

**LITTLE BRITAIN TOWNSHIP
JANUARY 3, 2023**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Monday, January 3, 2023, 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	Marcella Peyre-Ferry
	Clark Coates	Dan Risk
	Richard Brenneman	Jeff Wood
	David Martin	
	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. Martin 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.

2023 APPOINTMENTS:

Accounting Firm: Motion made by Mr. Coates, seconded by Ms. Wood and carried appointing Sager, Swisher & Co. 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: Motion made by Mr. Brenneman, seconded by Mr. Martin and carried appointing Merry Maids to perform cleaning services at the municipal building.

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

Engineer: Motion made by Mr. Brenneman, 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. Martin, seconded by Mr. Brenneman 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: Motion made by Ms. Wood, seconded by Mr. Emling and carried reappointing LNP Media Group as the newspaper for legal advertising.

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

Mileage Reimbursement: Motion made by Ms. Wood, seconded by Mr. Martin and carried establishing the mileage reimbursement rate of 65.5¢ per mile, consistent with IRS guidelines.

Planning Commission: Motion made by Ms. Wood, seconded by Mr. Martin and carried reappointing Mathew Young to a 4-year term 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 an 8% salary increase to a rate of \$158.08 per meeting.

Roadmaster: Motion made by Ms. Wood, seconded by Mr. Martin and carried to reappoint Dan Risk as the Roadmaster at a salary of \$31.11 per hour, which represents a 8% salary increase.

Road Crew: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried reappointing Troy Jones at a rate of \$29.11, which represents an 8% salary increase and Mike Jones at a rate of \$27.76 per hour, which represents a 10% salary increase, as full-time members of the road crew.

Seasonal Employees: Motion made by Mr. Brenneman, seconded by Mr. Martin and carried increasing the rate of salary by 4.6% to \$22.76 per hour for seasonal employees.

SECA Representative: Motion made by Mr. Martin, seconded by Ms. Wood 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 \$25.75 per hour, which represents an 8% increase.

Sewage Enforcement Officer: The Board was advised that Mr. Stoner had collected \$37500.00 in sanitation fees and \$500.00 in well permitting fees during 2022. 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 maintain the Treasurer's Bond in the amount of \$1,500,000.00.

Working Supervisors: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried to recommend to the auditors that the salary of working supervisors increase by 4.6% to the rate of \$22.76 an hour.

Vacancy Board Chairman: Motion made by Mr. Coates, 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. Martin, seconded by Mr. Coates and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$43,048.15, which represents a 10% salary increase.

Zoning Hearing Board: Motion made by Mr. Coates, seconded by Mr. Brenneman and carried reappointing David Young to a 3-year term on the Zoning Hearing Board.

Zoning Hearing Board Secretary: Motion made by Mr. Coates, seconded by Mr. Emling and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with an 8% salary increase to a rate of \$158.08 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.

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

Mon., Jan 2- New Year's	Fri., Apr. 7 – Good Friday
Mon., May 29 – Memorial Day	Tues, July 4 – Independence Day
Tues., Sept 5 Labor Day	Thurs. /Fri., Nov 23 & 24 – Thanksgiving
Mon., Dec. 25 – Christmas	Tues., May 16 & Tues., Nov. 7 – Election Days

Road Crew Vacation: Motion made by Ms. Wood, seconded by Mr. Martin and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2023:

Troy Jones – 4 weeks	Dan Risk – 3 weeks	Mike Jones – 2 weeks
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Emergency Services: Motion made by Mr. Martin, seconded by Ms. Wood 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. Martin and carried designating Mr. Brenneman as the voting delegate for the State Convention. The Board also authorized all Township employees to attend the Convention if desired.

REGULAR BUSINESS

MINUTES: Motion made by Mr. Brenneman, seconded by Mr. Coates and carried to approve the minutes of the December 13th meeting as printed.

SANITATION: It was reported that Mr. Stoner collected \$1,200.00 in sanitation fees during the month of December. No well permits were issued.

ZONING: Zoning Officer, Christine Jackson reported issuing 5 zoning, 19 occupancy, 1 driveway and 2 demolition permits during December along with the acceptance of 1 Zoning Hearing Application. Ms. Jackson also advised of the following:

- Zoning Hearing Application of Elam Beiler requesting a special exception for the housing of livestock on lots less than 20 acres. The number of animals being requested is compatible with what is allowed in a residential district. He is also requesting a variance of structure placement as he would like to place a structure for the animals within his front yard. Resident, Mr. Wood questioned how far the proposed structure would be from the street and was advised it would be 303 feet from the edge of the pavement. Mr. Martin noted that if the proposed structure was placed within guidelines, Mr. Beiler would need to extend his driveway and run the animals across it to get to the pasture. Mr. Coates indicated his belief that Mr. Beiler should be held to zoning regulations as written. Following a discussion on the matter, Ms. Wood motioned the matter be referred to the Zoning Hearing Board. Mr. Coates seconded the motion, which carried.
- Updates to the Erosion and Sediment controls issued in December 2022 by the Lancaster County Conservation District along with an updated fee schedule. It was also noted that our new representative is Steve Wyld.
- An overview of the 2022 Zoning activities and an annual comparison of permits issued and dollars collected throughout the year were enclosed for the Boards review.

