

ELIZABETH TOWNSHIP BOARD OF SUPERVISORS

January 2, 2024

Chairman Michael S. Diehl, Sr, called the Elizabeth Township Board of Supervisors (the Board) (ETBOS) meeting to order on January 2, 2024, at 7:00 p.m., at the Township Building. Also, present were Jeff Burkholder (Vice-Chairman), Rodney D. May (Secretary-Treasurer), Glenn Martin (Road Superintendent) and Loren Miller (Township Administrator). The Pledge of Allegiance to the Flag was recited. Loren Miller swore Jeff Burkholder in as a re-elected Supervisor for another six years. Congratulations were offered by Mr. Diehl.

BOARD REORGANIZATION

May, seconded by Burkholder, made a motion to elect Diehl as Chairman and Burkholder as Vice Chairman, and to appoint May as Secretary Treasurer for 2024. Motion carried, 3-0.

AGENDA APPROVAL

May, seconded by Burkholder, made a motion to approve the January 2, 2024 Agenda. Motion carried, 3-0.

PUBLIC PARTICIPATION AND GUESTS

Mike Landis, a resident of Keener Rd, expressed his desire that all organizations receiving Township funds provide an audited statement to the Township.

APPROVE MINUTES

May, seconded by Burkholder, made a motion to approve the minutes of the December 11, 2023 meeting as presented. Motion carried, 3-0.

TREASURER’S REPORT/PAY BILLS

The Board received the Treasurer’s Report, List No.1, dated January 2, 2024, for the month of December 2023, showing receipts of \$40,521.65 in the General Account. Expenses in the General Account were \$61,738.70. There were no receipts, with expenses of \$490.77 in the Park and Recreation Account. There were no receipts or expenses in the State Account. *Burkholder, seconded by Diehl, made a motion to accept the Treasurer’s Report. Motion carried, 3-0.*

Burkholder, seconded by Diehl, made a motion to pay the bills on List No. 1, dated January 2, 2024, amounting to \$16,811.35, as well as to retroactively approve payment of all expenses in all accounts in December 2023, amounting to \$62,229.47, for a total of \$79,040.82. Motion carried, 3-0.

PLGIT Account Balances as of December 29, 2023, are as follows:

General Account:	\$1,603,452.64
State Account:	\$ 78,090.80
Equipment Fund:	\$ 33,747.89
Park and Recreation Account	\$ 5,398.14
PLGIT Term	\$ matured
PLGIT Plus:	\$ 282,591.05

CERTIFICATES OF DEPOSIT

BANK OF BIRD-IN-HAND \$ 149,430.80

ZONING REPORT

The Zoning Officer submitted the December 2023 report for four weeks that detailed all activity for the month. Five permits were issued, with a value of \$200,730.00. There were no SWM exemptions issued. Many other issues were addressed, including ZHB applications and questions regarding permitted uses. Attended meeting with Township staff to facilitate a hand off of duties to Scott, Chairity and Nick at DMAI. The final zoning and building permit activity report for 2023 was received.

SEWAGE REPORT

The Sewage Enforcement Officer submitted the December 2023 report that detailed all activity for the month. There were no permit applications received; no soil analysis pits dug; two percolation tests completed; zero designs under review; one periodic holding tank inspections; one permit issued; and two installation inspections. The SEO updated all spreadsheets for the month, reported as needed to DEP and handled all Township SEO invoices.

STORM WATER MANAGEMENT/ENGINEERING REPORT

BURNING ORDINANCE

ET PARK BOARD/WRRC

PLANNING COMMISSION

FIRE COMPANY, FIRE POLICE, NWEMS, PA STATE POLICE, WESC

Brickerville Volunteer Fire Company had 11 calls in November, with 164 ytd.
The minutes from the December 4, 2023 WESC meeting were received.

ROAD SUPERINTENDENT REPORT

Road Superintendent, Glenn L. Martin, submitted a report for December 2023 as follows: Tree work; trimming work; Dirt and Gravel Road work; equipment maintenance; Evans Rd permit work; Notice re: Lindel Circle resident building a wall.

TOWNSHIP ADMINISTRATOR UPDATES

Liquid Fuels Tax Fund Audit completed with a positive outcome noted; SC2030 Planning and emails; Website work and FB work; Meetings with developers and builders; WCAA work; Work with ET building contract administration providers; Lots of calls re: driveways, solar, sheds and permits in general; GIS work with M. Boyer; Continued budget work for 2024; Yearend planning and preparation (payroll, auditors, Township audit); Mailing List work for WCAA; set up the speed sign on Rt 322.

CORRESPONDENCE RECEIVED

UNFINISHED BUSINESS

NEW BUSINESS:

D & S FLOORING COND USE – Diehl, seconded by Burkholder, made a motion to grant the conditional use application for Derry and Sherry Weaver of D and S Flooring located at 637 East 28th Division Highway, Lititz, PA, 17543, subject to the conditions set forth in the decision in the form presented at the meeting on December 5,

2023. Motion carried, 3-0. (This decision was based on the advertised and publicly held December 5, 2023 hearing, as well as an executive session held by the Board immediately following the hearing.)

ZONING OFFICER APPT – Burkholder, seconded by May, made a motion to reappoint David Miller/Associates (DM/A) as Zoning Officer and Nuisance Ordinance Enforcement Officer and to assist with administration of Stormwater Management Ordinance as well as the IPMC (International Property Maintenance Code) for 2024, as well as to appoint Barry Wagner as Zoning Consultant and Loren Miller as Assistant Zoning Officer for 2024. Motion carried, 3-0.

SWM AND ENGINEER – May, seconded by Diehl, made a motion to reappoint David Miller/Associates (DM/A) as Township Engineer for stormwater management and general engineering activities for 2024. Motion carried, 3-0.

