

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

In Attendance:

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

Guests present: John Friel, LNP (Via Zoom), Tom Matteson, Diehm & Sons, Reid Myers.

Call to Order

Chairman Thornton called the February 22, 2021 regular meeting to order at 7:05 p.m.

Approval of Minutes

**February 8, 2021 regular meeting minutes** – Moved by Member Kauffman, second by Member Keppley to approve the February 8, 2021 regular meeting minutes as presented. Motion approved unanimously.

**February 16, 2021 PC Minutes** were presented for the Board's review.

Public Comment

None

Special Business

1. **Resolution 2021-12** – Fee schedule revision to include non-functioning water meter fee. Moved by Vice Chairman Ford, second by Member Keppley to adopt Resolution 2021-12. Motion approved unanimously.

Subdivision/Land Development

1. **2021-2 AnStorage, LLC** – The property is located at 32 Cocalico Creek Road, zoned Industrial and is 0.929 acres. Applicant is proposing to construct a 7,600 sq. ft. self-storage building which will contain 38 10'x20' units, 2,000 sq. ft. garage and 10'x18' security building and paved lot. The total proposed impervious is 77.8% of the 80% allowable in the Industrial zone. Tom Matteson, Diehm & Sons, representing the applicant, was at the meeting to discuss two deferment/waiver requests.
  - **Section 155-23.C.(1) Street Width** – street width shall be 34' (or 17' from centerline). After a brief discussion the applicant withdrew their request to waive or defer this requirement.
  - **Section 155-32.D Sidewalks** – Moved by Member Keppley, second by Vice Chairman Ford to defer the requirement to install sidewalks until such time as the Board of Supervisors require it. Motion approved unanimously.

Old Business

1. **East Main Street Project update** – Manager Seesholtz said there has been no movement on the project and she doesn't have any updates at the moment.
2. **CARES Funding update** – No update
3. **201 Rose Hill Road appeal update** – Chairman Thornton said he would like to see a written plan from the occupant at 201 Rose Hill Road.

New Business

1. **Furnace replacement for shop/garage** – Moved by Member Keppley, second by Chairman Thornton to approve the lowest bid for the furnace replacement. Motion approved unanimously.
2. **Managed IT Quotes** – Two quotes were received. Executive Image was the lowest at \$2,297. Moved by Chairman Thornton, second by Member Kauffman to sign an agreement with Executive Image for managed IT services. Motion approved unanimously.
3. **PlanIt scheduling software & time clock replacement** – Chief Higgins explained that this software has a wider range of capabilities than what the Township and PD are currently using. Such as tracking comp time, vacation time, payroll, time spent at court and training. The cost would be only slightly more than what the Township is paying for its current system. Moved by Vice Chairman Ford, second by Member Keppley to authorize the Township Manager and Police Chief to purchase the PlanIt scheduling software and new time clock for the Township and the Police Department. Motion approved unanimously.
4. **Purchase server for the Police Department** – Moved by Vice Chairman Ford, second by Member Keppley to purchase a server for the Police Department from Executive Image in the amount of \$12,360.24. Motion approved unanimously.

5. **United Veterans' Council donation** – Moved by Member Keppley, second by Vice Chairman Ford to donate \$200 to the United Veterans' Council. Motion approved unanimously.
6. **Rotary Ride for the Community** – To be held on Saturday, May 8, 2021. Moved by Member Kauffman, second by Vice Chairman Ford to authorize the use of Township roads for the Rotary Ride for the Community on May 8, 2021. Motion approved unanimously.
7. **Girl Scout drive-thru cookie sale** – Moved by Vice Chairman Ford, second by Member Keppley to approve the use of the Lions' Park for the drive-thru cookie sale on March 12, 2021 4:30 p.m. – 7:30 p.m. and March 13 11:00 a.m. – 2:00 p.m. Motion approved unanimously.
8. **MS4 Project documents** – For the Hoover Streambank Restoration Project extension. Moved by Chairman Thornton, second by Member Kauffman to execute the documents for the Hoover Streambank Restoration Project extension. Motion approved unanimously.
9. **Mack quote re-approval** – Moved by Vice Chairman Ford, second by Member Keppley to reapprove the Mack truck quote. Motion approved unanimously.

#### Financials

1. **Payment of Bills** – Moved by Member Keppley, second by Member Kauffman to pay the bills as presented. Motion approved unanimously.
2. **Budget vs Actual** – Provided for the Board's review.
3. **Treasurer's Report** – Moved by Vice Chairman Ford, second by Member Keppley to accept the December 2020 Treasurer's Report. Motion approved unanimously. Moved by Vice Chairman Ford, second by Member Kauffman to accept the January 2021 Treasurer's Report. Motion approved unanimously.

#### Reports

1. **Police Chief's Report**
  - The first meeting of the Akron Borough/West Earl Police Liaison Board is on March 1, 2021 at 6:00 p.m. at the Akron Borough building.
  - Two Akron Borough police vehicles have been repainted. Next step is to get West Earl decals placed.
2. **Roadmaster's Report** – Roadmaster Stoltzfus reported that the roadcrew has been plowing a lot of snow.

#### Supervisors' Comments

- **John Ford** – Vice Chairman Ford said he's happy with how the Township roads have been taken care of during the recent winter snowstorms.
- **Harold Keppley** – Member Keppley said the Board needs to start taking a comprehensive look at zoning in the Township. Manager Seesholtz said she could schedule a workshop for the Board to discuss zoning.
- **David Thornton** – Chairman Thornton said the Fire Departments are looking for more support from the Township.

#### Action Items

1. Ask the Code Enforcement Officer to prepare an action plan for the Rose Hill Road property.

#### Adjournment

Moved by Vice Chairman Ford, second by Member Kauffman to adjourn the February 22, 2021 regular meeting at 8:35 p.m. Motion approved unanimously.

Respectfully Submitted by:

Sara Service  
Zoning Officer