

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

In Attendance:

Chairman:	John Ford	Manager/Secretary:	Jenna Seesholtz
Vice Chairman:	David Thornton	Police Chief:	Eric Higgins
Member:	Harold Keppley, Jr.	Roadmaster:	Neil Stoltzfus
Member:	Dale Wissler	Zoning Officer:	Sara Service
Member:	Keith Kauffman		

Guests present: Brian Marchuck, Brown, Schultz, Sheridan & Fritz, John Friel, LNP

Call to Order

Chairman Ford called the June 8, 2020 regular meeting to order at 7:02 p.m.

Approval of Minutes

May 11, 2020 – Chairman Ford noted 3 changes. The wearing and leveling course bid award motion was approved unanimously, the Fairmount Church improvements were 5,200 square feet and Vice Chairman Thornton's last name should be capitalized on the 3rd page of the minutes. Moved by Vice Chairman Thornton, second by Member Keppley to approve the May 11, 2020 regular meeting minutes as corrected. Motion approved unanimously.

May 18, 2020 – Member Wissler noted that Jennifer Prunoske attended the May 18th meeting and should be added to the guests present. Moved by Vice Chairman Thornton, second by Member Wissler to approve the May 18, 2020 regular meeting minutes as corrected. Motion approved unanimously.

Public Comment

None

Special Business

1. **2019 Township Audit Presentation** – Brian Marchuck was at the meeting to present an overview of the draft, Township 2019 Audit. Items reviewed:
 - **Audit opinion**
 - **Balance sheets**
 - **Statements of Revenues and Expenditures**
 - **Financial Statements**
 - **Pensions** – Uniform is 89% funded, non-uniform is 104% funded.
 - **Fund Balances** - Township could survive approximately 11 months without revenues. The benchmark is between 2 – 6 months.
 - **General Fund past and current revenue earnings** – revenues at 6% for 2019Board will review the draft audit and consider at the next meeting.
2. **Ordinance 252 Streets and Sidewalks** – Moved by Member Wissler, second by Vice Chairman Thornton to adopt Ordinance 252 updating the Streets and Sidewalks Ordinance. Motion approved unanimously.

Subdivision/Land Development Review

1. **Brownstown Commons Discussion** – The owner has asked the Township to consider taking dedication of Barrett Boulevard before the final two commercial lots are developed. Discussion followed about commercial versus residential developments and what is involved in taking dedication of the roads. There was a consensus among the Board members to preparing to accept Barrett Boulevard. Chairman Ford requested that the Manager find out how this would affect other developers.
2. **Brownstown Commons Lot 4 & 5** – Financial Security release. Manager Seesholtz said she has not received all the documents she needs and asked the Board to table this matter.
3. **Paul Zook Small Project Stormwater Escrow Release** – Moved by Member Kauffman, second by Vice Chairman Thornton to release Paul Zook's stormwater escrow in the amount of \$932.75. Motion approved unanimously.

Old Business

1. **LASA Asset Purchase Agreement** – Moved by Chairman Ford, second by Member Keppley to authorize the Chairman or Vice Chairman of the Board of Supervisors and the Township Secretary to execute the Asset Purchase Agreement among this Township, West Earl Sewer Authority, and Lancaster Area Sewer Authority in the form provided by Lancaster Area Sewer Authority Solicitor on May 21, 2020, with such non-substantive changes as are acceptable to the Chairman or Vice Chairman of the Board of Supervisors and the Township Solicitor. Motion approved unanimously.
2. **East Main Street Sidewalk Project Update** – Letters were sent to affected property owners. Manager Seesholtz said she received a few calls and she and the Roadmaster went out to verify the size of a couple lots. Manager Seesholtz and the Roadmaster will be meeting with Rettew on Tuesday to discuss the project.
3. **Structures in stormwater easements** – Manager Seesholtz provided an agreement for the Board's review that was drafted by the Township's Attorney. This agreement could be used where property owners have placed structures or plantings in a stormwater easement. There was a consensus among the Board members to proceed with the stormwater easement agreements.

