

**LITTLE BRITAIN TOWNSHIP
JANUARY 2, 2024**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Tuesday, January 2, 2024, at the Municipal Building, 323 Green Lane, Quarryville, Pennsylvania. Prior notice of the meeting was given.

Vice- Chairman, Clark Coates 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	A listing of those in attendance
	Clark Coates	is available in the Township
	Mervin Beiler	office.
	David Martin	
	Wayne Reynolds	
	Christine Jackson	
	Margaret DeCarolis	

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

ELECTION OF OFFICERS:

Chairman: Motion made by Mr. Martin, seconded by Mr. Coates and carried appointing Mr. Brenneman as Chairman.

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

Mr. Brenneman assumed the role as Chairman.

2024 APPOINTMENTS:

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

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

Cleaning Services: Motion made by Mr. Reynolds, 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. Martin and carried reappointing Ronald Criswell as EMS Coordinator.

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

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

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

Legal Notices: Motion made by Mr. Coates, seconded by Mr. Martin 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. Coates, seconded by Mr. Martin and carried establishing the mileage reimbursement rate of 67¢ per mile, consistent with IRS guidelines.

Park Board: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried reappointing Mark Harris and Kenny Helm to 5-year terms on the Park Board.

Planning Commission: Motion made by Mr. Reynolds, seconded by Mr. Beiler and carried approving a salary of \$31.05 per meeting for all Township Planning Commission members, which represents a 3.5% increase.

Planning Commission Secretary: Motion made by Mr. Coates, seconded by Mr. Beiler and carried reappointing Jennifer Brown to a one-year term as the Township Planning Commission Secretary with a 3.5% salary increase to a rate of \$162.09 per meeting.

Roadmaster: Motion made by Mr. Martin, seconded by Mr. Coates and carried to reappoint Dan Risk as the Roadmaster at a salary of \$32.20 per hour, which represents a 3.5% salary increase.

Road Crew: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried reappointing Troy Jones at a rate of \$30.13 and Mike Jones at a rate of \$28.73 per hour, which represents a 3.5% salary increase, as full-time members of the road crew.

Seasonal Employees: Motion made by Mr. Coates, seconded by Mr. Martin and carried increasing the rate of salary by 3.5% to \$23.56 per hour for seasonal employees.

SECA Representative: Motion made by Mr. Martin, seconded by Mr. Reynolds and carried reappointing Mr. Brenneman as the SECA Representative.

Secretary/Treasurer: Motion made by Mr. Martin, seconded by Mr. Beiler and carried reappointing Margaret DeCarolis as Secretary/Treasurer for a one-year term with a salary of \$26.65 per hour, which represents a 3.5% increase.

Sewage Enforcement Officer: Motion made by Mr. Martin, seconded by Mr. Coates and carried appointing Septic Solutions for the Sewage Enforcement Officer.

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

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

Working Supervisors: Motion made by Mr. Coates, seconded by Mr. Martin and carried to recommend to the auditors that the salary of working supervisors increase by 3.5% to the rate of \$23.56 an hour.

Vacancy Board Chairman: Motion made by Mr. Martin, seconded by Mr. Reynolds 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. Martin and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$44,554.64, which represents a 3.5% salary increase.

Zoning Hearing Board: Motion made by Mr. Coates, seconded by Mr. Martin and carried appointing George Osborn to a 3-year term on the Zoning Hearing Board.

Zoning Hearing Board Alternate: Motion made by Mr. Reynolds, seconded by Mr. Martin and carried reappointing Jeff Wood to a 3-year term as an alternate for the Zoning Hearing Board.

Zoning Hearing Board Secretary: Motion made by Mr. Coates, seconded by Mr. Martin and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with a 3.5% salary increase to a rate of \$163.61 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 Mr. Martin, seconded by Mr. Coates 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. Coates and carried authorizing the following 10 paid holidays:

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| Mon., Jan 1- New Year’s | Fri., May 29 – Good Friday |
| Mon., May 27 – Memorial Day | Thurs, July 4 – Independence Day |
| Tues., Sept 2 Labor Day | Thurs. /Fri., Nov 28 & 29 – Thanksgiving |
| Wed., Dec. 25 – Christmas | Tues., Apr 23 & Tues., Nov. 5 – Election Days |

Road Crew Vacation: Motion made by Mr. Coates, seconded by Mr. Martin and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2024:

Troy Jones – 4 weeks

Dan Risk – 3 weeks

Mike Jones – 2 weeks

Emergency Services: Motion made by Mr. Martin, 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. Martin, seconded by Mr. Beiler and carried designating Mr. Brenneman as the voting delegate for the State Convention. Motion made by Mr. Coates, seconded by Mr. Martin and carried authorizing the Roadmaster to attend the State Convention

REGULAR BUSINESS

MINUTES: Motion made by Mr. Coates, seconded by Mr. Martin and carried to approve the minutes of the December 12th meeting and the Daniel S. Lapp ECHO hearing as printed.

SANITATION: It was reported that Solanco Engineering collected \$1,120.00 in sanitation fees during the month of December. No well permits were issued.

