Enforcement Officer Brandt to ask the Township's Solicitor to prepare and advertise the amendment.
- **LASA Discussion** – The Board briefly discussed meeting with LASA.
- **LandStudies Proposal of Services for MS4 support** – Moved by Chairman Ford, second by Member Keppley to approve the Proposal of Services from LandStudies for MS4 support at a cost of \$20,000. Motion approved unanimously.
- **Water Department Employee** – Moved by Vice Chairman Thornton, second by Member Kauffman to initiate a search for a new water department employee.

The Board discussed waiting for a recommendation from the Water Authority.

Moved by Chairman Ford, second by Member Keppley to table the motion to initiate a search for a new water department employee. Motion passed with a 3 – 1 vote with Vice Chairman Thornton voting no.

- **Employee cell phones** – The Manager will review the cell phone accounts and make a recommendation to the Board.
- **Zoning Officer's Report** – The December report will be available for the next meeting.

Manager's Report

- Manager Seesholtz has implemented meetings with all the staff the day after Supervisors' meetings and monthly meetings with department heads.
- Manager Seesholtz has started one-on-ones with the staff.
- Manager Seesholtz is working on a spending limit proposal for the Board's review.

Police Chief's Report

Power DMS software – Chief Higgins proposes purchasing Power DMS document management software for \$3,500. Board members said it's ok to purchase if it was budgeted.

Hire new officer – Chief Higgins would like to start a search for a police officer to replace Sergeant Scott Ruth when he retires. Moved by Vice Chairman Thornton, second by Member Kauffman to authorize Chief Higgins to begin the search for a new Police Officer.

Payment of Bills

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

Supervisors' Comments

John Ford – Chairman Ford announced that he would like to recognize and thank Richard Stover, recently retired Board Member, for his many years of service to the Township.

Dave Thornton

- State of Financial Interests – The Manager will provide the forms to the Board members.
- Roadmaster productivity report – Vice Chairman Thornton would like the report to be included in the Board's meeting packet.
- Coffee and doughnuts get-together – Vice Chairman Thornton suggested planning a get-together to recognize recently retired Township staff and officials and to introduce new Township staff. Chairman Ford asked that it be scheduled before February 26th. The Manager will work on making the arrangements. Vice Chairman Thornton will invite Representative Greiner and Senator Aument.

Keith Kauffman – Member Kauffman said he is still receiving complaints about Comcast. Discussion about the work that Comcast is doing and about their franchise agreement with the Township.

Adjournment

Moved by Vice Chairman Thornton, second by Member Keppley to adjourn the January 6, 2020 re-organizational meeting at 8:43 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service

Sara Service
Zoning Officer