

**LITTLE BRITAIN TOWNSHIP
JANUARY 6, 2025**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Tuesday, January 6, 2025, at the Municipal Building, 323 Green Lane, Quarryville, Pennsylvania. Prior notice of the meeting was given.

Chairman, Richard Brenneman called the meeting to order at 7:30 p.m. A moment of silence and reflection was followed by the salute to the Flag.

PRESENT:	Richard Brenneman	Abner Beiler	Aaron E. Stoltzfus
	Clark Coates	John Beiler	Benuel Stoltzfus
	Mervin Beiler	Christian Fisher	David Stoltzfus
	David Martin	Ivan G. Fisher	Amos Zook
	Wayne Reynolds	Kris Schwerin	
	Christine Jackson		
	Margaret DeCarolis		

TEMPORARY CHAIRMAN: Motion made by Mr. Brenneman, seconded by Mr. Martin and carried appointing Mr. Coates as Temporary Chairman.

ELECTION OF OFFICERS:

Chairman: Motion made by Mr. Beiler, seconded by Mr. Martin and carried reappointing Mr. Brenneman as Chairman.

Vice-Chairman: Motion made by Mr. Beiler, seconded by Mr. Martin and carried reappointing Mr. Coates as Vice-Chairman.

Mr. Brenneman assumed the role as Chairman.

2025 APPOINTMENTS:

Accounting Firm: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried appointing Withum as the Townships accounting firm.

Bank: Motion made by Mr. Reynolds, seconded by Mr. Martin and carried designating PNC Bank as the bank for official Township business.

Cleaning Services: Motion made by Mr. Martin, seconded by Mr. Beiler and carried appointing Merry Maids to perform cleaning services at the municipal building.

Emergency Management Coordinator: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried reappointing Ronald Criswell as EMS Coordinator.

Engineer: Motion made by Mr. Reynolds, seconded by Mr. Martin and carried reappointing the firm of Light-Heigel Associates as the Engineering firm.

Fire Company Liaison: Motion made by Mr. Beiler, seconded by Mr. Brenneman and carried reappointing Mr. Coates as the Township liaison for the Robert Fulton Fire Company.

Holding Tank Officer: Motion made by Mr. Reynolds, seconded by Mr. Martin and carried reappointing Rick Prettyman as the Holding Tank Officer.

Inter-Municipal Council: Motion made by Mr. Martin, seconded by Mr. Beiler and carried appointing Mr. Coates to serve as the Township representative on the Inter-Municipal Council. Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried appointing Mr. Martin to serve as the Alternative representative.

Legal Notices: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried reappointing LNP Media Group as the newspaper for legal advertising.

Library Liaison: Motion made by Mr. Coates, seconded by Mr. Beiler and carried reappointing Mr. Martin as the Township liaison with the Quarryville Library.

Mileage Reimbursement: Motion made by Mr. Coates, seconded by Mr. Martin and carried establishing the mileage reimbursement rate of 70¢ per mile, consistent with IRS guidelines.

Planning Commission Secretary: Motion made by Mr. Coates, seconded by Mr. Martin and carried reappointing Jennifer Brown to a one-year term as the Township Planning Commission Secretary with a 4% salary increase to a rate of \$169.42 per meeting.

Planning Commission Members: Motion was made by Mr. Coates, seconded by Mr. Brenneman and carried reappointing Clark Coates, Elaine Craig, Christy Krassenstein and David Martin to 4-year terms on the Planning Commissions.

Planning Commission Compensation: Motion made by Mr. Reynolds, seconded by Mr. Beiler and carried approving a salary of \$50.00 per meeting for all Township Planning Commission members.

Roadmaster: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried to reappoint Dan Risk as the Roadmaster at a salary of \$33.49 per hour, which represents a 4% salary increase.

Road Crew: Motion made by Mr. Reynolds, seconded by Mr. Beiler and carried reappointing Troy Jones at a rate of \$31.34 and Mike Jones at a rate of \$29.88 per hour, which represents a 4% salary increase, as full-time members of the road crew.

Seasonal Employees: Motion made by Mr. Martin, seconded by Mr. Coates and carried increasing the rate of salary by 4% to \$24.50 per hour for seasonal employees.

SECA Representative: Motion made by Mr. Martin, seconded by Mr. Beiler and carried reappointing Mr. Brenneman as the SECA Representative.

