

**LITTLE BRITAIN TOWNSHIP  
JANUARY 4, 2021**

The Little Britain Township Board of Supervisors held their annual organizational meeting on Monday, January 4, 2021 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 7:01 p.m. A moment of silence was followed by the salute to the Flag.

<b>PRESENT:</b> Jerry Emling	Daniel Blank
Clark Coates	Jake Esch
Richard Brenneman	John S. King
Shawn Reimold	Steve Main
Pat Wood	Tyler McCardell
Christine Jackson	George Osborn
Margaret DeCarolis	Dan Risk

**EXECUTIVE SESSION:** Mr. Emling announced that an executive session was held on Tuesday, December 9<sup>th</sup> to discuss a legal matter with its solicitor.

**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. Reimold 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.

**2021 APPOINTMENTS:**

**Accounting Firm:** Motion made by Mr. Coates, seconded by Mr. Brenneman 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:** Motion made by Mr. Brenneman, seconded by Mr. Coates 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 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. Emling 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. Coates 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. Reimold and carried to place legal notices in the Lancaster Newspapers.

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

**Mileage Reimbursement:** Motion made by Ms. Wood, seconded by Mr. Reimold and carried establishing the mileage reimbursement rate of 56¢ per mile, consistent with IRS guidelines.

**Planning Commission:** Motion made by Mr. Coates, seconded by Ms. Wood and carried reappointing Elaine Craig and Christy Krassenstein to 4-year terms on the Township Planning Commission.

**Planning Commission Secretary:** Motion made by Ms. Wood, seconded by Mr. Coates and carried reappointing Jennifer Brown to a one-year term as the Township Planning Commission Secretary with a 1.5% salary increase to a rate of \$139.40 per meeting.

**Roadmaster:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried to reappoint Dan Risk as the Roadmaster at a salary of \$27.44 per hour, which represents a 1% salary increase.

**Road Crew:** Motion made by Mr. Coates, seconded by Mr. Reimold and carried reappointing Troy Jones at a rate of \$25.67 per hour, which represents a 1% salary increase and Mike Jones at a rate of \$24.04 per hour, which represents a 2% salary increase, as full-time members of the road crew.

**Seasonal Employees:** Motion made by Mr. Brenneman, seconded by Ms. Wood and carried increasing the rate of salary by 1.5% to \$20.72 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 \$22.70 per hour, which represents a 1.5% increase.

**Sewage Enforcement Officer:** The Board was advised that Mr. Stoner had collected \$6,300.00 in sanitation fees and \$550.00 in well permitting fees during 2020. Motion was then made by Ms. Wood, seconded by Mr. Coates 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 Mr. Coates, seconded by Mr. Reimold and carried reappointing the firm of Brubaker Connaughton Goss and Lucarelli as Solicitor for the Township.

**Treasurer Bond:** Motion made by Ms. Wood, seconded by Mr. Reimold 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 1.5% to the rate of \$20.72 an hour.

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

**Zoning Officer:** Motion made by Mr. Reimold, seconded by Mr. Emling and carried reappointing Christine Jackson as Zoning Officer with an annual salary of \$37,270.80, which represents a 1.5% salary increase.

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

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

**Zoning Hearing Board Secretary:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried reappointing Dorothy Simpson to a one-year term as the Zoning Hearing Board Secretary with a 1.5% salary increase to a rate of \$139.40 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. Coates and carried to maintain the annual allocation of \$1,000.00 per year on the Dental/Vision program.

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

Fri., Jan 1- New Year's	Fri., Apr. 2 – Good Friday
Mon., May 31 – Memorial Day	Mon, July 5 – Independence Day
Mon., Sept 6 – Labor Day	Thurs. /Fri., Nov 25 & 26 – Thanksgiving
Mon., Dec. 27 – Christmas	Tues., May. 18 & Tues., Nov. 2 – Election Days

**Road Crew Vacation:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried acknowledging the following vacations which have been earned/awarded to the Road Crew for 2021:

Troy Jones – 3 weeks                      Dan Risk – 2 weeks                      Mike Jones – 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:** The Board was advised that due to the cancellation of the State Convention in 2020 due to COVID-19 that two registration fees have been carried over. Motion was then made by Ms. Wood, seconded by Mr. Coates and carried appointing Mr. Brenneman to serve as the voting delegate for the Township at the State Convention and authorizing the Roadmaster to attend.

### **REGULAR BUSINESS**

**MINUTES:** Motion made by Ms. Wood, seconded by Mr. Reimold and carried to approve the minutes of the December 8<sup>th</sup> meeting as printed.

**SANITATION:** It was reported that Mr. Stoner collected \$675.00 in sanitation fees and \$50.00 in well permits during the month of December.

**ZONING:** Zoning Officer, Christine Jackson reported issuing 6 zoning, 13 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 Jake Esch requesting variances to run a sawmill operation on the property of his father-in-law located at 144 Clendenin Road, which is 10 acres. He is requesting variances of the minimum setback, vehicular access, minimum lot size, maximum number of employees, hours and days of operation and incidental sales of sawmill merchandise. Mr. Esch was present and advised he was only looking to perform sawmill operations when the weather was too bad for his employees to work elsewhere. He also indicated he had 2 employees whose work hours are 6 a.m. to 4:30 p.m. Following a review of the application, Ms. Wood motioned that the Township Solicitor be present for the hearing to represent the interest of the Board. Mr. Emling seconded the motion, which carried.
- Presented an overview of all zoning activity that occurred in 2020 along with a report comparing zoning activities from the year 2000 to the present.

