The 2361st reorganizational meeting of the Upper Leacock Township Board of Supervisors was held on Tuesday, January 2, 2024, at 6:30 p.m. Chairman Ron Simmons, present; Vice Chairman Harold J. Leaman, present; Supervisor Nelson Bard, present; Township Manager Michael H Morris, present and Secretary/Media Coordinator Joy Witmer, present.

Chairman Simmons called the meeting to order and then asked all present to rise and recite the Pledge of Allegiance.

**Reorganization:** 

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Ron Simmons was appointed Chairman of the Supervisors.***

On a motion by Supervisor Bard and seconded by Chairman Simmons, ***J. Harold Leaman was appointed Vice-Chairman of the Supervisors.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Michael H Morris was appointed as Township Manager/Secretary/Treasurer.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Appel, Yost and Zee LLP was appointed Township Solicitor for the year 2024.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Rettew was appointed Township Engineer for the year 2024.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Resolution 2024-01 was adopted appointing Maher Duessel to audit all Township accounts for year 2023***.

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, the following depositories were appointed:

1. ***PNC Bank***
2. ***Fulton Bank***

 C. ***Truist***

1. ***Pennsylvania Local Government Trust (PLGIT)***
2. ***Univest***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman***, the first and third Thursday nights at 6:30 p.m., at the Upper Leacock Township Municipal Building, were designated for Board of Supervisors meetings unless otherwise advertised.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***the Treasurer's Bond in the amount of $750,000 to be purchased through BCF Group Insurance Agency was approved.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Mark Deimler, Solanco Engineering was appointed as the Upper Leacock Township Sewage Enforcement Officer and Duane Truax, as the alternate Sewage Enforcement Officer.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Resolution 2024-02 was adopted for the 2024 fees for on-lot sewage systems, zoning permits, code enforcement, hearings, consulting, plan review/submittal, stormwater management, and other misc. fees, ABI fees were approved excluding the Standard Commercial Building Projects needing clarification. Code Administrators fee schedules for 2024 were approved.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***the Special/Fire Police are hereby granted permission to control crowds and direct traffic at accidents or any other place where traffic needs controlling, or in case of an emergency, by orders of Fire Chief, Police Chief, or Supervisors. The names of the Special/Fire Police as submitted by the Fire Chiefs of Bareville and Upper Leacock Fire Companies (either separately or jointly) to be approved where the need arises. As listed in the agenda.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Resolution 2024-03 was adopted appointing H. Charles Benner to a one-year term as Chairperson of the Vacancy Board beginning January 1, 2024 and ending December 31, 2024.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***the following was approved***: ***"We the Supervisors of Upper Leacock Township hereby grant authorization to the members of the Bareville and Upper Leacock Fire Companies and New Holland Ambulance to engage in fund raising activities, such as fairs, carnivals, bingo, banquets, barbecues, donkey baseball games, and other similar fund raising activities of the Fire Company (Ambulance Corps) that the chief officers deem necessary for the efficient operation of the Company. Authorization is granted to the respective fire chiefs to activate fire police at fire company functions. Authorization is also granted for the Fire Company, Ambulance Corps, Rescue Squad, and Fire Police to participate in mutual aid, in-house firemen's training, training schools, conventions, meetings and civic functions of the type customarily attended by and participated in by Volunteer Fire Company members. Furthermore, New Holland Ambulance Association is authorized to provide transportation of patients and emergency medical care in Upper Leacock Township."***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***the following was approved***: ***"We the Supervisors of Upper Leacock Township hereby grant authorization to the Fire Chiefs of Bareville and Upper Leacock Fire Companies or other officer in charge at the scene of an EMERGENCY to deputize a bystander providing the bystander is willing to render assistance requested by said officer to lend assistance in the emergency as a member of this Fire Company or Fire Department. By this act of deputizing a bystander it is understood that he/she shall become eligible for all the benefits available to other members of this Fire Company or Fire Department should he/she suffer an injury or illness as a result of his/her voluntary service. In order to be eligible for such benefits he/she must have been specifically requested or authorized to participate by the Fire Chief or other officer in charge at the scene of the emergency". ***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Resolution 2024-04 was adopted appointing Levi H. Charles to a three-year term as a member of the Upper Leacock Township Zoning Hearing Board beginning January 2, 2024, and ending December 31, 2026.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Resolution*** ***2024-05 was adopted appointing Lee H. Gernert to a four-year term as a member of the Planning Commission Board beginning January 2, 2024, and ending December 31, 2027.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Resolution 2024-06 was adopted appointing Michael Reed to a five-year term as a member of the Upper Leacock Township Municipal Authority beginning January 2, 2024 and ending December 31, 2028.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Resolution 2024-07 was adopted appointing Hana Witmer to a four-year term as Auditor for Upper Leacock Township until December 31, 2027.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Lisa Boyd was appointed as the Zoning Officer and Building Code Official for Upper Leacock Township for 2024.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***Associated Building Inspections, Inc. and Code Administrators, Inc. were appointed as the building code inspectors for commercial inspections and residential inspections for 2024.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Mark Deimler and Derrick Jamison of Solanco Engineering were appointed as the Property Code Enforcement Inspectors for 2024.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***appointed Lisa Boyd Upper Leacock Township Zoning Officer as the Right to Know Officer and the Fire Alarm Officer for Upper Leacock Township for 2024.***

On a motion by Supervisor Bard and seconded by Vice Chairman Leaman, ***Robert Sisko, Morgan, Hallgren, Crosswell, and Kane, was appointed as the Zoning Hearing Board solicitor for 2024.***

On a motion by Vice Chairman Leaman and seconded by Supervisor Bard, ***the following holidays were approved for 2024: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a flexible day at Christmas and New Year's Day 2025.***

Supervisor Bard made a ***motion to approve the December 21, 2023 minutes***. Vice Chairman Leaman seconded the motion. The motion passed.

