

**LITTLE BRITAIN TOWNSHIP
JANUARY 5, 2026**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Tuesday, January 5, 2026, 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	Trisha Colletti
	Clark Coates	Daniel King
	Mervin Beiler	Marcella Peyre-Ferry
	David Martin	Dan Risk
	Wayne Reynolds	Kristopher Schwerin
	Christine Jackson	Tina Stauffer
	Margaret DeCarolis	Shawn Vinson

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

Mr. Brenneman assumed the role as Chairman.

2026 APPOINTMENTS:

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

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

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

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

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

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

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

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

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

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

Mileage Reimbursement: Motion made by Mr. Reynolds, seconded by Mr. Coates and carried establishing the mileage reimbursement rate of 72.5¢ per mile, consistent with IRS guidelines.

Park Board: Motion made by Mr. Coates, seconded by Mr. Martin and carried reappointing Don Roland and Pat Wood to 5-year terms on the Park Board.

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 \$176.20 per meeting.

Planning Commission Compensation: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried approving a salary of \$100.00 per meeting for all Township Planning Commission members.

Roadmaster: Motion made by Mr. Beiler, seconded by Mr. Martin and carried to reappoint Dan Risk as the Roadmaster at a salary of \$34.83 per hour, which represents a 4% salary increase.

Road Crew: Motion made by Mr. Martin, seconded by Mr. Reynolds and carried reappointing Troy Jones at a rate of \$32.59 and Mike Jones at a rate of \$31.08 per hour, which represents a 4% salary increase, as full-time members of the road crew.

Seasonal Employees: Motion made by Mr. Beiler, seconded by Mr. Brenneman and carried increasing the rate of salary by 4% to \$25.48 per hour for seasonal employees.

SECA Representative: Motion made by Mr. Coates, seconded by Mr. Martin 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 \$28.83 per hour, which represents a 4% increase.

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

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

Storage Tank Officer: Motion made by Mr. Beiler, seconded by Mr. Coates and carried reappointing Rick Prettyman as the Storage Tank Officer.

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

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

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

Working Supervisors: Motion made by Mr. Beiler, seconded by Mr. Coates and carried to recommend to the auditors that the salary of working supervisors increase by 4% to the rate of \$25.48 an hour.

Zoning Officer: Motion made by Mr. Beiler, seconded by Mr. Martin and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$48,190.30, which represents a 4% salary increase.

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

Zoning Hearing Board Alternate: Motion made by Mr. Beiler, seconded by Mr. Martin and carried appointing Gerald Zimmerman to a 3-year term as an Alternate on the Zoning Hearing Board.

Zoning Hearing Board Compensation: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried to adjust the salary of all Zoning Hearing Board members to \$75.00 compensation for their first hearing, \$85.00 compensation if 2 hearings are held and \$95.00 compensation if 3 hearings are held on the same night.

Zoning Hearing Board Secretary: Motion made by Mr. Beiler, seconded by Mr. Reynolds 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 \$176.20 for the first hearing conducted and an additional \$25.00 compensation for each additional hearing held on the same night

Dental/Vision Plan: A motion was made by Mr. Coates, 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. Reynolds, seconded by Mr. Martin and carried authorizing the following 10 paid holidays:

Thur., Jan 1- New Year's	Fri., Apr 3 – Good Friday
Mon., May 25 – Memorial Day	Fri, July 3 – Independence Day
Mon., Sept 7 Labor Day	Thurs./Fri., Nov 26 & 27 – Thanksgiving
Fri., Dec. 25 – Christmas	Tues., May 19 & Tues., Nov. 3 – Election Days

Road Crew Vacation: Motion made by Mr. Beiler, seconded by Mr. Coates and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2026:

Troy Jones – 4 weeks	Dan Risk – 3 weeks	Mike Jones – 3 weeks
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Emergency Services: Motion made by Mr. Martin, seconded by Mr. Reynolds 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. Brenneman, seconded by Mr. Martin and carried designating Mr. Beiler as the voting delegate for the State Convention.

REGULAR BUSINESS

MINUTES: Motion made by Mr. Beiler, seconded by Mr. Coates and carried to approve the minutes of the December 9^h meeting as printed.

SANITATION: It was reported that Rick Prettyman collected \$975.00 in sanitation fees during the month of December. No well permits or storage tank fees were collected. It was noted that a copy of the 2026 Fee Schedule for Mr. Prettyman was also available and posted.

ZONING: Zoning Officer, Christine Jackson reported issuing 10 zoning, 5 occupancy, 1 permit extension and 2 demolition permits during December along with the acceptance of 1 Zoning Hearing Applications. Ms. Jackson also advised of the following:

- Zoning Hearing Application of David S. Stoltzfoos who is requesting a variance of setback for a property he owns at 350 Pine Grove Road to allow his renter to place a shed approximately 2 feet from the property line. It was noted the structure would be used strictly for storage. Following a discussion, a motion was made by Mr. Martin, seconded by Mr. Beiler and carried to support the placing of the shed at a 4-foot setback due to the mutual property line ownership with father and son.
- Presented an updated fee schedule for Commonwealth Code Inspection Services.

