

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

In Attendance:

Chairman:	Dale Wissler	Member:	Russell Ressler, Jr.
Vice Chairman:	John Ford	Member:	Harold Keppley, Jr.
Member:	Richard Stover	Manager/Secretary:	Kevin Tobias

Call to Order

Chairman Wissler called the April 28, 2014, regular meeting to order at 7:02 p.m.

Public Comment/Guests

- **Lori Ditzler, Brownstown Elementary School** – Ms. Ditzler is the PTO representative for the Brownstown Elementary School. The Elementary School is building a new playground. This project is being sponsored by the PTO. Ms. Ditzler is requesting a waiver of the Township fee for the building permit for the playground. Moved by Vice Chairman Ford, second by Member Keppley to waive the building permit fee for the Brownstown Elementary School playground project. Motion approved unanimously.
- **David Butterworth, Pro Am Cycling Events** – Mr. Butterworth said that one of the riders in the Farmersville Road Race, held on Saturday, April 19th, hit a farm tractor on the course. The rider had some injuries and was taken to the hospital. Mr. Butterworth was at the meeting to discuss any concerns the Board might have relating to this incident. Chief Brandt said that there were two incidents during the race and some reports of riders not moving out of the way of the emergency vehicles. Mr. Butterworth assured the Board that he will be addressing these issues with local cycling officials.

Approval of Minutes

April 12, 2014 regular meeting - Moved by Member Ressler, second by Vice Chairman Ford to approve the April 14, 2014 meeting minutes as presented. Motion approved unanimously.

April 11, 2014 workshop – The Board reviewed the minutes as amended by the Township’s Engineer, Cory Rathman. Moved by Member Keppley, second by Member Ressler to approve the April 11, 2014 workshop meeting minutes as amended by Cory Rathman. Motion approved unanimously.

New Business

CDBG funds for East Main Street Project – The Township will receive \$220,000 in grant funds for the East Main Street project.

Police Chief’s Report

Chief Brandt provided copies of the monthly report to the Board members and said he did not have anything additional to report.

Public Works Director’s Report

Mr. Houser was unable to attend the meeting but did provide the Board members with a written report along with several additional items for discussion.

Compost site card reader – Chairman Wissler was contacted by Mr. Houser about the card reader at the compost site. It is not reading the cards properly. Dirt and dust from the compost site has been getting into the reader. Mr. Houser has had to clean it out several times. Mr. Houser would like to order a new card reader and has budgeted approximately \$500 for this purpose. Moved by Member Keppley, second by Vice Chairman Ford to authorize the purchase of a new card reader for the compost site gate system at a cost that is less than or equal to the amount that has been budgeted. Motion approved unanimously.

Public Works job applications – Member Keppley asked Mr. Tobias to make the job applications for the public works position available to any Board member who would like to review them.

Roof repairs

- *Lions' Park* - The low bidder was Crit's Roofing at \$6,275 for the pavilion, BBQ pit and picnic table roofs at the Lions' Park. Member Keppley would like to know what's included in the bid and whether there are any contingencies before making a decision.
- *Community Park pavilion roof* - Mr. Tobias said that the Township saved \$10,000 on the shop roof repair bid and Mr. Houser would like to use \$4,000 of that savings to repair the roof on the pavilion at the Community Park at the Township building. Member Ressler said that he would like to see some firm figures for the roof repair before making a decision.

The Board agreed to table both matters until further information is available for their review.

Correspondence

Mr. Tobias provided the following correspondence for the Board's review.

- **Representative Denlinger listening session May 1, 2014.**
- **Wounded Heroes event May 2, 2014.**
- **Christine Welch, Stone Quarry Road street light removal request** – Mr. Tobias checked into it and it would cost \$500 to remove the light. Also, the street light helps to light the stop sign at Stone Quarry Road and State Street. Vice Chairman Ford said that he believes the greater good is being served by that light remaining where it is.

Manager's Report

Wexcon payment, East Main Street project – Moved by Member Keppley, second by Member Stover to pay Wexcon \$38,670.60 for Payment request #3 for Contract 1 and Payment Application #3 for Contract 2. Motion approved unanimously.

245 Stone Quarry Road storm water management project – Chuck Hess from Forino Co. presented a brief overview of the storm water plans. The owner of this 1 acre property would like to remove the manufactured home that is currently on the property and build a single family dwelling. The impervious surface area will increase by 6,700 square feet. The Board reviewed the plans and the review letter from the Township's Engineer. Moved by Member Ressler, second by Member Keppley to grant approval of the storm water project at 245 Stone Quarry Road contingent upon all items in the April 28, 2014 review letter from Becker Engineering being resolved. Motion approved unanimously.

