

**LITTLE BRITAIN TOWNSHIP
JANUARY 7, 2019**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Tuesday, January 7, 2019 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 was followed by the salute to the Flag.

PRESENT:	Jerry Emling	Ken Helm
	Clark Coates	Tyler McCardell
	Richard Brenneman	Dan Risk
	Shawn Reimold	Tim Trostle
	Pat Wood	
	Christine Jackson	
	Margaret DeCarolis	

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

ELECTION OF OFFICERS:

Chairman: Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Mr. Emling as Chairman.

Vice-Chairman: Motion made by Ms. Wood, seconded by Mr. Emling and carried reappointing Mr. Coates as Vice-Chairman.

Mr. Emling resumed his role as Chairman.

EXECUTIVE SESSION: Mr. Emling called for an executive session at 7:04 p.m. The meeting reconvened at 7:15 p.m. at which time Mr. Emling stated the executive session had been called to discuss a personnel matter.

2019 APPOINTMENTS:

Accounting Firm: Motion made by Mr. Coates, seconded by Ms. Wood and carried reappointing Trout, Ebersole and Groff as the Townships accounting firm.

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

Cleaning Services: Motion made by Mr. Coates, seconded by Mr. Reimold and carried reappointing John Harvey to provide cleaning services at the municipal building at a rate of \$100.00 per cleaning.

Emergency Management Coordinator: Motion made by Ms. Wood, seconded by Mr. Reimold and carried reappointing Ronald Criswell as EMS Coordinator.

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

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

Inter-Municipal Council: Motion made by Mr. Coates, seconded by Mr. Emling and carried reappointing Ms. Wood as the Township representative and Mr. Brenneman to serve as the Alternative representative on the Inter-Municipal Council.

Legal Notices: Motion made by Mr. Brenneman, seconded by Mr. Coates and carried to place legal notices in the Lancaster Newspapers.

Library Liaison: Motion made by Mr. Coates, seconded by Mr. Emling and carried appointing Mr. Reimold as the Township liaison with the Quarryville Library.

Mileage Reimbursement: Motion made by Mr. Coates, seconded by Ms. Wood and carried establishing the mileage reimbursement rate of 58¢ per mile, consistent with IRS guidelines.

Park Board: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Mark Harris and appointing Kenneth Helm to five-year terms on the Park Board.

Planning Commission: Motion made by Ms. Wood, seconded by Mr. Reimold and carried reappointing Matt Young to a 4-year term on the Township Planning Commission.

Planning Commission Secretary: Motion made by Ms. Wood, seconded by Mr. Reimold and carried reappointing Jennifer Brown to a one-year term as the Township Planning Commission Secretary with a 3% salary increase to a rate of \$134.65 per meeting.

Roadmaster: Motion made by Ms. Wood, seconded by Mr. Reimold and carried to reappoint Dan Risk as the Roadmaster at a salary of \$26.90 per hour, which represents an 8% salary increase.

Road Crew: Motion made by Mr. Coates, seconded by Mr. Brenneman and carried reappointing Troy Jones at a rate of \$25.17 per hour and Mike Jones at a rate of \$22.66 per hour as full-time members of the road crew. Both salaries reflect a 3% salary increase.

Seasonal Employees: Motion made by Mr. Coates, seconded by Mr. Brenneman and carried increasing the rate of salary by 3% to \$20.01 per hour for seasonal employees.

SECA Representative: Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Mr. Brenneman as the SECA Representative.

Secretary/Treasurer: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Margaret DeCarolis as Secretary/Treasurer for a one-year term at an hourly rate of \$22.36, which represents a rate increase of 5%.

Sewage Enforcement Officer: The Board was advised that Mr. Stoner had collected \$6,000.00 in sanitation fees and \$700.00 in well permitting fees during 2018. Motion was then made by Mr. Coates, seconded by Ms. Wood and carried reappointing Marvin Stoner as Sewage Enforcement Officer with an annual salary of \$7,000.00 for his services as Sewage Enforcement Officer and a salary of \$100.00 per month for well permitting.

