

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

In Attendance:

Chairman:	David Thornton	Member:	Keith Kauffman
Vice Chairman:	John Ford	Manager/Secretary:	Jenna Seesholtz
Member:	Dale Wissler	Roadmaster:	Neil Stoltzfus

Call to Order

Chairman Thornton called the July 26, 2021 regular meeting to order at 7:00 p.m.

Approval of Minutes

July 12, 2021 regular meeting minutes – Chairman Thornton noted that under Public Comment in the draft minutes of July 12, 2021 minutes, he is listed as Vice Chairman. Moved by Member Wissler, second by Member Kauffman to approve the July 12, 2021 regular meeting minutes with amendment. Motion approved unanimously.

Public Comment

- **Timothy Thompson - Conestoga River Club:** Timothy Thompson of the Conestoga River Club noted that the Club has over 1,200 members. They will be attending the next meeting requesting use of the pole building located in the Sylvan B. Fisher Park to store their kayaks.
- **Carmen Ribecca – Food Trucks:** Mr. Ribecca of 72 Rosewood Drive, Brownstown requested the ordinance that requires food trucks to secure a solicitation permit changed to omit this requirement. Member Wissler stated that this was something the Board can look into. Manager Seesholtz noted the reason these vendors are required to secure the solicitation permit is so the police department is aware of who is soliciting within the Township. A background check is completed on the people who will be manning the trucks.

Special Business

1. **2021 Audit Review Agenda Addition:** A motion by Vice Chairman Ford second by Member Kauffman to allow Brian Marchuck and Scott Henry of Brown, Schultz, Sheridan & Fritz to be placed on the agenda to present 2020 Audit to the Board. Motion approved unanimously.
1. **2021 Audit Review:** Brian Marchuck and Scott Henry of Brown, Schultz, Sheridan & Fritz gave a presentation on the 2020 Financial Audit for the Township's accounts. Marchuck noted that the Township has approximately 10 months in reserves on hand. This means the Township can operate for 10 months without any additional revenue. He strongly suggested that a capital inventory be completed to get a complete and accurate picture of the Township's financial standing.

Subdivision/Land Development Review

1. **2021-9 Lanco Mechanical:** Tom Schaller of Brecknock Builders presented the Land Development plan to the Board on behalf of his client. They are requesting the following waivers:

Chapter 155 – Article III (SALDO)

Chapter 149 -Stormwater Management Ordinance

ACTION ON PLAN

Chapter 155 – Article III (SALDO) (Deferment): A motion by Member Wissler second by Vice Chairman Ford to approve the waiver of SALDO requirement (Chapter 155 Article III) with the condition that the developer execute a deferment agreement for sidewalks in accordance with Section 155-32D(1) for installation of sidewalks and Section 155-23.A(5) and C(1) for cartway width and right-of-way width. Motion approved unanimously.

Chapter 149 – Stormwater Management Ordinance: A motion by Vice Chairman Ford second by Member Kauffman to approve the waiver of Chapter 149 – Stormwater Management Ordinance with the condition that the developer supply the Township with a written Erosion and Sediment control plan. Motion approved unanimously.

2. **Bobby Rahal Automotive Group – Financial Security Reduction:** A motion by Vice Chairman Ford second by Member Wissler to approve a reduction of the financial security being held for Bobby Rahal. The total reduction amount is \$2,549,045.90. This will result in a remaining financial security amount of \$366,108.07. Motion approved unanimously.

Old Business

1. **ARPA Funds – Township Website:** Manager Seesholtz presented the Board with 2 quotes from companies that build and maintain websites. This purchase will fall under the American Recovery Plan Act because it allows residents to access the website for updated Township information during times of emergency or pandemic. Forms and information will be readily available to residents without the need to come into the Township office. The website can be updated in real time to push information out to the residents and will also be mobile friendly. The current website is not mobile friendly. A motion by Member Wissler second by Member Kauffman to accept the quote from CivicPlus to create the new website and also provide the service agreement for the website. The Township will use APRA funds to pay for this item. Motion approved unanimously.

