

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

In Attendance:

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

Guests present: Wendell & Heather Metzler, Scott Ruth WEPD Retired, Paul Cook WEPD, Jeremy Sorenson WEPD, Frederick Riccelli WEPD, Jordan Byrnes WEPD, Justin Cruce WEPD, Josh Mertz WEPD, Jerry Howe WET Roadcrew, Beau Mellinger WET Roadcrew, John Enck WET Roadcrew, Robert Buckwalter WET Water Operator, Michael Murphy, Set Point Tennis Organization, John Friel, LNP via Zoom.

Call to Order

Chairman Ford called the July 13, 2020 regular meeting to order at 7:09 p.m.

Chairman Ford turned the meeting over to Vice Chairman Thornton.

Approval of Minutes

June 22, 2020 – Moved by Member Keppley, second by Member Kauffman to approve the June 22, 2020 regular meeting minutes as submitted. Motion approved unanimously.

Public Comment

None

Special Business

1. **Recognition of Officer Wendell Metzler** – Officer Wendell Metzler was recognized for his over 24 years of service to the West Earl Police Department and the community. Officer Metzler was presented with a proclamation declaring July 13, 2020 as Wendell Metzler Day. Member Keppley read through the Proclamation and presented a plaque to Officer Wendell Metzler. Officer Metzler thanked everyone and expressed his appreciation for the recognition.
2. **Resolution 2020-23** – To rescind Resolution 2020-22 Emergency Declaration. Moved by Chairman Ford, second by Member Kauffman to adopt Resolution 2020-23 rescinding Resolution 2020-22 Emergency Declaration. Motion approved unanimously.

Subdivision/Land Development Review

1. **Brownstown Commons Lots 4 & 5 (U-Gro & vacant lot) financial reduction** - Moved by Member Keppley, second by Member Wissler to reduce the financial security for Brownstown Commons Lots 4 & 5 to \$86,936.30. Motion approved unanimously.

Old Business

1. **East Main Street Project Update** – Manager Seesholtz received an email from Jim Caldwell, Rettew Associates, with an update on what has occurred and what they are preparing to do now. Manager Seesholtz provided the email for the Board's review.
2. **Comcast Cable Franchise Agreement** – Moved by Member Kauffman, second by Member Thornton to approve the Comcast Cable Franchise Agreement. Motion passed with a 4 to 1 vote with Chairman Ford voting no. There was a consensus among the Board members to ask the Manager to contact Comcast and ask them to pay the franchise fees that the Township is owed from passed years due to a mix-up in West

Earl and Upper Leacock customers. Manager Seesholtz said that West Earl had 15 Upper Leacock customers on their list and Upper Leacock had 20 West Earl Customers on their list. Manager Seesholtz has gotten the customer lists corrected.

3. **Park and Rec Board Discussion** - The Board discussed getting the Park and Rec Board to start meeting again. They have not met in several years. Manager Seesholtz will work on coordinating meetings with the Park and Rec Board.

New Business

1. **Youth Tennis Program** - Michael Murphy from the Set Point Tennis Organization was at the meeting to discuss the possibility of using the Township's tennis courts for a tennis program for disadvantaged youth. Mr. Murphy is requesting to use the tennis courts at the Township building Mondays and Wednesdays in July and August. After a brief discussion about Mr. Murphy's program there was a consensus among the Board to allow the tennis courts to be used for Mr. Murphy's tennis program.
2. **Galen Erb-tennis practice wall** - Mr. Erb is proposing to provide the funds to build a tennis practice wall at the Township's tennis courts. Manager Seesholtz said the roadcrew would construct the wall in their off-season. There was a consensus among the Board to allow a tennis practice wall to be constructed at the tennis courts with Mr. Erb providing the funds and the Township providing the labor.
3. **Burkholder Drive payment approval** - Moved by Member Keppley, second by Member Wissler to approve the Burkholder Drive payment in the amount of \$2,475 which is to be taken out of grant funds. Motion approved unanimously.
4. **Water Department Employee Discussion** – Manager Seesholtz asked the Board for approval to advertise for a water department employee. She said the salary from the prior water department employee is in the water department budget. Moved by Member Kauffman, second by Chairman Ford to authorize the Manager to advertise for an assistant water operator. Motion approved unanimously.
5. **Rules and Regulations for the Water Authority** – Will be discussed at the next Supervisors' meeting.
6. **Resolution 2020-24 PennDot Winter Maintenance Agreement** – Moved by Member Wissler, second by Member Keppley to adopt Resolution 2020-24 PennDot Winter Maintenance Agreement for 2020-2024. Motion approved unanimously.
7. **Budget Discussion – Liquid Fuels** – Manager Seesholtz reported that in reviewing the budget recently she noticed that for the last several years the end-of-year balances in the funds have not been carried over to the new year. Chairman Ford said the budget should be restated to reflect the carryovers for the last couple years. Manager Seesholtz said she will have the Board approve a transfer at the next meeting. Moved by Member Keppley, second by Member Wissler to authorize the Roadmaster to proceed with the projects that have been budgeted for 2020. Motion approved unanimously.