Secretary/Treasurer: Motion made by Mr. Beiler, seconded by Mr. Martin and carried reappointing Margaret DeCarolis as Secretary/Treasurer for a one-year term with a salary of \$27.72 per hour, which represents a 4% increase.

Sewage Enforcement Officer: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried reappointing Rick Prettyman as the Sewage Enforcement Officer.

Solicitor: Motion made by Mr. Martin, seconded by Mr. Coates and carried reappointing the firm of Post & Schell as Solicitor for the Township.

Treasurer Bond: Motion made by Mr. Coates, seconded by Mr. Beiler and carried to maintain the Treasurer's Bond in the amount of \$1,500,000.00.

Vacancy Board Chairman: Motion made by Mr. Martin, seconded by Mr. Coates and carried reappointing Randy Jackson to a 1-year term as the Vacancy Board Chairman.

Well Issuance Officer: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried reappointing Rick Prettyman as the Well Issuance Officer.

Working Supervisors: Motion made by Mr. Coates, seconded by Mr. Beiler and carried to recommend to the auditors that the salary of working supervisors increase by 4% to the rate of \$24.50 an hour.

Zoning Officer: Motion made by Mr. Beiler, seconded by Mr. Coates and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$46,336.83, which represents a 4% salary increase.

Zoning Hearing Board: Following a brief discussion, the Board tabled this item and indicated they are still seeking an appropriate person to fill this vacancy.

Zoning Hearing Board Alternate: Following the discussion noted above, the Board tabled the appointment of an alternate to the Zoning Hearing Board at this time.

Zoning Hearing Board Compensation: Motion made by Mr. Reynolds, seconded by Mr. Beiler and carried to adjust the salary of all Zoning Hearing Board members to \$50.00 for their first hearing. Adjustments will be made to the salary for multiple hearings held on the same night.

Zoning Hearing Board Secretary: Motion made by Mr. Martin, seconded by Mr. Brenneman and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with a 4% salary increase to a rate of \$169.42 per meeting for up to 2 hearings with an additional \$10.00 per hearing being paid for each additional hearing.

Dental/Vision Plan: A motion was made by Mr. Coates, seconded by Mr. Beiler and carried to maintain the annual allocation of \$1,000.00 per year on the Dental/Vision program.

Annual Holidays: Motion made by Mr. Coates, seconded by Mr. Beiler and carried authorizing the following 10 paid holidays:

Wed., Jan 1- New Year's	Fri., Apr 18 – Good Friday
Mon., May 26 – Memorial Day	Fri, July 4 – Independence Day
Mon., Sept 1 Labor Day	Thurs./Fri., Nov 27 & 28 – Thanksgiving
Thur., Dec. 25 – Christmas	Tues., May 20 & Tues., Nov. 4 – Election Days

Road Crew Vacation: Motion made by Mr. Reynolds, seconded by Mr. Martin and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2025:

Troy Jones – 4 weeks Dan Risk – 3 weeks Mike Jones – 3 weeks

Emergency Services: Motion made by Mr. Coates, seconded by Mr. Martin and carried recognizing the Robert Fulton Fire Company as the official Fire Company and the Wakefield Ambulance Association as the official Emergency Responders of the Township.

State Convention Delegates: Motion made by Mr. Reynolds, seconded by Mr. Brenneman and carried designating Mr. Beiler as the voting delegate for the State Convention. Motion made by Mr. Coates, seconded by Mr. Martin and carried authorizing any employee to attend the convention if so desired.

REGULAR BUSINESS

MINUTES: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried to approve the minutes of the December 10th meeting as printed.

SANITATION: It was reported that Rick Prettyman collected \$225.00 in storage tank fees. No septic or well permits were issued. A copy of the 2025 Fee Schedule for Mr. Prettyman was also presented to the Board.

ZONING: Zoning Officer, Christine Jackson reported issuing 2 zoning, 8 occupancy and 2 driveway permits during December along with the acceptance of 3 Zoning Hearing Applications. It was noted that 5 new homes had been built during 2024. Ms. Jackson also advised of the following:

- Zoning Hearing Application of Jay Burkholder who is requesting a variance of setback to put an addition on each end of the home located at 420 Balance Meeting Road. Mr. Martin abstained from all conversation and voting due to being an adjoining property owner. Following a review of the application, Mr. Reynolds motioned the Board support the application as presented. Mr. Brenneman seconded the motion, which carried.
- Zoning Hearing Application of Christian Fisher who is requesting a variance of setback to install a non-commercial kennel on his 10-acre property. The kennel is a use by right as long as no more than 20 dogs are present on the property. Following a review of the application, a motion was made by Mr. Beiler, seconded by Mr. Martin and carried to recommend that the run be kept on the opposite side of the neighboring

dwelling and that all adjoining owner comments are taken into consideration during the hearing.

- Revisions necessary to the Zoning Hearing Application of Israel Kinsinger. Motion made by Mr. Beiler, seconded by Mr. Martin and carried to refer the Zoning Hearing Board to their original comments of December 10, 2024.
- An updated listing of County representatives for Lancaster County Conservation District. Steve Wyld is the representative for the Little Britain.

TAXES: The Board was advised that no tax report had been received for December.

ROADS: The Board was advised of the following December road crew activities:

- Worked on old lawn mower, which sold for \$1,550.00.
- Checked on and cleaned the park.
- Installed new pressure switch on air compressor.
- Placed large stone in pipe crossings.
- Cleaned off inlet boxes.
- Inspected driveway permit sites.
- Removed branches from roads.
- Removed tree after hours.
- Filled potholes on dirt roads.
- Graded dirt roads.
- Performed routine equipment maintenance.
- Treated roads for winter conditions.
- Replaced Stop sign.

PAYMENT OF BILLS: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried authorizing the payment of End of Year General Fund checks 13638 through 13653 in the amount of \$19,062.13. Motion made by Mr. Martin, seconded by Mr. Coates and carried authorizing the payment of ARP checks 1010 through 1011 in the amount of \$67,647.10. Motion made by Mr. Martin, seconded by Mr. Coates and carried authorizing the payment of the January General Fund checks 13654 through 13658 in the amount of \$10,223.28.

PUBLIC PARTICIPATION: Mr. Brenneman announced that it had been brought to his attention that the horse run-in shed needs cleaning and that is the responsibility of those using the facility to ensure it is maintained. Resident, John Beiler indicated he would ensure that the area is cleaned. Mr. Beiler also questioned the meaning of tabling an item and was advised it simply meant the Board was not taking any action on a matter at that time. In the matters above that were tabled, it will allow the Board to seek out residents who are interested in serving as a member or an alternate on the Zoning Hearing Board. Mervin Beiler indicated he is attempting to attract residents who comply with zoning regulations and are ready to uphold the ordinance as written. Resident, Ivan Fisher indicated he had spoken with Dave Baker about serving on the Zoning Hearing Board and that he is considering it. He was advised to notify the Board if Mr. Baker is interested. It was noted that several members of the Board have resigned due to ramifications they have faced both personally and professionally from their time on the Board as members of the community have often been vindictive in dealing with them following a decision that was lawful, yet unpopular. Lastly, Mr. Beiler questioned a statement on the Storage Tank

Fact Sheet indicating he must have an approved E & S Plan by the Conservation District. Ms. Jackson noted E & S plans have been required since the 1970's. Ms. Jackson further advised that new manuals for the Manure Management Plan are available.

PLANNING COMMISSION: Motion made by Mr. Coates, seconded by Mr. Martin and carried adopting the minutes of the December 19th meeting as written.

SPRING CLEAN-UP DAY: Motion made by Mr. Coates, seconded by Mr. Beiler and carried to establish Saturday, May 17th as the date for the annual Spring Clean-up Day.

COMMUNITY SERVICE DAY: Ms. Jackson advised that she has heard back from teacher Tim Tercha who indicated they are scheduling their community service day for March 26th, with a rain date of April 2nd. The opportunity will also be extended to students at Swift Middle School.

RELEASE OF ESCROW: The Board reviewed the comments provided by Township Engineer, Ed Fisher pertaining to the release of escrow on Caldwell/DeMeo property located off Canterbury Court. Following his recommendation, a motion was made by Mr. Beiler, seconded by Mr. Reynolds and carried to maintain a balance of \$15,500.00 in escrow and release the remaining funds.

ADJOURNMENT: At 8:25 p.m., being no further business, a motion was made by Mr. Beiler, seconded by Mr. Martin and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolus
Secretary/Treasurer