

ELIZABETH TOWNSHIP BOARD OF SUPERVISORS

JANUARY 6, 2025

Chairman Michael S Diehl, Sr., called the Elizabeth Township Board of Supervisors (the Board) (ETBOS) meeting to order on January 6, 2025, at 7:00 p.m., at the Township Building. Also present were Vice Chairman Jeff Burkholder, Rodney D. May (Secretary-Treasurer), Glenn Martin (Road Superintendent) and Loren Miller (Township Administrator). The Pledge of Allegiance to the Flag was recited.

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 2025. Motion carried, 3-0.

AGENDA APPROVAL

Burkholder, seconded by Diehl, made a motion to approve the Agenda for January 6, 2025. Motion carried, 3-0.

PUBLIC PARTICIPATION AND GUESTS

APPROVE MINUTES

Diehl, seconded by May, made a motion approving the minutes of the December 9, 2024, meeting as presented. Motion carried, 3-0.

TREASURERS REPORT/PAY BILLS

The Board received the Treasurer's Report, List No. 1, dated January 6, 2025, for the month of December 2024, showing receipts of \$58,155.76 in the General Account. Expenses in the General Account were \$103,536.03. There were no receipts or expenses 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 6, 2025, amounting to \$28,527.40, as well as to retroactively approve payment of all expenses in all accounts in December 2024, amounting to \$103,536.03, for a total of \$132,063.43. Motion carried, 3-0.

PLGIT Account Balances as of December 31, 2024, are as follows:

General Account:	\$1,287,535.65
State Account:	\$ 88,496.41
Equipment Fund:	\$ 35,462.40
Park and Recreation Account	\$ 10,920.89
PLGIT Plus:	\$ 297,269.66

ARP Account Balance as of December 31, 2024 is: \$6.30

CORRESPONDENCE RECEIVED

REPORTS

ZONING - The Zoning Officer submitted the December 2024 report that detailed all activity for the month. Four permits were issued, with a value of \$145,831.60.

SEWAGE – The December 2024 Sewage Enforcement Officer’s report was received.

STORM WATER MANAGEMENT/ENGINEERING -

PLANNING COMMISSION –

ET PARK BOARD/WRRC – The minutes of the January 2, 2025 meeting were received.

BURNING ORDINANCE –

FIRST RESPONDER REPORTS

BVFC responded to 16 calls in December 2024, with 127 calls YTD.

WCAA responded to 29 calls in December 2024, with 306 calls YTD.

The December 2024 WESC report was received.

ROAD SUPERINTENDENT REPORT - Road Superintendent, Glenn L. Martin, submitted a report for December 2024 which included notes on work done, equipment maintenance and other miscellaneous such as water sampling at the park, paver pricing for under the bleachers at the park, boom mower rentals and an Evans Rd permit update.

TOWNSHIP ADMINISTRATOR UPDATES – SC2030 Implementation Meetings; Working with zoning officers in the permitting process; Office visit with ZHB applicants, neighbors and Zoning Officers; Work on Zoning Ordinance redo; Many calls re: zoning issues on existing properties, new projects and r/e for sale; Work on 2025 budget. Start on the 2024 audit, worked on year-end processes.

UNFINISHED BUSINESS –

NEW BUSINESS:

ZHB REPRESENTATION – Diehl, seconded by Burkholder, made a motion to authorize Morgan, Hallgren, Crosswell and Kane to attend the January 15, 2025, Zoning Hearing Board meeting and represent the Township in the case of 514 W 28th Division Highway for McGarvey. Motion carried, 3-0.

TWP BLDG SIGN – A discussion re: a new sign at the bldg. Miller will ask for a revised size of one proposal with pricing, as well as inquire about other material/media types.

NEW CONF ROOM CHAIRS – A discussion re: new chairs for the bldg. conference room. Miller will secure a quote on 30 black metal-framed, cobalt-colored chairs as well as a chair cart. He will share the info with the Board.

