

**LITTLE BRITAIN TOWNSHIP**  
**APRIL 13, 2023**

The Little Britain Township Board of Supervisors held its regular monthly meeting on Tuesday, April 13<sup>th</sup>, at the Municipal Building, 323 Green Lane, Quarryville, Pennsylvania. Prior notice of the meeting was given.

Chairman, Jerry Emling called the meeting to order at 7:00 p.m. A moment of silence and reflection was followed by the salute to the Flag.

**PRESENT:**

Jerry Emling	Daniel S. Beiler	George Osborn
Clark Coates	Enos Beiler	Wayne Reynolds
Richard Brenneman	Christy Krassenstein	Dan Risk
Pat Wood	Brian Masterson	Isaac Stoltzfus
Christine Jackson		
Margaret DeCarolis		

**MINUTES:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried to adopt the minutes of the March 14<sup>th</sup> meeting as printed.

**SANITATION:** It was reported that Alternate Sewage Enforcement Officer, Mr. Deimler collected \$1,230.00 in sanitation fees during the month of March. No well permits were issued.

**ZONING:** Ms. Jackson, Zoning Officer reported issuing 13 zoning, 9 occupancy, 1 driveway and 5 demolition permits during March along with the acceptance of 1 Zoning Hearing Application. Ms. Jackson also advised of the following:

- Zoning Hearing Application of George and Christine Sheldon of 205 Green Lane requesting a special exception of an unspecified section of the zoning ordinance and an appeal of the Zoning Officer Decision pertaining to her interpretation of the zoning ordinance and a violation he received pertaining to 4 chickens on his property. A discussion pursued regarding the request, with no motion or recommendations made by the Board pertaining to this application.
- Due to health reasons, Zoning Hearing Board attorney, Neil Albert has submitted his resignation. Ms. Jackson has received recommendations for other attorneys from Mr. Albert, Township Solicitor, Ms. Sanders and Township Engineer, Mr. Fisher. There were 4 attorney's that made each list, and she is in the process of contacting them to confirm their interest in the position and to schedule interviews with the members of the Zoning Hearing Board. Mr. Albert will conduct the April hearing and is willing to cover the May hearing as well if necessary.

**TAXES:** It was reported that Tax Collector, Agnes Reeder collected \$20,355.07 in Real Estate tax, \$82.68 in Interim tax and \$351.34 in lighting tax during the month of March. She collected \$62.30 in lighting tax during the month of February.

**ROADS:** Roadmaster, Dan Risk reported on the following March road crew activities:

- Cleaned and checked on the park.
- Blew leaves at park.

- Hauled stone.
- Cleaned inlet boxes.
- Picked up cold patch and filled potholes.
- Removed trees and limbs after hours.
- Checked driveway sites.
- Checked road and cleaned off branches following storm.
- Measured roads for oil & chipping.
- Worked at Park.
- Worked on equipment.
- Removed sticks at the park.
- Cleaned box and side gutter on King Pen Rd.
- Mowed at park and municipal building.
- Hauled and stockpiled stone.

Mr. Risk advised he was planning to tar and chip Fulton View Rd., Shady Rd., Short Rd., the dirt section of Cedar Rd., and parts of Oak and Kirks Mill Rds. He also indicated he would like to place a ¼ & ½ inch coating of tar and chip at the park. The Board was advised that liquid fuels funding could not be used to pay for the work at the park. Following a brief discussion, Ms. Wood motioned that American Rescue Plan (ARP) funds be used for this work. Mr. Coates seconded the motion, which carried. Resident, Wayne Reynolds questioned what other projects the Board had planned for the use of the ARP funding and inquired if the funds could be spent on other road projects and the purchase of equipment. The Board advised that no definitive plans had been made for the use of funds, but that road projects and equipment purchases were both eligible expenses. It was noted that the Board has 4 years in which to utilize the funding and possible projects had been discussed, including the paving of the remainder of Brown Rd. Mr. Emling also noted that the grant funding for the project at the intersection of Little Britain and Black Rds. had been approved. Mr. Risk advised that he would be opening the restrooms at the park within the next 2 weeks.

**PAYMENT OF BILLS:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried authorizing the payment of General Fund checks 12940 through 12965 in the amount of \$22,020.74. Motion made by Mr. Brenneman, seconded by Ms. Wood and carried authorizing the payment of ARP Fund check 1002 in the amount of \$2,799.96.

**PUBLIC PARTICIPATION:** The meeting was opened for public comment, with no response.

**TOWNSHIP PLANNING COMMISSION:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried to adopt the minutes of the March 28<sup>th</sup> Township Planning Commission meeting as printed.

**Aaron E. Stoltzfus:** Brian Masterson of Register Associates presented the stormwater management plan for the King Pen Rd project. Following a review of the project, he requested conditional approval contingent upon all items noted in the March 23<sup>rd</sup> engineering review letter being met. A motion was made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the conditional approval and allowing Ms. Jackson to

sign the plans outside of a meeting upon all conditions established by Light-Heigel being met.

