LITTLE BRITAIN TOWNSHIP

**JANUARY 2, 2018**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Tuesday, January 2, 2018 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 Tyler McCardell

Richard Brenneman George Osborn

Clark Coates Dan Risk

Pat Wood

Christine Jackson

Margaret DeCarolis

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

**ELECTION OF OFFICERS:**

**Chairman:** Motion made by Mr. Brenneman, seconded by Mr. Coates and carried

reappointing Mr. Emling as Chairman.

**Vice-Chairman:** Motion made by Mr. Emling, seconded by Mr. Brenneman and carried appointing Mr. Coates as Vice-Chairman.

Mr. Emling resumed his role as Chairman.

**2018 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 Ms. Wood, seconded by Mr. Brenneman and carried designating PNC Bank as the bank for official Township business.

**Cleaning Services:** A brief discussion was held pertaining to the expectations for the cleaning of the Municipal building and the need for the Board to be aware of anyone entering the building along with Mr. Harvey. Ms. Wood will contact Mr. Harvey to discuss those expectations. Motion was then made by Ms. Wood, seconded by Mr. Coates and carried reappointing John Harvey to provide cleaning services at the municipal building at a rate of $100.00 per cleaning following his acceptance of the terms discussed with Ms. Wood.

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

**Engineer:** Motion made by Mr. Coates, 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. Brenneman 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 appointing Mr. Brenneman to serve as the Alternative representative on the Inter-Municipal Council.

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

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

**Mileage Reimbursement:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried establishing the mileage reimbursement rate of 54.5¢ per mile, consistent with IRS guidelines.

**Planning Commission:** Motion made by Mr. Coates, seconded by Ms. Wood and carried reappointing Phyllis Brubaker and Ron Criswell to 4-year terms on the Township Planning Commission. Motion made by Ms. Wood, seconded by Mr. Brenneman and carried appointing David Martin to complete the remaining 2 –years on the term on Andrea Sensenig.

**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 2% salary increase at a rate of $130.73 per meeting.

**Roadmaster:** Motion made by Mr. Coates, seconded by Mr. Emling and carried to reappoint Dan Risk as the Roadmaster at a salary of $24.90 per hour, which represents a 2% salary increase.

**Road Crew:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Troy Jones as a full-time road crew member with a 2% salary increase to a rate of $24.44 per hour.

**Seasonal Employees:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried increasing the rate of salary by 2% to $19.43 per hour for seasonal employees.

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

**Secretary/Treasurer:** Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Margaret DeCarolis as Secretary/Treasurer for a one-year term at an hourly rate of $21.30, which represents a rate increase of 2%.

**Sewage Enforcement Officer:** The Board was advised that Mr. Stoner had collected $8,725.00 during 2017 in sanitation fees. A brief discussion pursued pertaining to the lowering of Mr. Stoner’s wages when his income had decreased and the importance of adjusting it again now that his income has increased. Mr. Emling noted the importance of this position and his belief that the position would remain busy if the economy remains as it now. Ms. Jackson also noted that he obtained income only for the permits issued, not the violations that he investigated and/or issued. Following this discussion, a motion was 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 Ms. Wood, seconded by Mr. Brenneman and carried reappointing the firm of Blakinger Thomas as Solicitor for the Township.

**Treasurer Bond:** Motion made by Mr. Coates, seconded by Mr. Brenneman 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 2% to the rate of $19.43 an hour.

**Vacancy Board Chairman:** Motion made by Mr. Coates, seconded by Ms. Wood and carried appointing Randy Jackson as the Vacancy Board Chairman.

**Zoning Officer:**  Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Christine Jackson as Zoning Officer with an annual salary of $31,732.00, which represents a 2% salary increase.

**Zoning Hearing Board:** Motion made by Ms. Wood, seconded by Mr. Emling and carried reappointing Larry Burkhart 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 2% salary increase to a rate of $130.73 per meeting for up to 3 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. Coates and carried to maintain the annual allocation of $1,000.00 per year on the Dental/Vision program.

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

Mon., Jan 1- New Year’s Fri., Mar. 30– Good Friday

Mon., May 28 – Memorial Day Wed., July 4 – Independence Day

Mon., Sept 3 Labor Day Thurs. /Fri., Nov 22 & 23 – Thanksgiving

Tues., Dec. 25 – Christmas Tues., May 15 & Tues., Nov. 6 – Election Days

**Road Crew Vacation:** It was noted that the following vacations have been earned/awarded to the Road Crew for 2018:

Troy Jones – 3 weeks Dan Risk – 2 weeks

**Emergency Services:** Motion made by Ms Wood, seconded by Mr. Coates 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. Coates, seconded by Mr. Emling and carried authorizing Mr. Risk and Ms. Wood to attend the State Convention. Ms. Wood will serve as the voting delegate of the Township.