Eagleview Park bid results – Balton Construction was the apparent low bidder for the Eagleview Park project with a base bid of \$181,784.00 with the option to include several alternate bids. Moved by Member Keppley, second by Member Ressler to award the Eagleview Park base bid along with alternate #1 and #4 to Balton Construction. Motion approved unanimously.

Mowing contract – Mr. Tobias said that funds will need to be moved from the parks/recreation salary account to the general expense account to pay for the new mowing contract. Moved by Member Keppley, second by Vice Chairman Ford to move the necessary funds to pay for the mowing contract. Motion approved unanimously.

Act 167 storm water ordinance – Cory Rathman, the Township's Engineer, made the revisions that were discussed at the special meeting that was held on April 11, 2014. Mr. Rathman said that the Ordinance should now be advertised and can then be voted on at the May 12, 2013 Supervisors' meeting. Moved by Member Keppley, second by Chairman Wissler to advertise the Act 167 storm water ordinance. Motion approved unanimously.

Sewer Authority 2010 series bond refinancing – The Sewer Authority would like to refinance their 2010 series bonds and needs the Township to guarantee the bonds. The Board reviewed correspondence from Paul Lundeen, Rhoads & Sinon. Member Keppley said that typically Scott Kramer from RBC Capital Markets will make a presentation to the Board outlining the details of the refinancing. The Board agreed that they would like Scott Kramer to attend the next meeting.

Mr. Tobias will contact Scott Kramer and request that he attend the May 12, 2014 meeting.

Payment of Bills

K&H Cleaning-Member Keppley asked Mr. Tobias about the bill for K&H Cleaning. Mr. Tobias said that K&H Cleaning is the new cleaning company for the Township building. Member Keppley asked if the cleaning was put out for bid. Mr. Tobias said that it wasn't but several companies were contacted to get pricing. Member Keppley said that the Board should have known about this and requested a list of businesses that were contacted. Mr. Tobias will provide a list for the next meeting.

Moved by Member Keppley, second by Member Ressler to pay the bills as presented. Motion approved unanimously.

Supervisors' Comments

Harold Keppley – Member Keppley discussed the following items:

- **Fee schedule** – Member Keppley told Mr. Tobias that the Board will usually adopt a fee schedule at the beginning of the year. This was not done for 2014. Also, the mileage reimbursement rate needs to be set by the Board.
- **Zoning officer hours** – Asked Mr. Tobias if he has set zoning office hours. Mr. Tobias said that he just tells people to come in anytime between 8:00 a.m. and 4:00 p.m. Monday through Friday. Member Keppley said that official zoning office hours should be set in case Mr. Tobias goes out to lunch and people come in during that time with zoning questions or issues.
- **Water system loop in Talmage** – Did the Township get costs for fixing this issue? Mr. Tobias said that Dale Kopp, the engineer for the Water Authority, did provide some numbers. Member Keppley would like to see the numbers.
- **Sidewalk extension on 772** – Member Keppley asked about the status of the possible sidewalk extension along 772 as part of the Stone Barn Place project. Cory Rathman said that he thought the Township was waiting to get feedback from the Fire Company. Member Keppley expressed concern that the Township could lose the opportunity to extend the sidewalk if this isn't resolved. Chairman Wissler and Member Stover will meet with the Fire Company to discuss this further.

John Ford

- **Bridge graffiti** – Vice Chairman Ford reported that the graffiti on the overpass has been taken care of.

Dale Wissler

- **Reports from Building Code Official** – Chairman Wissler asked Mr. Tobias if Tom Zorbaugh has submitted any activity reports. Mr. Tobias confirmed that Mr. Zorbaugh submitted a report at the last meeting.
- **Employee manuals** – Have the Township's employees received the revised manuals? Mr. Tobias said that the employees did receive the manuals.
- Chairman Wissler requested an executive at the end of the regular meeting.

The Board took a short recess at 8:50 p.m. and entered executive session at 8:55 p.m.

The Board returned to their regular session at 10:53 p.m.

Adjournment

Moved by Vice Chairman Ford, second by Member Keppley to adjourn the April 28, 2014 regular meeting at 10:53 p.m. Motion approved unanimously.