

**LITTLE BRITAIN TOWNSHIP  
JANUARY 3, 2022**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Monday, January 3, 2022, 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  
Clark Coates  
Richard Brenneman  
David Martin  
Pat Wood  
Christine Jackson  
Margaret DeCarolis  
Kate Byrne

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

**ELECTION OF OFFICERS:**

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

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

Mr. Emling resumed his role as Chairman.

**2022 APPOINTMENTS:**

**Accounting Firm:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Trout CPA as the Townships accounting firm.

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

**Cleaning Services:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried appointing Merry Maids to perform cleaning services at the municipal building.

**Emergency Management Coordinator:** Motion made by Mr. Brenneman, seconded by Mr. Martin and carried reappointing Ronald Criswell as EMS Coordinator.

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

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

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

**Legal Notices:** It was noted that a new news publication named The Lancaster Patriot which fulfills the legal requirements established by the 2<sup>nd</sup> Class Township Code has been established and is being researched to confirm pricing and availability. In the meantime, a motion was made by Ms. Wood, seconded by Mr. Martin and carried to place legal notices in the Lancaster Newspapers.

**Library Liaison:** Motion made by Ms. Wood, seconded by Mr. Emling and carried appointing Mr. Martin as the Township liaison with the Quarryville Library.

**Mileage Reimbursement:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried establishing the mileage reimbursement rate of 58.5¢ per mile, consistent with IRS guidelines.

Vice-Chairman, Clark Coates entered the meeting at 7:10 p.m.

**Park Board:** Motion made by Ms. Wood, seconded by Mr. Martin and carried reappointing Steven Jacobs and Bill Welch to 5-year terms on the Park Board.

**Planning Commission:** Motion made by Ms. Wood, seconded by Mr. Martin and carried reappointing Phyllis Brubaker and Ron Criswell to 4-year terms on the Township Planning Commission.

**Planning Commission Secretary:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Jennifer Brown to a one-year term as the Township Planning Commission Secretary with a 5% salary increase to a rate of \$146.37 per meeting.

**Roadmaster:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried to reappoint Dan Risk as the Roadmaster at a salary of \$28.81 per hour, which represents a 5% salary increase.

**Road Crew:** Motion made by Ms. Wood, seconded by Mr. Martin and carried reappointing Troy Jones at a rate of \$26.95 and Mike Jones at a rate of \$25.24 per hour, which represents a 5% salary increase, as full-time members of the road crew.

**Seasonal Employees:** Motion made by Mr. Coates, seconded by Ms. Wood and carried increasing the rate of salary by 5% to \$21.76 per hour for seasonal employees.

**SECA Representative:** Motion made by Ms. Wood, seconded by Mr. Emling 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 with a salary of \$23.84 per hour, which represents a 5% increase.

**Sewage Enforcement Officer:** The Board was advised that Mr. Stoner had collected \$8,100.00 in sanitation fees and \$650.00 in well permitting fees during 2021. Motion was then made by Mr. Coates, seconded by Mr. Martin 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 Ms. Wood, seconded by Mr. Coates and carried reappointing the firm of Post & Schell as Solicitor for the Township.

**Treasurer Bond:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried to increase the amount of the Treasurer's Bond to \$1,500,000.00.

**Working Supervisors:** Motion made by Ms. Wood, seconded by Mr. Coates and carried to recommend to the auditors that the salary of working supervisors increase by 5% to the rate of \$21.76 an hour.

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

**Zoning Officer:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$39,134.34, which represents a 5% salary increase.

**Zoning Hearing Board:** Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Laurie Topper to a 3-year term on the Zoning Hearing Board.

**Zoning Hearing Board Alternate:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried reappointing George Osborn to a 3-year term as a Zoning Hearing Board alternate.

**Zoning Hearing Board Secretary:** Motion made by Mr. Coates, seconded by Ms. Wood and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with a 5% salary increase to a rate of \$146.37 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. Martin 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 Ms. Wood and carried authorizing the following 10 paid holidays:

Mon., Jan 3- New Year's

Fri., Apr. 15 – Good Friday

Mon., May 30 – Memorial Day  
Mon., Sept 5 Labor Day  
Mon., Dec. 26 – Christmas

Mon, July 4 – Independence Day  
Thurs. /Fri., Nov 24 & 25 – Thanksgiving  
Tues., May 17 & Tues., Nov. 8 – Election Days

**Road Crew Vacation:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2022:

Troy Jones – 4 weeks                      Dan Risk – 3 weeks                      Mike Jones – 2 weeks

**Emergency Services:** Motion made by Ms. Wood, 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 Ms. Wood, seconded by Mr. Emling and carried designating Mr. Brenneman as the voting delegate for the State Convention. The Board also authorized the Roadmaster to attend the Convention if desired.

### **REGULAR BUSINESS**

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

**SANITATION:** It was reported that Mr. Stoner had no collections in sanitation fees or for well permits during the month of December. Mr. Wood questioned if Mr. Stoner was involved in the tracking of the Sewage Maintenance Ordinance and was advised he was not, but that he was notified of any problematic or questionable reports received from waste haulers and that he has inspected sites as necessary or requested.