IPMC – May, seconded by Diehl, made a motion to appoint ABI (Associated Building Inspections) as the enforcement agency for the IPMC (International Property Maintenance Code) for 2024. Motion carried, 3-0.

EMPLOYEE APPT – Diehl, seconded by May, made a motion to reappoint for 2024: Glenn L. Martin as Superintendent of the Elizabeth Township Road system (FT); Timothy R. Shreiner as road laborer (FT); Rita A. Snavelly as Twp. Administrative Assistant (PT); and Loren D. Miller as Twp. Administrator and Assistant Secretary-Treasurer (FT). Motion carried, 3-0.

SEO APPT – Burkholder, seconded by Diehl, made a motion to reappoint Len Spencer as Sewage Enforcement Officer and to appoint Charity Hain of David Miller/Associates (DM/A) as Alternate Sewage Enforcement Officer for 2024. Motion carried, 3-0.

SEO FEE SCHEDULE – May, seconded by Burkholder, made a motion to approve and adopt Resolution 1-2024 / SEO Fee Schedule. Motion carried, 3-0.

BURNING OFFICER APPT – Burkholder, seconded by May, made a motion to appoint Kirk Wolfe as Burning Enforcement Officer for 2024. Motion carried, 3-0.

LEGAL COUNSEL – Diehl, seconded by Burkholder, seconded by May, made a motion to retain the law firm of Morgan, Hallgren, Crosswell and Kane as Township Solicitor and to retain the law firm of Russell, Krafft and Gruber, LLC, to represent Zoning Hearing Board for 2024. Motion carried, 3-0.

TWP DEPOSITORIES – May, seconded by Diehl, made a motion to approve and adopt Resolution 2-2024 designating PLGIT, Valley Forge, PA and JBT (Jonestown Bank and Trust), Lebanon, PA, as depositories for Elizabeth Township funds for 2024. Motion carried, 3-0.

PSATS – Diehl, seconded by Burkholder, made a motion to appoint May as the Voting Delegate to the 2024 PA State Assn. of Township Supervisors Convention to be held in April 14-17, 2024, in Hershey, PA. Motion carried, 3-0.

IRS MILEAGE – Diehl, seconded by May, made a motion to set 2024 mileage reimbursement rate for use of personal vehicles to perform Twp. business at .67/mile in 2024 per the IRS annual update. Motion carried, 3-0.

BOARD COMPENSATION – Diehl, seconded by May, made a motion to make a recommendation to Township auditors of hourly wages to be paid to Supervisors when working for the Township in a capacity other than Elected Supervisors to remain at \$25.00 per hour. Motion carried, 3-0.

FIRE COMP APPT – Burkholder, seconded by Diehl, made a motion to reappoint Brickerville Volunteer Fire Company, Penryn Fire Company, and Brunnerville Fire Company as emergency providers for the Township. Motion carried, 3-0.

FC FUNDRAISING – Burkholder, seconded by Diehl, made a motion to acknowledge and authorize fund raising activities of the Brickerville Volunteer Fire Company during 2024. Motion carried, 3-0.

WESC COMMISSIONER – Diehl, seconded by Burkholder, made a motion to approve Duane Ober as WESC Fire Commissioner for 2024 to authorize his ability to provide leadership and guidance to all member municipalities, including Elizabeth Township, and their respective fire companies and ambulance companies, to include roles in operations, administration, investigation, and enforcement, as detailed by the WESC Agreement and the WESC Fire Commissioner Job Description. Motion carried, 2-1, with May opposed.

FIRE POLICE – Diehl, seconded by Burkholder, made a motion to approve and adopt Resolution 3-2024, the Fire Police Authorization for 2024 Emergency and Non-emergency traffic control. Motion carried, 3-0.

WAAB APPT – Burkholder, seconded by May, made a motion to appoint Eli “Sonny” Ebersol as member and Daniel J. Weik as alternate to the Warwick Area Appeals Board (WAAB). Motion carried, 3-0.

CD FUNDS – Burkholder, seconded by Diehl, made a motion to approve a Resolution granting permission to move ET funds into a (FDIC insured) CD, as determined by the Secretary Treasurer and the Assistant Secretary Treasurer. Motion carried, 3-0.

PUBLIC PARTICIPATION

Scott Weinrich, a resident of Park Avenue, asked about local police coverage, as well as if the issue could be added to a referendum. Diehl answered that it cannot be added in that manner; it is decided by the Board.

OF NOTE

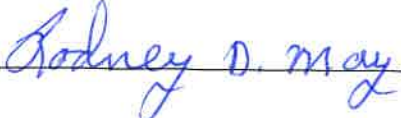
After 40 plus years of working in the industry, including 20 years in County and Professional Firms and then the rest as a private provider and consultant, Mr. Barry Wagner has tendered his resignation to the Township as Township Zoning Officer. The Board and Staff are very appreciative of his service to the Community and wish him and his family all the best in this next season of his life.

OTHER BUSINESS

- The Board agreed to a work session on January 8, 2024, after an 8:00 a.m. meeting with the prime contractor for the new Township Building addition.
- The next regular meeting of the ET Planning Commission (ETPC) will be held on Wednesday, February 7, 2024, beginning at 7:00 p.m.
- The next meeting of the ET Board of Supervisors (ETBOS) will be held on Monday February 12, 2024, beginning at 7:00 p.m.
- The next regular meeting of the ET Park Board (ETPB) will be held Thursday, March 7, 2024, beginning at 7:00 p.m.

ADJOURN

There being no further business, Diehl, seconded by May, made a motion to adjourn the meeting. Motion carried, 3-0. The meeting was adjourned at 7:56 p.m.


Rodney D. May, Secretary-Treasurer