ORDINANCE 2025-1 - A public hearing was held on Proposed Ord. No. 2025-1 to enact an amendment to the Elizabeth Township Code of Ordinances, Chapter 42, Salaries and Compensation, to increase the salary for members of the Board of Supervisors in accordance with Act 94 of 2024. The Ord. was duly advertised and posted. Following discussion, Diehl, seconded by Burkholder, made a motion to adopt Ord. No. 2025-1. Motion carried, 3-0.

SAUDER, ZHB – Burkholder, seconded by Diehl, made a motion to reappoint Dell Sauder as alternate to ZHB for three years. Motion carried, 3-0.

SEO REAPPT – Burkholder, seconded by May, made a motion to reappoint for 2025: Len Spencer as Sewage Enforcement Officer and to reappoint Charity Hain of David Miller/Associates (DM/A) as Alternate Sewage Enforcement Officer. Motion carried, 3-0.

SEO FEE SCHEDULE - May, seconded by Diehl, made a motion to approve and adopt Resolution 1-2025 / SEO Fee Schedule. Motion carried, 3-0.

BURNING ENFORCEMENT OFFICER - May, seconded by Diehl, made a motion to appoint Kirk Wolfe as Burning Enforcement Officer for 2025. Motion carried, 3-0.

TWP and ZHB SOLICITOR - 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, as ET Zoning Hearing Board Solicitor for 2025. Motion carried, 3-0.

TWP DEPOSITORIES - Diehl, seconded by Burkholder, made a motion to approve and adopt Resolution 2-2025 designating PLGIT, Valley Forge, PA and JBT (Jonestown Bank and Trust), Lebanon, PA, as depositories for Elizabeth Township funds for 2025. Motion carried, 3-0.

PSATS CONFERENCE – Diehl, seconded by May, made a motion to appoint Burkholder as the Voting Delegate to 2025 PA State Assn. of Township Supervisors Convention to be held in Hershey, PA, May 4-7, 2025. Motion carried, 3-0.

MILEAGE REIMB – Diehl, seconded by Burkholder, made a motion to set the 2025 mileage rate for use of personal vehicles to perform township business at .70/mile per IRS guidance. Motion carried, 3-0.

SUPERVISOR COMP – Diehl, seconded by Burkholder, made a motion to make a recommendation to Township auditors of hourly wages to be paid to Supervisors at \$25.00/ hr when working for the Township in a capacity other than Elected Supervisors (currently at \$25.00). Motion carried, 3-0.

FIRE COMP – May, 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.

FIRE COMP FUNDRAISING – Diehl, seconded by Burkholder, made a motion to acknowledge and authorize fund raising activities of the Brickerville Volunteer Fire Company during 2025. Motion carried, 3-0.

WESC APPT – Burkholder, seconded by Diehl, made a motion to approve Duane Ober as WESC Fire Commissioner for 2025 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 Fire Commissioner Job Description. Motion carried, 3-0.

FIRE POLICE – Burkholder, seconded by Diehl, made a motion to adopt Resolution 3-2025, the Fire Police Authorization for 2025 Emergency and Non-emergency traffic control. Motion carried, 3-0.

WAAB APPT – May, seconded by Burkholder, 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.

PUBLIC PARTICIPATION

OTHER BUSINESS - All meetings held at Elizabeth Township Building, beginning at 7:00 p.m., unless otherwise noted:

- The next regular monthly meeting of the ET Board of Supervisors (ETBOS) will be Monday, February 10, 2025.
- The next meeting of the ET Board of Auditors will be on Tuesday, January 7, 2025, beginning at 4:00 p.m. This is the annual reorganization meeting.
- The next regular meeting of the ET Planning Commission (ETPC) will be held on Wednesday, January 8, 2025 (annual reorganization meeting), and again February 5, 2025.
- The next meeting of the ET Zoning Hearing Board (ETZHB) will be held Wednesday, January 15, 2025. NOTE: this is NOT the normal Wednesday night due to multiple meetings on 1/8/2025.
- The next meeting of the ET Park Board (ETPB) will be held on Thursday, March 6, 2025.
- Adjourn: There being no further business, May, seconded by Burkholder, made a motion to adjourn the meeting. Motion carried, 3-0. The meeting was adjourned at 7:41 pm.

Minutes recorded by Loren D. Miller, Township Administrator

 Rodney D. May, Secretary-Treasurer