**Recognition of Guests:**

Bob Fisher was in attendance for a Conditional Use Hearing at 214 W. Main St. that he received a letter for. The hearing was advertised and then canceled. He is a neighbor and was just curious about the project. Joy Witmer stated settlement for that property was called off and there is no word on a future date.

**Public Comments:**

None

**Managers’ Report:**

None

**Solicitors’ Report:**

None

**Old Business:**

None

**New Business:**

Vice Chairman made a ***motion to approve the release of financial security for the GB&E Beechdale Farms, 440 Beechdale Road in the amount of $19,440.00, contingent up on the applicant paying the outstanding engineering fees per RETTEW’s letter dated December 21, 2023*.** Supervisor Bard seconded the motion. The motion passed.

Supervisor Bard made a ***motion to approve the reduction of financial security for the Amos and Sadie Lapp project at 305 Quarry Road 17276.00 to a remaining balance of $1727.60, contingent upon the applicants completion of As-Built comments on RETTEW’s letter dated December 21, 2023.*** Vice Chairman Leaman seconded the motion. The motion passed.

Vice Chairman Leaman made a ***motion to approve the release of financial security for the Elam B. Esh project at 286 Monterey Road in the amount of $7198.75, contingent upon the applicant paying the outstanding engineering fees per RETTEW’s letter dated December 21, 2023.*** Supervisor Bard seconded the motion. The motion passed.

**Authorizing Bid Advertising for 2024 Roadway Projects:**

* + - Supervisor Bard made a ***motion to advertise Contract No. 1 – Liquid Fuels – Base bid milling, adding paving fabric, placing leveling and wearing courses on the following roads (Joy Ave: Glenbrook to dead end), Rose Ave. (Sunset Ave to North Maple Ave).*** Vice Chairman Leaman seconded the motion. The motion passed.
    - Vice Chairman Leamanmade a ***motion to advertise Contract No. 2 – Liquid Fuels – Bituminous Seal Coat – place double application of seal coat on East Eby Road: (from Newport Road to Farmland Road); Farmland Road (East Eby Road to Main Street (Rt. 23))***. Supervisor Bard seconded the motion. The motion passed.
    - Supervisor Bard made a ***motion to advertise Contract No. 3 – General Fund – Milling, base repair, place levelling course, binder course, and wearing course on Forest Hill Road (Quarry Road to West Earl Township line) and Forest Hill Road (West Earl Township line to Glenbrook Road – to be paid by West Earl Township).*** Vice Chairman Leaman seconded the motion. The motion passed.

**Planning Commission Minutes:**

Chairman Simmons asked for clarification on the decision to approve for the following waivers on the Twin Maples Project:

* + - 110’ Clear-Sight Triangle for more than Ten Off-Street Parking Spaces
    - Access Drives shall conform to Minor Street Design
    - Minimum Pipe Size in Areas outside of Public Street Right of Way

Mr. Morris said he would have updated plans for the Supervisors before the February Board of Supervisors meeting.

**Supervisors Concerns:**

None 

**Solicitors Report:**

Vice Chairman Leaman mentioned that the catch basin on Creek Hill Road at Scenic Ridge property seems to be working the way it should.

Supervisor Bard said he had a conversation with Randy Smith the Chief at Bareville Fire Company and it went well. Communication is open with Bareville Fire Company.

**Payment of Bills:**

December 16, 2023 to December 29, 2023

GENERAL $160,404.60

WATER $25,631.10

SEWER $40,784.74

STORMWATER $4,577.84

TOTAL $231,398.28

STATE/LIQUID FUELS PAYMENTS $0.00

TOTAL GENERAL FUND RECEIPTS $70,006.29

Vice Chairman Leaman made a ***motion to pay bills totaling $231,398.28***. Supervisor Bard seconded the motion. The motion passed.

John Jascoll with LNP asked for clarification on the ABI fee schedule. Joy Witmer offered to look up 2023 fee schedule to compare the two to help clarify the questionable fee for Standard Commercial Project Calculations. After comparing the two years (2023 and 2024) there was no difference in the actual fee.

Vice Chairman Leaman made a ***motion to approve ABI Fee Schedule as in our background materials.*** Supervisor Bard seconded the motion. The motion passed.

With a motion by Supervisor Bard and seconded by Vice Chairman Leaman, the meeting adjourned at 7:13 p.m. The next meeting of the Board of Supervisors is scheduled for **Thursday February 15, 2024** at 6:30 p.m. at the Upper Leacock Township Municipal Building.

Respectfully Submitted,

Michael H Morris

Township Manager