2. **ARPA Funds – LASA Request:** Lancaster Area Sewer Authority (LASA), the entity that owns and operates the Township’s sewer system, has reached out to the Township via letter requesting the Township consider using some of the APRA funds to assist LASA in financing some capital improvement projects located throughout West Earl Township. Mike Kyle from LASA was in attendance at the meeting and noted that LASA reached out to all 9 municipalities they serve requesting the same. The Board asked Mr. Kyle how much LASA is requesting. Mr. Kyle noted that capital improvement projects located within the Township will cost about \$1.4 million to complete. The Board will take this request into consideration. No action was taken on this item.
3. **Certificate of Deposit (CD) Discussion** – The Board discussed the CD presentation made at the last meeting. Vice Chairman Ford noted some of the advantages of using the CD products that were discussed. Ford advised that the Township can place funds into this type of account by adding \$250,000 at a time. The interest rate has the potential to be as high as 5% which far exceeds and money market or savings account that is currently available to the Township. Manager Seesholtz will place this item on the next agenda. No action was taken on this item.
4. **Burkholder Drive Payment Request #14:** A motion by Vice Chairman Ford second by Member Kauffman to approve Burkholder Drive Payment Request #14 in the amount of \$58,682.36. Motion carried unanimously.
5. **SR 272 & Ramp Improvement Request #12:** A motion by Member Wissler and Member Kauffman to approve SR 272 & Ramp Improvement Request #12 in the amount of \$79,790.40. Motion carried unanimously.

New Business

3. **Police Department Memorandum of Understanding - Revision** – A motion by Member Wissler second by Member Kauffman to approve the Police Department Memorandum of Understanding revision as submitted. Motion carried unanimously.
4. **Compost Yard:** Manager Seesholtz stated that she met with representative from Upper Leacock, East Lampeter, New Holland Borough, East Earl Township to discuss the future of the compost yard. Seesholtz will draft a memo to have available at the next Board meeting. No action taken on this item.
5. **Overdue Trash Bills:** Township Code Enforcement Office Brian Brandt has picked up some extra responsibilities in the Township since the Admin resigned. Brandt noticed that there are some residents that are past due with their trash payments. Brandt was seeking guidance from the Board on how to handle the situation. The Board can contact Eagle Trash to request they stop picking up the refuse of the delinquent accounts. The Board would like to see a reminder going out to the residents who are past due reminding them of the delinquency on the account. The Board would like to see these cases referred to the court for collections.
6. **New Hire – Administration Position:** A motion by Vice Chairman Ford second by Member Kauffman to hire Sherry Ditzler at a rate of \$16.00 per hour with full benefits as outlined in the West Earl Township Employee Manual. Motion carried unanimously.
7. **New Hire – Roadcrew Position:** A motion by Vice Chairman Ford second by Member Wissler to hire Anthony Soccoa at a rate of \$18.00 per hour with full benefits as outlined in the West Earl Township Employee Manual. He will have 90 days to provide the Township with his CDL license. After one year of employment with West Earl, the Township will reimburse Mr. Soccoa for the full cost of the CDL program. Motion carried unanimously.
8. **Loader Purchase Approval:** Roadmaster Stoltzfus provided the Board with three quotes for a loader. 70% of the loader will be paid for by a DEP grant for use at the Township’s Compost Yard. A motion by Member Kauffman second by Vice Chairman Ford to approve the purchase of a 2021 Volvo loader in the amount of \$178,595.45. Motion carried unanimously.
9. **Loader Sale Approval:** A motion by Member Kauffman second by Vice Chairman Ford to approve the sale of the Township owned loader. Motion carried unanimously.
10. **LasterFische Contract:** A motion by Chairman Thornton second by Member Wissler to approve the contract renewal for LasterFische as submitted. The annual contract will be \$3,100. Motion carried unanimously.

Financials

1. **Payment of bills** – Moved by Member Wissler, second by Member Kauffman to pay all bills as submitted. Motion approved unanimously.

2. **Treasurer's Report** – Moved by Vice Chairman Ford, second by Member Wissler to accept the Treasurer's Report as submitted. Motion approved unanimously.
3. **Budget vs. Actual** – Provided for the Board's review.

Supervisors' Comments

Keith Kauffman – Member Kauffman has been working with a resident on a Comcast issue.

Dale Wissler – Member Wissler noted that he, Member Keppley, Manager Seesholtz met with two representatives from Rettew to discuss the East Main Street project. The entire Board will now be copied on all correspondences from Rettew.

David Thornton – Chairman Thornton asked if Manager Seesholtz had heard from Beers & Hoffman. Seesholtz noted they would be in touch sometime in August or September. Chairman Thornton also said he met with representative from Utilimaster to handle the complaint that Mr. Schopf brought to the Board last meeting. Mr. Schopf e-mailed the Township staff and thanked all involved for handling the noise issue. Chairman Thornton thanked Manager Seesholtz for her praise of the staff, especially for Brian Brandt, who has been picking up the extra responsibilities left by the departing admin.

Action Items

- Add Conestoga River Club to the next agenda
- Add CD discussion to the next agenda

Adjournment

Moved by Member Vice Chairman Ford, second by Member Kauffman to adjourn the July 26, 2021 regular meeting at 8:56 p.m. Motion approved unanimously.

Respectfully Submitted by:

Jenna Seesholtz
Township Manager/Secretary