**Reuben & Naomi King:** Brian Masterson of Register Associates presented the lot add-on plan. He noted that a portion of the property resides within East Drumore Township, who has deferred plan approval to Little Britain Township. Following a review of the plan he requested a waiver of plan scale and a conditional approval contingent on all comments from engineer being addressed. Mr. Coates motioned approval for the above noted requests and authorizing Ms. Jackson to sign the plan outside of a meeting. Mr. Brenneman seconded the motion which carried.

**RESOLUTION: 3-23:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the financing of the loader through JCB Financing in the amount of \$146,663.00 with a down payment of \$39,671.58 with 3 additional payments at that amount due in 2024, 2025 and 2026. Mr. Risk and Mr. Emling are listed as authorized signers for the loan.

**2023 MATERIAL BIDS:** Roadmaster, Dan Risk advised the Board of the bids received. Following a review of the information presented Ms. Wood motioned that the Stone and Bituminous Material be awarded to Allan Myers, the Road Oil and Seal Coat be awarded to Asphalt Industries and the Equipment Rental be awarded to Long's Asphalt. Mr. Coates seconded the motion, which carried.

**BLACK AND LITTLE BRITAIN ROADS INTERSECTION:** The Board was advised the Township Engineer; Ed Fisher is getting final paperwork submitted for the PennDOT permits for the project at the Black and Little Britain Roads intersection. Once the permits are obtained, the project can be bid.

**2022 AUDIT:** The Board was presented with the completed 2022 Audit Report. It was reported that there were no significant findings. The Board was further advised that in the Notes section of the report under Note #2, it was noted that there is \$1,131,986.00 listed as being at custodial credit risk or non-secured by FDIC coverage. It was recently discovered that funds deposited with the Pennsylvania Local Government Investment Trust (PLGIT) are not FDIC insured. Following a discussion on this matter, the Board directed the Secretary/Treasurer to contact the solicitor for advice pertaining to this matter. Under other comments in a letter from the auditing firm, it was suggested the Board review if facilities usage policy with priority focus being on securing the township assets and records. Following a discussion on this matter, Mr. Coates motioned that the Facilities Use Policy (Resolution #5-07) be rescinded. Mr. Brenneman seconded the motion, which carried.

**SEWAGE ENFORCEMENT OFFICER:** Zoning Officer, Ms. Jackson advised that Mr. Stoner was unable to attend the meeting this evening so she would obtain a cake for him along with the gift certificate authorized at the March meeting and take them to his home. The Board also discussed the advertisement to be placed for a new SEO. Following a discussion, it was determined that Mr. Emling and Mr. Coates would serve as the employment committee to screen and interview potential candidates for the position. It was decided that applications would be accepted through May 17<sup>th</sup> and that the employment committee would attempt to have recommendations for the rest of the Board by the June 13<sup>th</sup> meeting.

**AMENDMENT TO AGENDA:** Motion made by Mr. Coates, seconded by Ms. Wood and carried authorizing the agenda to be amended to discuss new phones.

**PROPOSED PHONE UPGRADE:** The Board was presented with information obtained through PNTR about an updated phone system. The new system would allow calls made to the Township number to be forwarded to a cell phone, calls to be returned via a cell phone bearing a township number and allow for conference calling and web calls. The price to update 7 phones and install one conference phone would be \$2,400.84. The monthly service rate for the phones would be \$205.98. The current monthly bill with Frontier averages \$425.00. Conversation was held pertaining to the proposed system as well as what services might be available through other providers such as Comcast.

**RELEASE OF ESCROW:** The Board reviewed the comments provided by Township Engineer, Ed Fisher on the plans below prior to taking the following actions:

**Joseph Esh:** Motion was made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the release of escrow funding being held on the project located at 1058 King Pen Rd. It was noted that there are concerns over the compaction of the area due to farm equipment crossing the area and that Mr. Esh is responsible for the maintenance and operation of the stormwater features.

**Julie Kennedy:** Ms. Wood motioned that the escrow funding being held on the Green Lane project be released. The motion was seconded by Mr. Coates and carried.

**Benjamin Dawson:** Mr. Coates motioned the escrow funding being held on the Sleepy Hollow Road project be released. Mr. Brenneman seconded the motion, which carried.

**Aaron Stoltzfus, Jr.:** As the stormwater project for the greenhouse project on Nottingham Rd has been completed as designed, a motion was made by Mr. Brenneman, seconded by Mr. Coates and carried to authorizing the release of the escrow funding on this project.

**Moses Beiler:** The stormwater plan submitted for this project on Friends Rd have been cancelled. Mr. Wood motioned that the escrow funds collected on this project be returned. Mr. Brenneman seconded the motion, which carried.

**TRAINING/SEMINARS:** Upcoming training and seminars were reviewed.

**ADJOURNMENT:** At 8:41 p.m., being no further business, a motion was made by Mr. Brenneman, seconded by Ms. Wood and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis  
Secretary/Treasurer