Payment of Bills

Moved by Member Keppley, second by Member Kauffman to pay the bills as presented. Motion passed with a 4 to 0 vote with Member Wissler abstaining.

Reports

1. **Zoning Officer's Report & 90 Zook's Mill Road** – The Zoning Officer requested approval from the Board to file a civil complaint for a Zoning Ordinance violation. Moved by Member Keppley, second by Chairman Ford to authorize the Zoning Officer to file a civil complaint for Zoning Ordinance violations at 90 Zook's Mill Road, Ephrata. Motion approved unanimously. A discussion followed about conditions that the zoning hearing board imposes in their decision. Member Keppley said they impose conditions that can't be enforced and suggested that 2 members of the Board of Supervisors and 2 members of the Zoning Hearing Board set up a workshop meeting to discuss this. Vice Chairman Thornton and Member Wissler said they will attend. Manager Seesholtz will set up the meeting.
2. **Manager's Report**
 - Met with the Code Enforcement Officer and Zoning Officer. They will be setting up a reminder

system for zoning hearing conditions.

- The Township is now using Dempsey Uniform and Supply.
- The 2019 water quality reports went out to residents at the end of June.
- All subdivision and land development plans will now be brought to the Board when submitted to the Township.
- The Zoning Officer has created some checklists for zoning and land development related items.
- Staff meeting was held on Friday to discuss cuts to the 2020 budget.

3. **Police Chief's Report**

- Officer Cruce is doing well and is a wonderful addition to the Police Department.
- The Police Department is participating in the Adopt-a-Cop Program. Chief Higgins said he's been adopted and he's looking forward to other officers being adopted by local families.

4. **Roadmaster's Report & Equipment Purchase**

- Paving overlay is finished on Cocalico Creek and Sheaffer's School Roads.
- Line painting will start the week of July 27th.
- Three roads will be micro-surfaced next week.
- Comcast has made some road repairs. Roadmaster Stoltzfus has checked their work and it's been done to his satisfaction.
- Lowest quote for a new zero-turn mower is \$2,450. Moved by Member Kauffman, second by Chairman Ford to authorize the purchase of a zero-turn mower in the amount of \$2,450. Motion approved unanimously.
- Roadmaster Stoltzfus has found two used buckets for the new excavator for \$1,800. Moved by Member Wissler, second by Member Kauffman to authorize the purchase of two used buckets for the new excavator in the amount of \$1,800. Motion approved unanimously.
- Agreement with Upper Leacock Township to allow them to use the compost site for \$25 per trip. Moved by Member Keppley, second by Member Wissler to sign the compost site agreement with Upper Leacock Township. Motion approved unanimously.
- Roadmaster Stoltzfus has proposed that the maroon Ford Explorer be used as the Codes vehicle. Moved by Chairman Ford, second by Member Keppley to sell the tan Toyota codes vehicle and transfer the maroon Ford Explorer over to the Codes department. Motion approved unanimously.

Public Comment

None

Supervisors' Comments

None

Manager Seesholtz reviewed the action items from the meeting.

Adjournment

Moved by Chairman Ford, second by Member Thornton to adjourn the July 13, 2020 regular meeting at 9:09 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service