TAXES: The Board was advised that no report had been received from Tax Collector, Agnes Reeder.

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

- Checked and cleaned Park.
- Checked roads.
- Filled potholes on Camp Road.
- Installed salt spreaders on equipment.
- Picked up tanks for torch set.

- Performed routine equipment maintenance.
- Removed and replaced inlet protector at Charlestown and Kirk Mill Roads.
- Cleaned inlet boxes.
- Prepared trucks for storm.
- Treated roads for ice.
- Cleaned equipment following storm.
- Put up cones and signs warning of pole across roadway.
- Checked on 1 Call sites.

Ms. Wood questioned if the inlet protector was working as planned. Mr. Risked advised indicated it had lasted 3 to 4 months but that no heavy rains had been received in that time.

PAYMENT OF BILLS: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the payment of End of Year General Fund checks 12842 through 12860 in the amount of \$27,844.84. Motion made by Mr. Coates, seconded by Mr. Martin and carried authorizing the payment of the January General Fund checks 12861 through 12866 in the amount of \$8,368.04.

PUBLIC PARTICIPATION: Resident and Zoning Hearing Board member, Jeff Wood advised he sat on a recent zoning hearing requesting the use of a reefer truck to store produce. He indicated that the application was denied because the zoning ordinance does not allow for these types of storage units unless they are housed and vented. He noted there was discussion at the hearing regarding the difference in the ownership or rental of these units. He stated his belief that the Board needs to decide how they wish these matters to be handled going forward and of his belief that there is a need for cool storage due to so many farmers switching over to produce farming. Mr. Emling questioned how the doors on these units worked and stated his concern over children getting trapped inside and unable to get out. Ms. Wood stated her concern over the Board not serving and/or supporting their residents as desired due to regulations that may no longer be warranted. Mr. Martin indicated his belief that these storage units were not a cost effective to keep produce cool. It was noted that the Board established these guidelines approximately 20 years ago when people starting bringing these units in. It was additionally noted that some farmers are converting portions of their barns into refrigerated rooms, which is working well for this use. Ms. Jackson noted that options are available and have been discussed with those wishing to place these units on their property, however it appears most desire to place the units outside of acceptable zoning regulations. Mr. Wood and the Board also discussed the possibility of allowing farmers to house these units for produce storage for 1 to 2 years prior to housing them per zoning regulations, which would allow them time to confirm if the cost would be worthwhile. Questions pertaining to the logistics of tracking these units if allowed on a year or two trial basis was also briefly discussed.

PLANNING COMMISSION: Motion made by Ms. Wood, seconded by Mr. Brenneman and carried adopting the minutes of the December 27th meeting as written.

Levi Stoltzfus: Zoning Officer, Ms. Jackson advised the Board that this plan had received approval by the Zoning Hearing Board for a setback of 141 ft. but when the plan was drafted the setback was only 115 feet and needs to be redrawn.

Edwin & Sharon Sensenig: Zoning Officer, Ms. Jackson presented the lot add-on plan indicating that an 8 acre lot was previously subdivided from the tract. Property owners now wish to add that lot back onto the 40 plus acre lot. Planner is looking for plan approval and waiver of plan scale. The township Engineer supports the plan. Comments from the Lancaster County Planning Commission have not yet been received. Motion made by Mr. Coates authorizing approval of the above requests and authority to sign the plan outside of a meeting contingent upon receipt of County comments. Mr. Brenneman seconded the motion, which carried.

SOUTHERN LANCASTER COUNTY COMPREHENSIVE PLAN: The Board acknowledged receipt of letters from Colerain and East Drumore Townships noting their intention to participate in the Southern Lancaster County Comprehensive Plan. Ms. Jackson questioned if the Board would like her to contact the Township Engineer to begin the updating process for Little Britain's Comprehensive Plan. The Board advised she should. Ms. Wood indicated her hesitation to have a stand alone plan but indicated the Township could always join the Southern Lancaster County Plan at a later date should they choose.

SPRING CLEAN-UP DAY: Motion made by Mr. Brenneman, seconded by Ms. Wood and carried to establish Saturday, May 6th 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 following plans:

Aaron Stoltzfus: Motion made by Mr. Coates, seconded by Ms. Wood and carried authorizing the release of escrow funding held on the Pine Grove Road project.

Elam Stoltzfus: Ms. Wood motioned the escrow funding being held on the Fairmount Road stormwater project be released. Mr. Brenneman seconded the motion, which carried.

ADJOURNMENT: At 8:20 p.m., being no further business, motion was made by Ms. Wood, seconded by Mr. Martin and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis
Secretary/Treasurer