# REGULAR BUSINESS

**MINUTES:** Motion made by Ms. Wood, seconded by Mr. Coates and carried to approve the minutes of the December 12th meeting as printed.

**SANITATION:** It was reported that Mr. Stoner collected $75.00 in sanitation fees during the month of December. No well permits were issued.

**ZONING:** Zoning Officer, Christine Jackson reported issuing 6 zoning, 16 occupancy, 1 driveway and 2 demolitions permits during December. Ms. Jackson also advised of the following:

* Overview of Zoning Activities during 2017 indicating that 106 zoning permits were issued during the year, 13 of which were for the construction of new homes. Ms. Jackson also provided a comparison of permits issued and dollars collected from 2000 through 2017.
* Decision of the Zoning Hearing Board from the Levi Beiler hearing. She noted that approval had been granted for the non-commercial keeping of livestock, a grazing variance with conditions and permission for 15 chickens. The placement of a barn in the front yard and within 100 feet of a property line requests were withdrawn by the applicant and the side yard setback variance was up to the neighbors to approve.

**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:

* Mowed road banks.
* Worked on equipment.
* Checked roads.
* Filled in potholes on dirt roads.
* Prepared equipment for snow removal.
* Pre-treated and treated roads during snow storm.
* Cleaned equipment following snow storm.
* Placed load of ½” stone on Fern Crest Road.
* Treated roads following storm and trimmed trees.
* Treated roads Christmas morning.

Ms. Wood questioned if Mr. Risk was aware if PennDOT was planning to fill in the road near Drumore Foods. Mr. Risk advised he had contacted PennDOT pertaining to that matter but had been unable to contact anyone who can or/will provide an answer. Mr. Emling suggested that Representative Cutler’s office be contacted for assistance and to obtain the name of the current PennDOT representative handling these matters. Ms. Wood noted she would also like to obtain a current contact for the State Police.

**PAYMENT OF BILLS:** Motion made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the payment of End of Year General Fund checks 10756 through 10780 in the amount of $14,238.07. Motion made by Mr. Brenneman, seconded by Ms. Wood and carried authorizing the payment of the January General Fund checks 10781 through 10785 in the amount of $6,448.61.

**PUBLIC PARTICIPATION:** Resident, George Osborn stated his belief that the Zoning Hearing Board is approving too many variances and special exceptions to the Zoning Ordinance on smaller properties. He further noted his belief that people are purchasing properties within the township knowing that they are not zoned for the uses they desire to use them for and therefore does not believe their request for relief are due to hardships as they were intended.

**SPRING CLEAN-UP DAY:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried establishing a date of Saturday, April 14th for the Annual Spring Clean-Up event.

**RECYCLING:** The Board was advised of an overview of recycling activities from 2013 to the present prepared by Recycling Coordinator, Peg Donahoe.

**RESOLUTION #1-18:** Motion made by Ms. Wood, seconded by Mr. Emling and carried adopting Resolution #1-18 noting the Boards opposition to House Bill 1620 pertaining to the wireless infrastructure deployment bill.

**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 2017 the Ambulance Association responded to 581 incidents, which represents an increase in call volume of 32%. 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.” During 2017 the association also purchased a new ambulance and placed it into service, sponsored 11 students to obtain or advance their EMS certifications and continues with their community outreach programs. Goals established for 2018 include recruiting additional clinical and administrative volunteers, expanding the IALS program, increasing their presence in the community and preparing to celebrate their 45th anniversary with a capital campaign and open house event. Resident, George Osborn indicated he has not received any subscriber information and was advised to contact the office if information is not received within the next few weeks. He also noted that membership fees were $50 for an individual, $60 for a couple and $70 for a family. Ms. Wood questioned the number of residents who participate or utilize the services of the Good Neighbor Program and was advised that there are approximately 25 people within the service area using this service.

**EXECUTIVE SESSION:** Mr. Emling called for an executive session at 8:10 p.m. to discuss a legal matter. The meeting was reconvened at 8:15 p.m.

**RELEASE OF ESCROW:** Following a review of comments from Township Engineer, Ed Fisher, a motion was made by Mr. Coates, seconded by Mr. Brenneman and carried to release the escrow funding being held on the Levi Beiler project on the of property of Ezra Beiler on Springhill Road.

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

**ADJOURNMENT:** At 8:25 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