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:

- Treated roads for snow and ice.
- Checked roads following snow.
- Checked on and inspected new truck.
- Mixed salt and anti-skid materials.
- Hauled anti-skid material.
- Changed oil in trucks.
- Treated roads and plowed snow.
- Performed routine equipment maintenance.
- Removed tree after hours.
- Treated roads for snow and ice.

Mr. Risk advised the new Peterbilt truck has been received.

PAYMENT OF BILLS: Motion made by Mr. Beiler, seconded by Mr. Martin and carried authorizing the payment of End of Year General Fund checks 14041 through 14063 in the amount of \$18,521.59. Motion made by Mr. Martin, seconded by Mr. Reynolds and carried authorizing the payment of ARP check 1014 in the amount of \$1,315.40. Motion made by Mr. Coates, seconded by Mr. Beiler and carried authorizing the payment of the January General Fund checks 14064 through 14070 in the amount of \$2,772.51.

PUBLIC PARTICIPATION: The meeting was open for public participation, with no response.

PLANNING COMMISSION: Motion made by Mr. Coates, seconded by Mr. Beiler and carried adopting the minutes of the December 16th meeting as written.

Enos S. Lapp: Zoning Officer, Ms. Jackson requested the plan be tabled until February meeting but advised when the lot was originally subdivided that all remaining subdivision rights went to one property. This plan will return 1 building right to Mr. Lapp. She also requested approval for the signing of the Sewage Facility Module, Resolution #2-26. Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried authorizing the signing of the Sewage Facility Module.

Daniel S. King: Zoning Officer, Christine Jackson presented the stormwater plan which will cover the construction of 2 large greenhouses. She also noted that she had approved the waiver of stone on the ¼ mile driveway due to the excessive expense that would present. Mr. King is aware that he must maintain the driveway and ensure no water runoff onto the road. She requested authorization to sign the plan outside of a meeting once all items on plan have been completed and approved by the Township Engineer. Motion made by Beiler, seconded by Mr. Reynolds and carried authorizing the signing outside of a meeting.

RESOLUTION #1-26: Motion made by Mr. Beiler, seconded by Mr. Coates and carried adopting Resolution #1-26, an updated fee schedule. Ms. Jackson advised that only 2 residents have complied with the cold storage unit Ordinance adopted in June 2025 and no one has applied for a permit pertaining to produce wash water. Mr. Beiler would like to see 30 days given to comply upon violation notice being sent. Discussion held pertaining to the number of reminders

issued on these matters prior to Mr. Beiler motioning 30 days be given prior to additional fees being accessed. Mr. Coates seconded the motion, which carried.

CONSTANT CONTACT: The Secretary/Treasurer requested authorization to cancel the Township's Constant Contact account as it is no longer used with the frequency that it once was. It was also noted that all residents receive a hard copy of the newsletter now. The cancellation of this service will save the township approximately \$400.00 a year. Motion made by Mr. Beiler, seconded by Mr. Martin and carried authorizing the cancellation of Constant Contact.

SPRING CLEAN-UP DAY: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried to establish Saturday, May 2nd as the date for the annual Spring Clean-up Day.

RELEASE OF ESCROW: The Board reviewed the comments provided by Township Engineer, Ed Fisher pertaining to the release of escrow on the Black Road, Enos E. Stoltzfus project. A motion was then made by Mr. Coates, seconded by Mr. Martin and carried authorizing the release of escrow funding being held.

EXECUTIVE SESSION: Mr. Brenneman called for an executive session at 8:20 p.m. to discuss a legal matter. The meeting reconvened at 8:35 p.m.

FIRE COMPANY MEETING: Mr. Coates advised that a public meeting would be held at the Rawlinsville Fire Company on January 20th at 6 p.m. to discuss the findings of a study done pertaining to the funding of volunteer fire companies. He will be unable to attend due to an Inter-Municipal Council meeting that evening. Mr. Beiler indicated he will attend. Christopher Schwerin of the Robert Fulton Fire Company advised that they are in the process of planning for long-term funding to ensure sustainability.

MEETINGS/TRAINING/SEMINARS: Zoning Officer, Ms. Jackson advised she needs to take courses to maintain her BCO status and requested authorization to attend classes as they become available. The Board authorized Mr. Jackson to attend classes as needed or desired.

ADJOURNMENT: At 8:46. p.m., being no further business, a motion was made by Mr. Beiler, seconded by Mr. Brenneman and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis
Secretary/Treasurer