**ZONING:** Zoning Officer, Christine Jackson reported issuing 13 zoning, 13 occupancy and 4 driveway permits during December along with the acceptance of 2 Zoning Hearing Application. Ms. Jackson also advised of the following:

- Zoning Hearing Application of Aaron Stoltzfus requesting a variance of rear yard setback and a special exception for a greenhouse exceeding 5000 square feet on his property located at 95 Little Britain Road South. There are 2 options available on the rear yard setback variance request, the first and preferred option would have the structure at 8 feet from the property line. The second option would place the structure behind the chicken houses, which meets the setback requirements. Following a review of the application, Ms. Wood motioned the Board recommended its approval with the second setback option. Mr. Brenneman seconded the motion, which carried. Mr. Coates abstained from voting due to being an adjoining property owner.
- Zoning Hearing Application of Stephen Smoker requesting a variance to continue operating a non-approved business from his property located at 85 Little Britain Road South. The ag related business has been in operation illegally since 2012 and is owned and operated by family only. Following a review of the application, Ms. Wood motioned approval of the application contingent upon the business being contained at its current

square footage, employees, supplies, etc. The motion was seconded by Mr. Brenneman and carried.

**TAXES:** It was noted that Tax Collector, Agnes Reeder reported collecting \$1,599.01 in Real Estate tax and \$250.20 in Interim tax during the month of December. Ms. Wood questioned if all streetlight tax statements had been paid and was advised they have not. A copy of the Street Light Ordinance was pulled to confirm that all unpaid taxes under this ordinance were to be turned over for collection and should payment not be received through the collection agency that liens be placed on the property.

**ROADS:** It was reported that Roadmaster, Dan Risk submitted a report on the following December road crew activities:

- Checked roads.
- Blew and cleared leaves off roads and inlet boxes.
- Performed routine equipment maintenance.
- Cut and sanded boards for park benches.
- Worked on benches and repairs at the park.
- Swept loose stone off of roads at various intersections.
- Cleaned and checked park.
- Fixed pump on bucket broom.
- Replaced Sunset sign with Armstrong Lane sign.
- Treated roads for snow/ice.
- Backfilled erosion Bluff Road.

**PAYMENT OF BILLS:** Motion made by Mr. Coates, seconded by Ms. Wood and carried authorizing the payment of End of Year General Fund checks 12448 through 12463 in the amount of \$15,452.39 Motion made by Mr. Brenneman, seconded by Ms. Wood and carried authorizing the payment of the January General Fund checks 12464 through 12468 in the amount of \$10,037.52.

**PUBLIC PARTICIPATION:** Resident, Kate Byrne questioned the follow up with the Township Engineer noted in the December minutes pertaining to the stormwater runoff issues of the Charlestown Road development. She further questioned if the plans for the alterations to the stormwater that occurred during the takeback of Kirks Mill Road were available for review. She was advised that any/all alterations were made to improve the problem but that official plans were not drawn up. Ms. Byrne indicated the problem still exist and reiterated her belief that the Township should be responsible for the maintenance on this matter. She was advised that while the problem may not have been rectified, it was not worsened, and all property owners are responsible for the maintenance and upkeep of any stormwater features located on their properties.

**PLANNING COMMISSION:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried adopting the minutes of the December 28<sup>th</sup> meeting as written.

**RESOLUTION #1-22: Updated Fee Schedule** – The Board was advised that the fee for an ECHO hearing was incorrect on the previous fee schedule and should have read \$375.00. The fee

of \$25.00 for returned checks is no longer sufficient to cover bank charges and should be increased to \$30.00. Additionally, the \$100.00 fee that was instituted for failure to obtain an occupancy permit has been insufficient in deterring residents from occupying property prior to obtaining this permit. It is being recommended that the fee be increased to \$200.00. Following a review of the proposed changes to the fee schedule, a motion was made by Mr. Coates, seconded by Ms. Wood and carried adopting resolution #1-22.

**PLGIT PAYMENT VERIFIER:** The Board was advised that it had appointed Mr. Reimold to serve as a check verifier on the State/PLGIT account. As his term on the Board has expired, the Secretary/Treasurer requested that another Supervisor be appointed to this position as it serves as an additional layer of protection in safeguarding Township funds. Ms. Wood motioned that Mr. Coates be appointed to serve as the check verifier on these accounts. Mr. Martin seconded the motion, which carried.

**SPRING CLEAN-UP DAY:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried to establish Saturday, April 30<sup>th</sup> as the date for the annual Spring Clean-up Day. The Secretary/Treasurer questioned if the Board would be interested in providing a shredding service for its residents during this event and was advised to obtain information and pricing for further consideration.

**RELEASE OF ESCROW:** The Board reviewed the comments provided by Township Engineer, Ed Fisher pertaining to the release of escrow on the following plans:

**Rock Bottom Properties:** Motion made by Ms. Wood, seconded by Mr. Martin and Carried authorizing the release of escrow funding held on the Kirks Mill Road project.

**Elam Fisher:** Mr. Coates motioned the escrow funding being held on the Balance Meeting Road stormwater project be released. Ms. Wood seconded the motion, which carried.

**ACKNOWLEDGEMENTS:** The Supervisors welcomed Mr. Martin to the Board. Zoning Officer, Ms. Jackson was acknowledged for filling in for the Secretary/Treasurer during her absence.

**ADJOURNMENT:** At 8:10 p.m., being no further business, motion was made by Ms. Wood, seconded by Mr. Brenneman and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis  
Secretary/Treasurer