Solicitor: Motion made by Mr. Coates, seconded by Mr. Brenneman and carried appointing the firm of Brubaker Connaughton Goss and Lucarelli as Solicitor for the Township.

Treasurer Bond: Motion made by Ms. Wood, seconded by Mr. Coates and carried to maintain the amount of the Treasurer's Bond at \$1,000,000.00.

Working Supervisors: Motion made by Mr. Coates, seconded by Ms. Wood and carried to recommend to the auditors that the salary of working supervisors increase by 3% to the rate of \$20.01 an hour.

Vacancy Board Chairman: Motion made by Ms. Wood, seconded by Mr. Reimold and carried reappointing Randy Jackson as the Vacancy Board Chairman.

Zoning Officer: Motion made by Mr. Reimold, seconded by Mr. Coates and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$36,000.00, which represents a 13% salary increase.

Zoning Hearing Board: Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Joan Deen to a three-year term on the Zoning Hearing Board.

Zoning Hearing Board Secretary: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with a 3% salary increase to a rate of \$134.65 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 Ms. Wood, seconded by Mr. Brenneman and carried to maintain the annual allocation of \$1,000.00 per year on the Dental/Vision program.

Road Crew Holidays: Motion made by Ms. Wood, seconded by Mr. Reimold and carried authorizing 10 paid holidays for full-time road crew members as follows:

Tues., Jan 1- New Year's	Fri., Apr. 19 – Good Friday
Mon., May 27 – Memorial Day	Thurs, July 4 – Independence Day
Mon., Sept 2 Labor Day	Thurs. /Fri., Nov 28 & 29 – Thanksgiving
Wed., Dec. 25 – Christmas	Tues., May 21 & Tues., Nov. 5 – Election Day

Road Crew Vacation: It was noted that the following vacations have been earned/awarded to the Road Crew for 2019:

Troy Jones – 3 weeks	Dan Risk – 2 weeks	Mike Jones – 1 week
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Emergency Services: Motion made by Mr. Coates, seconded by Mr. Brenneman 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 Ms. Wood, seconded by Mr. Reimold and carried authorizing Mr. Brenneman and Mr. Risk to attend the State Convention. Mr. Brenneman will serve as the voting delegate of the Township.

REGULAR BUSINESS

MINUTES: Motion made by Mr. Brenneman, seconded by Mr. Reimold and carried to approve the minutes of the December 12th meeting as printed.

SANITATION: It was reported that Mr. Stoner collected \$525.00 in sanitation fees and \$50.00 in well permits during the month of December.

ZONING: Zoning Officer, Christine Jackson reported issuing 10 zoning, 3 occupancy and 2 demolitions permits during December along with the acceptance of 3 Zoning Hearing Applications. Ms. Jackson also advised of the following:

- Zoning Hearing Application of John S. King of 681 Little Britain Road North requesting a special exception of section 431 of the zoning ordinance to allow for an additional greenhouse to be constructed that will exceed the 5,000 sq ft permitted. The proposed greenhouse structure would be 32' x 98'. Following a review of the application, the Board noted it without comment.
- Zoning Hearing Application of Elam Fisher of 466 Balance Meeting Road to construct a 12.5' x 40' high tunnel to house chickens. He is requesting a special exception of section 431 of the zoning ordinance to exceed the 5,000 sq ft allowable for greenhouses. The Board noted the application without comment.
- Zoning Hearing Application of Lisa Long of 113 Sunset Dr. requesting a variance of section 303 of the zoning ordinance to allow for the construction of a second story on a detached garage that would exceed the height of the residential unit by 3'. It was noted that the inclusion of this section of the zoning ordinance was made for aesthetical reasons. Following a review of the application, the Board noted it without comment.
- Fee schedule of Engineering rates for 2019.
- The completion of the salt shed. She noted the structure passed all inspections. Mr. Emling indicated he was extremely pleased with the grading that had been done near the structure.
- A UCC appeal hearing to be held on Wednesday, January 23rd. The hearing was requested by Ken Helm for a variance from section 903.2.1.2 of the International Building Code pertaining to the installation of automatic sprinkler systems. She noted the UCC appeals board is through the Southern Lancaster County Inter-municipal Council.
- Overview of Zoning Activities during 2018 indicating that 92 zoning permits were issued during the year, 7 of which were for the construction of new homes. She noted that \$45,267.34 was collected within her office during the year.