ZONING: Zoning Officer, Christine Jackson reported issuing 7 zoning, 3 occupancy and 1 demolition permits during December along with the acceptance of 3 Zoning Hearing Applications. Ms. Jackson also advised of the following:

- Zoning Hearing Application of Sylvan L. and Lizzie G. King requesting a variance for the housing of livestock in a Village Commercial District. They are requesting a variance for the keeping of 2 Group-3 animals, 2 Group-2 animals and 12 Group-1 animals. He is also requesting a variance of setback for the livestock structure, a variance of grazing setback requirements and a Special Exception for the expansion or alteration of a non-conforming structure. Mr. Coates recommended the denial of the application and support of the zoning ordinance as written to protect zoning. Mr. Beiler indicated he was not opposed to the animals if the neighbors did not complain. Mr. Martin stated his concern of establishing a precedence if zoning regulations are being disregarded and the ability of developers to use that against the Township in a lawsuit. Following a discussion on the matter, Mr. Coates motioned to recommend that the Zoning Hearing Board deny the application. Mr. Martin seconded the motion, which carried. Mr. Beiler and Mr. Reynolds opposed the motion.
- Zoning Hearing Application of Israel S. Kinsinger requesting a variance of setback to alter an existing building located in the front yard. Following a review of the application, Mr. Coates motioned the Board support the approval of this application. The motion was +
- seconded by Mr. Martin and carried.
- Refund request of Aaron L. Stoltzfus for Stormwater Engineering and Feature Escrow being held and a refund of the zoning permit issued for a project that is being withdrawn. A motion was made by Mr. Beiler, seconded by Mr. Reynolds and carried authorizing the refund requested.

TAXES: The Board was advised that no tax report had been received for December.

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

- Checked on Park.
- Checked Roads.
- Worked on trucks.
- Trimmed trees.
- Replaced Stop signs.
- Checked driveway permit sites.
- Installed hearing impaired signs on Widdowson Road.
- Worked on snowplow for loader.
- Re-graded dirt roads.
- Cleaned up shop and shop floor.

PAYMENT OF BILLS: Motion made by Mr. Coates, seconded by Mr. Reynolds and carried authorizing the payment of End of Year General Fund checks 13245 through 13259 in the amount of \$23,221.13. Motion made by Mr. Martin, seconded by Mr. Coates and carried authorizing the payment of the January General Fund checks 13260 through 13263 in the amount of \$1,710.81.

PUBLIC PARTICIPATION: Resident, John Beiler questioned if residents should have to check with the Township about the housing of livestock prior to purchasing a property. He was advised they should if they wanted to confirm animals are allowed. He then inquired if the Board is considering any changes to the zoning ordinance to allow animals by right in all zoning districts. Mr. Coates indicated no such plans exist and explained the reasoning behind the various zoning districts and the mandate for the township to allow for each zoning district and their unique needs. Resident, Brendan Fillaux indicated the residents of Heather Circle would not like livestock being authorized on the commercial lot. Resident, Judith Shoemaker questioned how allowing a variance could establish precedence and was advised by Mr. Martin that an attorney could utilize the unwarranted exception of a zoning regulation as the establishment of a precedent in a court filing.

PLANNING COMMISSION: Motion made by Mr. Coates, seconded by Mr. Martin and carried adopting the minutes of the December 19th meeting as written.

Aaron & Katie Fisher: Tim Trostle of Strausser Surveying presented the plan advising that 4 lots were to be created, all which would be over 13 acres. It was noted that stormwater was being prepared for lot 1. A waiver of stormwater was being requested for lot 2 along with a waiver of plan processing. Mr. Trostle noted that approval had been received from the Lancaster County Conservation District and he believes all items noted by the Township Engineer have been addressed. Following a review of the plan, Mr. Coates motioned that the plan be approved contingent on the receipt of an approval from the Township Engineer and an approval letter from DEP. Mr. Beiler seconded the motion, which carried.

Michael Brooks: Tim Trostle of Strausser Surveying presented the plan and requested a waiver of plan processing as the plan was prepared to accompany a small stormwater project.

Following a review of the plan, a motion was made by Mr. Coates, seconded by Mr. Beiler and carried authorizing the waiver of plan processing.

RESOLUTION #1-24: Motion made by Mr. Coates, seconded by Mr. Martin and carried to adopt Resolution #1-24, an updated fee schedule to accurately reflect the charges of the Township.

SPRING CLEAN-UP DAY: Motion made by Mr. Coates, seconded by Mr. Beiler and carried to establish Saturday, May 18th 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:

Mike Jones: Motion made by Mr. Beiler, seconded by Mr. Reynolds and carried authorizing the release of escrow funding held on the Spruce Grove Road project.

David Martin: Mr. Beiler motioned that the escrow funding being held on the Nottingham Road project be authorized for release between meetings once a final approval has been received from the Township Engineer. Mr. Coates seconded the motion, which carried. Mr. Martin abstained.

ADJOURNMENT: At 8:45 p.m., being no further business, a motion was made by Mr. Coates, seconded by Mr. Martin and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolus
Secretary/Treasurer