**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:

- Cleaned inlet boxes.
- Filled potholes in on dirt roads.
- Checks roads following storm.

- Washed trucks to prepare for frame treatments.
- Worked on Ford F-550.
- Took all trucks to Quarryville to have frames treated for winter.
- Cleaned lighting fixtures at municipal building to remove bugs.
- Prepared equipment for snow removal.
- Pre-treated roads.
- Plowed, salted and cindered roads.
- Treated roads and checked on ice spots.
- Performed routine equipment maintenance.

Mr. Emling questioned if the Ford F-550 was back in operation and was advised that it has been since the replacement of the fuel pump.

**PAYMENT OF BILLS:** Motion made by Mr. Coates, seconded by Mr. Brenneman and carried authorizing the payment of End of Year General Fund checks 12019 through 12046 in the amount of \$66,823.43 Motion made by Mr. Brenneman, seconded by Mr. Reimold and carried authorizing the payment of the January General Fund checks 12047 through 12054 in the amount of \$9,298.66.

**PUBLIC PARTICIPATION:** The Board was advised that Patrick Mulligan who is the County Budget Services Director was extremely helpful in ensuring the payment of the remaining COVID/Cares Act funding was received by the end of year by personally delivering the final payment on December 31<sup>st</sup>.

**RESIDENTIAL CONCERN:** Resident, Daniel Blank who resides at the intersection of Little Britain Road North and Black Road advised the Board of an accident that occurred near his property on December 14<sup>th</sup> in which 3 Amish children were killed and others were injured. He is requesting the Township's assistance in having improvements made to this intersection to improve the safety of it. He noted he has spoken with Representative Cutler and a PennDOT investigator. Mr. Emling advised the township met with Representative Gib Armstrong and PennDOT representatives approximately 10 years ago advising they would be willing to foot the bill and perform the work required to improve this intersection if they would cover the blacktop expenses and was resoundingly denied permission to make the improvements. The Board discussed the situation at length and advised Mr. Blank they would certainly provide a letter of support to PennDOT and suggested he obtain letters of support from all elected officials, the School District and Emergency Management Services. It was suggested he also reach out to the press to inform them of the danger encountered at this intersection by all motorist, especially the Amish. Mr. Blank advised the Board that he would be removing the shed on the corner of his property in an effort to improve visibility at the intersection. Ms. Jackson advised that she has been requested by Mr. Blank to obtain a copy of the accident report. In her efforts to do so, she discovered the report is not yet available and that a charge of \$22.00 would be accessed for its procurement. Motion was then made by Ms. Wood, seconded by Mr. Brenneman and carried authorizing the purchase of the report when available.

**PLANNING COMMISSION:** Ms. Wood questioned the situation on the Ephraim Esh lot add-on plan noted in the planning commission minutes. Ms. Jackson advised that the lot in question

had no building rights of its own, but the property owner purchased 2 adjoining lots, along with their building rights that were being added to the new/larger property. Following this discussion, a motion made by Mr. Coates, seconded by Ms. Wood and carried adopting the minutes of the December 15<sup>th</sup> Township Planning Commission meeting as printed.

**Ephraim Esh:** Ms. Jackson advised this plan was being tabled per the planner's request as plan revisions are needed prior to it being presented.

**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 2020 the Ambulance Association was dispatched to 804 incidents with a 93% response rate. Of those calls, 241 were located within Little Britain. Call volume over 2019 represents a 13.1% increase, continuing a 68% upward trend over the past 4 years. He further noted that based on the associations IALS status that they are now able to carry additional medications on board which enables them to provide a higher level of care, particularly to cardiac and critical patients. Information was provided on grants obtained throughout the year, debts paid, recognitions received and plans for 2021. Mr. Emling questioned if there had been an increase in cardiac and stroke incidents due to the mask wearing mandates. Mr. McCardell advised there has been an increase in these incidents but stated they are not related to mask mandates. Mr. Brenneman questioned if the association was having difficulty obtaining volunteers and was advised that this is problem county wide however, things are tighter now on that front than in previous years. In closing, Mr. McCardell thanked the Board for its continuous financial support and advised that he would be relocating in the near future to Pittsburgh in order to begin his medical residency but ensured the Board that another WAA representative will keep the Board up to date on matters pertaining to the association. The Board wished Mr. McCardell well in his future endeavors and thanked him for his service to the community.

**SPRING CLEAN-UP DAY:** Motion made by Ms. Wood, seconded by Mr. Coates and carried to tentatively schedule Spring Clean-Up day for Saturday, April 24<sup>th</sup> based on COVID conditions and restrictions at that time.

**RESOLUTION #1-21: Right to Know Fee Schedule** – Motion made by Mr. Coates, seconded by Ms. Wood and carried to adopt resolution #1-21, the updated fee schedule for the Right to Know law enacted by the Open of Office Records on December 22, 2020.

**ADJOURNMENT:** At 8:11 p.m., being no further business, motion was made by Mr. Brenneman, seconded by Mr. Reimold and carried to adjourn the meeting.

Respectfully Submitted,

Margaret D. DeCarolis  
Secretary/Treasurer