TAXES: It was noted that no report had been received from the Tax Collector for December collections.

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

- Worked on roller.
- Hauled stone for dirt roads.
- Worked on Widdowson, Eagle, Fern Crest, Ford and Reath Roads.
- Re-graded Brabson, Camp and Cedar Roads.
- Replaced brake switch in roller.
- Cleaned up shop area.
- Cleaned out side gutter on Fairmount Road.
- Hauled stone.
- Performed routine equipment maintenance.
- Picked up and placed cold patch.
- Hauled dirt from municipal building to old salt shed.
- Cleaned up municipal building parking lot and moved materials to old salt shed.
- Repaired Stop signs.
- Worked around new salt shed.
- Hauled materials from the old salt shed to the new salt shed.

Mr. Risk advised that West Nottingham has indicated they may wish to use the old salt shed facility while repairs are being made to theirs. He further indicated that stone could be stored there or that the Board may wish to contact the PennDOT to see if they have interest in renting the space. Mr. Brenneman commented he was pleased to see that PennDOT had made road repairs on Little Britain Road between Fern Crest and Jackson Roads.

PAYMENT OF BILLS: Motion made by Mr. Brenneman, seconded by Mr. Reimold and carried authorizing the payment of End of Year General Fund checks 11185 through 11193 in the amount of \$1,641.77. Motion made by Mr. Reimold, seconded by Mr. Brenneman and carried authorizing the payment of the January General Fund checks 11194 through 11221 in the amount of \$51,410.56.

PUBLIC PARTICIPATION: Ms. Jackson noted the passing of resident Sue Bullitt who helped with the newsletter for several years and was actively involved with the recycling program. Following a brief discussion on the matter, Ms. Wood motioned that the Township purchase a \$50 gift certificate to Ferguson & Hassler for Mr. Bullitt who serves on the Township Planning Commission as the obituary requested no flowers. Mr. Reimold seconded the motion, which carried.

PLANNING COMMISSION: Motion made by Mr. Coates, seconded by Mr. Reimold and carried adopting the minutes of the December 18th Township Planning Commission meeting as printed.

Jerry Sensenig: Tim Trostle of Strausser Surveying presented the lot add-on plan advising that a new lot of 1.267 acres was being created. Mr. Trostle requested a waiver of section 404.02, Plan Information of the Subdivision and Land Development Ordinance. Following a review of the plan, a motion was made by Mr. Coates, seconded by Mr. Brenneman and carried granting the waiver of Plan Information as requested.

William Zimmerman: It was noted that this plan would be held until the February meeting as work has not been completed on the easement agreements. A brief discussion pursued pertaining to the Engineer, Tim Trostle's disagreement with the manner in which the Solicitor wants the agreements to be drawn up. Ms. Jackson advised she would discuss the matter with the new solicitor.

Kenneth Helm: Ms. Jackson advised that the Sewage Facilities Module for the land development plan are ready for approval and signing. Following a brief discussion, Ms. Wood motioned the approval of the signing of the Sewage Facilities Module, **Resolution #1-19**. The motion was seconded by Mr. Coates and carried.

STORMWATER PLAN: Ms Jackson advised that the plan received from Lancaster Home Builders on the property located at 215 Little Britain Road had significant deficiencies and was sent back for correction. She further noted that the outstanding Gravatt fine had been received and that Township Solicitor, George Cook was notified of this and is to satisfy the lien against the property.

PERRY GRIEST VIOLATION: Ms. Jackson advised that Board an ECHO unit was approved for the Griest property located at 110 Green Lane in 1991. Each year, Perry Griest, the son of the applicant has provided confirmation that his mother is still residing in the unit and confirming his understanding of the regulations pertaining to ECHO units. Recently, Ms. Jackson discovered that Edith Griest passed away on December 1, 2018 and that she had been residing in a nursing home for approximately 3 years prior to that. She then contacted the son to advise the unit must be removed. Mr. Griest advised his sister was residing in the unit and that he had no plans to remove the unit or displace her. Ms. Jackson advised he was in violation of the agreement that was made between himself, his parents and the Township when the unit was approved and of her disappointment in his falsification of paperwork over the last several years. Mr. Griest was uncooperative, combative and used strong profanity throughout the conversation. Following this call, Ms. Jackson sent a formal violation notice advising Mr. Griest he had to remove the unit or she would pursue legal action. She also notified the Sewage Enforcement Officer, Marvin Stoner who also advised Mr. Griest of his violation and advised the unit had to be vacated within 10 days and removed within 30 days to prevent legal action from being pursued. Since signing for both certified violation notices, Mr. Griest has requested to be given additional times to have the unit removed. Ms. Jackson has advised no extensions would be granted and of her concern that the authorization of ECHO units from the State could be halted due to such blatant misuse of the structure. The Board concurred with Ms. Jackson's handling of the matter and her concern of this use being denied in the future to individuals who truly need it.

WAKEFIELD AMBULANCE ASSOCIATION: Tyler McCardell, of the Wakefield Ambulance Association (WAA) presented the Board with a year-end summary of activities for his association. During 2018 the Ambulance Association responded to 647 incidents or 94% of the calls received, which represents an increase in call volume of 9% over 2017. It was noted that 178 calls were within Little Britain Township and that 71% of the calls responded to were done so within the gold standard of care, which means that 10 minutes or less passed between the time of the call to the time of their arrival on scene. Mr. McCardell advised that their implementation to the Intermediate Advanced Life Support (IALS) program has proven successful and has allowed the WAA to be termed a "model agency." Since its inception in July 2017, over 400 patients have been served at this level of care. During 2018 the association also purchased a new

ambulance, an additional set of IALS equipment, sponsored 13 students to obtain or advance their EMS certifications and continued with their community outreach programs. Goals established for 2019 include recruiting additional clinical and administrative volunteers, continuing to pay down debt, grow their presence in the community and invest in the continued training classes for providers. Financially, the WAA is sound and is pleased by the recent change in legislation which will allow them to charge for services provided even when transportation is not necessary or provided. The Board thanked Mr. McCardell for the update and the service he and the other members of the WAA provide.

PROPOSED STORMWATER FEE SCHEDULE: Zoning Officer, Ms. Jackson advised of a proposed Stormwater Permit and Application Fees schedule received from Township Engineer. She noted her concern over the tracking of services and fees based on the proposal and her belief that utilizing this system would generate confusion in the billing of engineering services to residents. Following a discussion on the matter, the Board agreed to maintain its current processes in obtaining escrow funding and billing of engineering fees.

SPRING CLEAN-UP DAY: The Board approved the date of Saturday, April 13th for the Annual Spring Clean-Up event.

RELEASE OF ESCROW: Following a review of comments from Township Engineer, Ed Fisher, a motion was made by Mr. Reimold, seconded by Mr. Brenneman and carried to release the escrow funding being held on the John Fisher project located on Scott Road.

TRAINING/SEMINARS: Upcoming training and seminars were reviewed.

ADJOURNMENT: At 8:39 p.m., being no further business, motion was made by Mr. Brenneman, seconded by Mr. Reimold and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis
Secretary/Treasurer