New Business

1. **Sale of police vehicle** – Chief Higgins would like to place the unmarked police vehicle on Municibid for auction. Moved by Vice Chairman Thornton, second by Member Wissler to approve the sale of the unmarked Police vehicle as requested by Chief Higgins. Motion approved unanimously.
2. **Comcast Cable Franchise Agreement** – Member Kauffman said the Township should not sign the agreement until Comcast fulfills the promises it made to residents of the Township. He said they are 10 months into it and still are not done. Member Keppley said they have been horribly non-transparent on the number of customers they have in West Earl. He said there are no checks and balances when it comes to the franchise fees. Some franchise fees that should have been paid to West Earl were paid to Upper Leacock Township. Moved by Chairman Ford, second by Vice Chairman Thornton to table this matter until the June 22, 2020 meeting pending further information from the Township's Attorney. Motion approved unanimously.
3. **Postage meter** – The contract with Pitney Bowes will expire in September. Manager Seesholtz reached out to some other companies who provide this service. She said the Township could save \$1,300 by using another company. Vice Chairman Thornton asked Manager Seesholtz to get back in touch with Pitney Bowes to see if they would match the other company's price.
4. **Trash Contract** – Manager Seesholtz said she was contacted by a new Township resident at 140 E. Main Street who is upset that he was automatically enrolled into the Township's trash program because the previous owner had signed up for it. He feels he should not have to use the Township's hauler if he did not sign the contract. Member Keppley said he feels that new residents should have a choice whether to use the Township's hauler or hire another hauler. Chairman Ford would like to see what information gets sent to new residents. Moved by Member Keppley, second by Member Wissler to give the resident an opportunity to sign up with a different trash hauler. Motion passed with a 4 to 1 vote with Chairman Ford voting No.
5. **Fire Police Request** – The West Earl Fire Company has requested help from the Fire Police for traffic control during the Fire Company's chicken BBQ on Saturday, June 13, 2020. Moved by Member Keppley, second by Member Kauffman to authorize the Fire Police to help with traffic control during the West Earl Fire Company Chicken BBQ on June 13, 2020. Motion approved unanimously.

Payment of Bills

The Board discussed the bill from ARRO Consulting. \$2,300 for updating the Water Authority Emergency Plan. The Board would like more information on the ARRO Consulting bill. Moved by Member Keppley, second by Member Thornton to pay all bills except the ARRO consulting bill in the amount of \$2,300. Motion approved unanimously.

Reports

1. **Zoning Officer's Report** – Other than the written reports provided to the Board the Zoning Officer had nothing to report.

2. **Police Chief's Report** – Chief Higgins provided a draft of the Rules and Regulations for the West Earl Police Department. Moved by Vice Chairman Thornton, second by Member Wissler to approve the West Earl Police Department Rules and Regulations as submitted by Chief Eric Higgins. Motion approved unanimously.

3. **Roadmaster's Report**

- Cocalico Creek Road project – The project is moving along rapidly. Will be doing base repair and final seeding at the end of the week. All work will have been completed for \$22,500 all coming from the \$30,000 that budgeted for just replacing the curbing.
- Sheaffer's School Road will be overlaid.
- Parks and bathrooms are now open and COVID signs are up.
- New leaf truck – Took delivery of the truck two weeks ago. The truck is now at Legacy Mack for final inspection. The truck should be delivered this week.
- 2020 Equipment Report – PowerPoint presentation by the Roadmaster.
 - Summary
 - Streamline equipment inventory by selling 8 pieces and buying 2.
 - Replacement equipment plan – Stage 1 replacement– 20-year, 15-year, hybrid. Hybrid focuses on certain pieces that are more important to replace than others. Stage 2 – Re-evaluate yearly for possible early turnover.
 - Save Money – Lower overhead and maintenance. Increase productivity and greatly reduce equipment rentals.
 - The numbers – Mr. Stoltzfus provided a spreadsheet for the Board's review.

Chairman Ford said he likes the idea of starting to sell some of the equipment that is not being used and build a fund that could be used towards capital purchases next year.

Moved by Chairman Ford, second by Member Keppley to authorize the Roadmaster and Manager to begin to sell the equipment that has been identified in the Roadmaster's 2020 Equipment Report presentation. Motion approved unanimously.

4. **Manager's Report**

- **Banking** - The Manager is looking into banking options for the Township. Ephrata National Bank has started to charge fees for deposits that are being taken to the bank. She is also researching lockbox services for utility bills and tax payments.
- **272 Construction** – Waiting for the agreement from PennDot.
- **EIT revenue** – May be 30% less this year because of COVID-19 and less people working.

Supervisors' Comments

David Thornton

- **Nolt Well** – Vice Chairman Thornton noted that \$25,000 has been spent on the well so far and the sensors are bad. Member Keppley said that we still do not know if it is going to be a benefit to get the well working properly again and whether the work will reduce the total dissolved solids numbers. He said the Board was told that the repair was an emergency but that does not seem to be the case. The well has been shut down.

John Ford – Chairman Ford asked Manager Seesholtz to look at the Township's spending in light of the reduced EIT revenue. Manager Seesholtz said that she and Amy have been reviewing the budget and will come up with a plan.

Adjournment

Moved by Vice Chairman Thornton, second by Member Kauffman to adjourn the June 8, 2020 regular meeting at 9:40 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer