

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	Roadmaster:	Neil Stoltzfus
Member:	Dale Wissler	Police Chief:	Eric Higgins
Member:	Harold Keppley	Zoning Officer:	Sara Service
Member:	Keith Kauffman		

Guests present: None

Call to Order

Vice Chairman Thornton called the December 14, 2020 regular meeting to order at 7:02 p.m.

Manager Jenna Seesholtz announced that this meeting was being held via teleconference using Zoom and was advertised as such on the Township's website and Facebook page.

Chairman John Ford joined the meeting at 7:15 p.m.

Approval of Minutes

November 16, 2020 regular meeting – Moved by Vice Chairman Thornton, second by Member Wissler to approve the November 16, 2020 regular meeting minutes as presented. Motion approved unanimously.

Public Comment

None

Special Business

1. Adoption of the 2021 Budget – Discussion items:

- DEP grant revision for 2020 Mack Hooklift Truck – Roadmaster Stoltzfus explained that the grant documents were reviewed, and the truck is only allowed to be used for leaf pickup. He contacted DEP to discuss this and was told that they could revise the grant to use the truck for other Township work at 30% or 50% but would have to return some of the grant money that was received. He said that DEP is ok with whatever the Township decides to do. Board members agreed that the truck should be used to its full potential and to go with 50%. The Manager said the Township would have to return \$62,000 to DEP and that would be taken from the 2021 carryover in the budget. The grant will be revised.
- Police Department budget – The amount for the Chief's contract needs to be adjusted due the taking on the Akron Borough PD. One Police Officer salary was missed and needs to be added to the budget.
- Bond discussion – There was some confusion whether the Bond in question should be paid by the Water Authority or the Water Department. The Manager will discuss this with the Financial Assistant and the Township Auditor.

Moved by Member Wissler, second by Member Kauffman to adopt the 2021 Budget as amended. Motion approved unanimously.

2. 201 Rose Hill Road appeal – This matter is postponed until the December 21, 2020 meeting.

3. Resolution 2020-32 Special Hydrant Assessment – Moved by Member Keppley, second by Vice Chairman Thornton to adopt Resolution 2020-32. Motion approved unanimously.

4. **Resolution 2020-33 Street Light Assessment** – Moved by Member Wissler, second by Member Kauffman to adopt Resolution 2020-33. Motion approved unanimously.
5. **Resolution 2020-34 2021 Fee Schedule** – Moved by Vice Chairman Thornton, second by Member Kauffman to adopt Resolution 2020-34. Motion passed with a 4 to 1 vote with Member Keppley voting nay.
6. **Resolution 2020-35 Tax Collection Committee Delegate** – Moved by Vice Chairman Thornton, second by Member Keppley to adopt Resolution 2020-35. Motion approved unanimously.
7. **Resolution 2020-36 2021 Tax Rate** – Chairman Ford noted there is no increase in the tax rate for 2021. Moved by Member Kauffman, second by Member Keppley to adopt Resolution 2020-36. Motion approved unanimously.
8. **Resolution 2020-37 WEPD Police Service in Akron Borough** – Chief Higgins noted that Akron Borough, at their meeting tonight, unanimously voted to enter into the Police Service agreement option #2 with West Earl Township. Moved by Member Wissler, second by Member Keppley to adopt Resolution 2020-37. Motion approved unanimously. Board members thanked Chief Higgins, Manager Seesholtz and Member Keppley for all the hard work done for this Police Service agreement with Akron Borough. Chief Higgins said that Akron Borough Council will hold a special meeting on December 21, 2020 to pass a Resolution to disband their Police Department.
9. **2021 Meeting Schedule** – The Board asked Manager Seesholtz to change the meeting in December 2021 to the 6th and 20th. Moved by Member Kauffman, second by Member Keppley to approve the 2021 meeting schedule as amended. Motion approved unanimously.

Subdivision/Land Development Review

None

Old Business

1. **LST Discussion** – Board members agreed that all LST funds should be distributed to the Fire Companies. Moved by Member Keppley, second by Member Kauffman to give LST funds above the 2020 budgeted amount to the West Earl and Farmersville Fire Companies. Motion approved unanimously.
2. **East Main Street sidewalk project update** – Roadmaster Stoltzfus said PennDot asked that if the sidewalk bump outs are installed that West Earl take care of the winter maintenance for East Main Street. Mr. Stoltzfus noted that the Township already has an agreement with PennDot to take care of winter maintenance on East Main Street. Manager Seesholtz said there will be two meetings scheduled with the residents of East Main Street, the Township's Solicitor and Rettew. She said if residents want to have their sidewalks replaced they will have to attend the meeting to sign the temporary easement agreements for the project. Member Keppley asked about the proposed cluster mailboxes. Manager Seesholtz said she will discuss the mailboxes with Rettew.
3. **Akron Borough Police agreement update** – Discussed earlier in the meeting.

New Business

1. **CARES funding submission** – Manager Seesholtz reported that she submitted the application for CARES funding.
2. **Capital Reserve Transfer Approval** – Will be addressed at the meeting on December 21, 2020.
3. **2020 DEP Grant Revision discussion** – Discussed earlier in the meeting.
4. **Audit Approval for 2020** – Moved by Chairman Ford, second by Vice Chairman Thornton to authorize Brown, Shultz, Sheridan & Fritz to perform the 2020 Township Audit and an additional single audit for a grant. Motion approved unanimously.
5. **Request from Troop 70525** – Scout Troop 70525 would like to install a music wall on the pavilion at the Lions' Park.
6. **Burkholder Drive Payment Request #7** – Moved by Member Keppley, second by Member Wissler to authorize the Burkholder Drive Payment Request #7. Motion approved unanimously.
7. **SR 272 and Ramps Payment Request #5** – Moved by Member Wissler, second by Member Keppley to authorize SR 272 and Ramps Payment Request #5. Motion approved unanimously.
8. **Burkholder Drive Payment Request #8** – Moved by Member Keppley, second by Member Kauffman to authorize Burkholder Drive Payment Request #8. Motion approved unanimously.
9. **SR 272 and Ramps Payment Request #6** – Moved by Member Wissler, second by Member Keppley to authorize SR 272 and Ramps Payment Request #6. Motion approved unanimously.
10. **Part-time Police Hires** – Moved by Member Kauffman, second by Member Thornton to authorize Chief Higgins to hire two part-time Police Officers. Motion approved unanimously.

Financials

1. **Payment of Bills** – Member Keppley asked about the bill from Becker Engineering for Creek Hill. He would like to know if the work that was billed was before or after the Township took dedication of the streets in Creek Hill. Manager Seesholtz will find out. Moved by Member Keppley, second by Member Wissler to pay the bills as presented, except for the Becker Engineering bill until the Board receives clarification from the Manager. Motion approved unanimously.
2. **Budget vs. Actual** – Provided for the Board's review.

Reports

1. **Zoning Officer's Report** – The Zoning Officer will provide her written report for the December 21, 2020 meeting.
2. **Manager's Report** – The Manager had nothing additional to report.
3. **Code Enforcement Officer's Report** – Written report was provided to the Board.
4. **Police Chief's Report** – Written report was provided to the Board.

5. **Roadmaster's Report** – Written report provided to the Board.

Manager Seesholtz reported that she included an invoice on the One Drive for a laptop for her use for Township and Water Authority business. She said the \$1,300 cost would be split 50/50 between the Township and the Water Authority. Moved by Member Kauffman, second by Member Thornton to authorize 50% payment of the Manager's new laptop. Motion approved unanimously.

Supervisors' Comments

Dave Thornton

- **Renovations** – Since the Township will now be taking on the Akron PD a conversation should be started on possible renovations to the Township building.
- **New Server** – The Manager said the server is up and running and that there are just a few things that need to be done.
- **Republican leadership** – Vice Chairman Thornton said he's very disappointed in the Republican leadership in Harrisburg with the recent election but commended Representative Greiner for standing up for what's right and encouraged the Board to reach out to him.

Keith Kauffman – Asked Roadmaster Stoltzfus when he would be fixing the depressed sidewalk in the School Lane Farms development. Mr. Stoltzfus said as soon as he gets a hole in his schedule the sidewalk will be fixed.

John Ford – Chairman Ford said the only official debt the Township is carrying right now is \$1,270,000.

Action Items

Action items were not reviewed at the end of the meeting.

Adjournment

Moved by Member Wissler, second by Vice Chairman Thornton to adjourn the December 14, 2020 regular meeting at 9:26 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service
Zoning Officer