

Butler Township Board of Supervisors  
Meeting Minutes  
March 13, 2023

Chairman Wilkinson called the meeting to order at 7:02 p.m.

Present: Ed Wilkinson (Chairman), Doug Bower (Vice Chairman), Danielle Helwig (Secretary),  
Jon Holmes (Engineer) & Todd King (Solicitor)

Absent: Russel Wertz (Supervisor)

Pledge

No Changes or additions to the agenda

**Consent Agenda**

1. February Minutes
2. February Payroll
3. Payment of Bills: February 14 through March 13, 2023
4. Financial Report ending March 13, 2023

**A motion was made by Bower and seconded by Wilkinson to approve the consent agenda as presented. Motion carried 2-0**

**Appearances**

Barb Walter, Auditor: Barb presented the Auditor report. The auditors found the Butler Township records to be in order. The annual report was submitted to the state and has been approved. The auditors have made the following recommendations to the Supervisors.

1. Suggest the Supervisors have the insurance broker research for more affordable insurance.
2. Recommend installing a time clock to have a better record of start and stop times for the employees
3. Recommend until the time clock can be installed, complete time sheets with start and stop times, not just hours worked.
4. Recommend adjusting the payroll pay day to the following Monday after the pay period is over. This should alleviate any changes needing to be made by the secretary for overtime and/or sick days etc.

**A motion was made by Bower and seconded by Wilkinson to set up a time to meet to discuss the recommendations and be ready to take any actions at the April meeting. Motion carried 2-0**

**Business: (Action needed)**

1. Kennies Market:  
Mr. Sheaffer was present to discuss any questions from the Board. The plan is ready for signatures. **A motion was made by Bower and seconded by Wilkinson to approve the**

**bond amount of \$237,125.00. Motion carried 2-0** The plan can be signed but will not be released until the Letter of Credit is received.

2. GAW Subdivision Stone Jug Rd:  
A revised plan has not been received yet. **No action can be taken.** Mr. Knowles commented and verified that the owner in question is aware of the subdivision and sale. Spoke with Mr. Battersby regarding the Estate Lot. Mr. Battersby was under the impression that the plan was approved and ready go. This is not the case. The wording regarding the estate lot is to be removed. But the plan cannot be approved until a new plan is presented with all the comments from Jon Holmes and the County being addressed.
3. Fire Department Ordinance:  
Tabled until April
4. Township Building:  
Well Drilling: Reicharts has been contacted for an estimate broken out into modules to Drill a new well on the property. The estimate will require at least two other phone Quotes.  
RACP Application and Business plan submitted March 1, 2023  
Other: Several revisions need to be made to the CSD Proposal, but Jon feels that these are minor and between himself and Todd King they can be completed and sent to CSD. **A motion was made by Bower and Seconded by Wilkinson to conditionally approve the Proposal for bidding document preparation services. Motion carried 2-0**  
Salzmann Hughes Engagement & Representation Agreement  
There is no record of this agreement put on record when Salzmann Hughes was hired. The Supervisors are signing as a formality to make it official.
5. Spring Clean-up:  
The Supervisors approve the advertisement of Spring Clean-up Day to be April 15
6. Adams Apple Bike Ride May 2. The Supervisors have been made aware of this event and the secretary will send the letter.
7. Zoning Ordinance: Schools and Municipal Building Amendments  
John Adamik spoke with Arendtsville Borough, and an email was received from Rob Thaeler, ACOPD, with recommendations and guidance to move forward. Jon Holmes recommends that we develop a timeline so that this process does not drag on. Helwig will contact Arendtsville Borough and follow up with Rob Thealer.
8. Adams County Office and Development municipal outreach  
May 1st Planning Commission Meeting (no action needed)
9. Complaint: Blue Sky Motel  
A complaint was received regarding some unsafe conditions at the motel. A meeting was set up with this person, but they did not show up. Details are not known at this time. No action to be taken
10. Oak Hill Complaint Update  
The property is in the Rural Residential Zone where a salvage yard is not a permitted use. Depending on when the property was being utilized as a salvage yard my permit the usage as non-conforming. Wayne Smith, Zoning Officer will be directed to draft a

letter to let the owner know that a salvage yard will not be permitted because a salvage business did not appear to be present prior to the zoning ordinance and is not a permitted use in the zoning district.

11. Hoop House question: Land & Sea called Danielle to discuss some questions about a hoop house. Danielle will make sure that Land & Sea has copies of statutes. No action needed
12. Approve Items for Bidding and Advertisements  
**A motion was made by Bower and seconded by Wilkinson to approve the bidding for Stones, Fuel and Emulsions the same as last year, with one small change and to advertise. Motion carried 2-0 A copy of the requested is attached to these minutes.**
13. Floodplain permit application and permit:  
**A motion was made by Bower and seconded by Wilkinson to approve the application and permit as presented by the Secretary. Motion carried 2-0.** Discussion: When the ordinance was adopted, development of an application and permit were missed.
14. Salt Contract:  
**A motion was made by Bower and seconded by Wilkinson to enter the contract for 1 truck load, (approx. 22 tons) of salt. Motion carried 2-0**

#### **Engineer, Jon Holmes Report**

Jon reported that the PSU demolition documentation is assumed to be complete, as Danielle filed the required document with the County that was not filed by the demolition project manager.

University Dr. Cell Tower: Danielle will follow up with them to be sure the required maintenance bond has been renewed.

194 Punch Rd: An agreement has been finalized and a copy of the revised signed copy needs to be received by the township for signatures. Danielle will follow up. The Supervisors have directed Danielle to contact Gil Picarelli to follow up with the Septic Violation and to check if he provided them with a timeline.

Gregg Briggs has pulled his plans to build a new building

West Guernsey Rd (Johnson Event Barn) will need to do a hydro study per the state because they will have a new septic system within 1/4 mile of a well that was tested with nitrates at 5 mg/L or higher during the ACT 537 Plan process.

#### **Solicitor, Todd King Report**

No Report

#### **Correspondence**

1. Land and Sea February Report
2. Wayne Smith, Zoning Officer February Report
3. Biglerville Borough Water Source Protection Program Update from Biglerville
4. Arendtsville Fire Department February Report
5. Biglerville Fire Department February Report

6. PSATS membership Letter and yearly plaque date strip
7. Liquid Fuels Road Turnback Payment received \$43,360.00
8. Liquid Fuels Funds Released March 1, approx. 143,000.00 not yet deposited
9. Roll Back Taxes received for Lisa Grim Parcel 07F09-0060---000
10. Adams County Pulled Assets Report
11. Thank you from SPCA for Donation
12. Thank you from Upper Adams Senior Center for Donation
13. February Planning Commission minutes
14. March Planning Commission Draft minutes
15. Heidlersburg Fire Department Report

With no further business the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Danielle Helwig  
Secretary