

Butler Township Board of Supervisors  
2379 Table Rock Rd Biglerville PA 17307  
Meeting Minutes  
February 10, 2025

Chairman Wilkinson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Present:** Ed Wilkinson, Dominic Englebert, Victor Woerner, Danielle Helwig, Todd King, Jon Holmes, and Corey Hoch

**Others Present:** Natalie Johnson, Gary Trimmer & Ivan Fisher

Wilkinson opened the floor for public comment on the agenda items and noted no public comments were received.

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**1. Consent Agenda**

Wilkinson: Presented the consent agenda, which included:

- a. January reorganization and regular meeting minutes
- b. January Payroll
- c. Bills from January 1 to February 10, 2025
- d. Financial report through January 31

***A motion to approve the consent agenda was made by Englebert and seconded.***

***Motion Carried 3-0.***

**2. Roadmaster Report**

Corey Hoch reported

- Extensive plowing and cleanup due to a recent snowstorm.
- Arendtsville Borough has received 3 loads of mixed salt. (3 scoops per load)
- Cleaning out buildings in preparation for demolition, with approximately one day's work remaining besides equipment removal.
- Tire repair on the loader.
- Salt supplies are sufficient for the rest of the year, though lower than previous years.
- One load of contracted salt from salt contract was delivered.
- It was confirmed Biglerville has also received salt from the township.

**3. Business**

- a. Natalie Johnson – Guernsey Rd. Even Barn: Sketch Plan Review

Natalie Johnson: Presented a sketch plan for a permeable turf parking area, a follow-up from the previous Planning Commission meeting.

Note: the ordinance allows for a maximum of 50% permeable parking material.

Natalie Johnson explained that Wayne (zoning officer) had approved the use of the permeable material for all parking spaces. Discussion ensued regarding the need for a variance for exceeding the 50% permeable parking limit, as it was discussed but

not formally granted during the zoning hearing. The zoning decision only granted a special exception for the Barn operation, not the parking. Further discussion about the proper procedure for obtaining a variance, and the associated costs. It was also mentioned that the Zoning Officer determines the number of spaces required for the plan. Natalie will be in contact with Wayne Smith (Zoning Officer)

b. Dollar General –

- Extension Letter: ***A motion was made by Woerner and seconded to approve the extension letter for plan approval. Motion carried 3-0***
- NPDES permit application completeness letter: Received
- Developer Agreement: ***A motion was made by Woerner and seconded to approve the Developer Agreement and the signing of all the documents necessary to transmit the Sewage Facility Module including the Resolution. Motion carried 3-0***
- Engineer Comments: Traffic Study: No Response yet from Jon's comments on the submitted traffic study. ***On a motion made by Englebert and seconded the Supervisors are providing an approval of the traffic study conditional to Jon Holmes' comments. Motion carried 3-0***

A Zoning Permit has been provided. There is concern about the location of the loading dock and the landscaping, they appear not to comply with the ordinance. The Supervisors would like Wayne Smith, Zoning Officer to review these items. Danielle Helwig will contact him.

c. Gary Fair - Old Records Inquiry

Helwig discussed Gary Fair's inquiry about destroying old records.

A resolution authorizing the destruction of records following the records retention law would be required and agreed to prepare a resolution for the next meeting.

d. Goldenville and Route 34 Intersection

Helwig: Reported receiving a call from PennDOT regarding the intersection, prompted by inquiries from Representative Eckert's office.

It was mentioned that there was a previous discussion with PennDOT about this intersection. Discussion about the need for a new traffic study, considering the planned Dollar General. Jon Holmes suggested tabling the issue until the Dollar General traffic study is completed. ***The board agreed to table the discussion.***

e. Horan- Stormwater Plan

Gary Trimmer presented a stormwater plan and maintenance agreement for the Horan property, requiring a supervisor's signature for recording.

***A motion was made by Englebert and seconded to approve the SWM Plan and sign the Operations and Maintenance agreement. Motion carried.***

- f. Orchard View - Sewer and Water Capacity: A letter received from the Biglerville Water and Sewer Authority states that there is enough sewer capacity for a proposed housing project. **No action is needed.**
- g. 2945 Table Rock Rd – Sewer Capacity: A letter received from the Biglerville Water and Sewer Authority states that there is enough sewer capacity for a building project. **No action is needed**
- h. Township Building Project - Awarding Contractors  
Wilkinson: Presented the bids for the township building project and called for motions to approve each contractor: A copy of the potential awardees is attached to these minutes.
- **A motion was made by Woerner and seconded to approve WSL, Incorporated as the General Contractor at a cost of (\$1,695,000). Motion carried 3-0**
  - **A motion was made by Englebert and seconded to approve Garden Spot Mechanical at a cost of (\$226,000). Motion carried 3-0**
  - **A motion was made by Englebert and seconded to approve Shannon A. Smith Inc. at a cost of (\$386,253). Motion carried 3-0**
  - **A motion was made by Englebert and seconded to approve MANN Plumbing and Heating, LLC at a cost of (\$145,970). Motion carried 3-0**
  - Township Building Project - Oversight and Inspections: It will be the responsibility of the Township to provide oversight and progress inspections.
- Township Building Project – Permits: Helwig: Confirmed having filled out the zoning permit application and that MDIA was awaiting plans.
- Township Building Project - Electric Service Jon Holmes noted the need to coordinate with the electric company for new service during demolition and construction.
- Township Building Project - Storage Agreement  
Wilkinson: Discussed the need for a month-to-month agreement with the Jeriah Independent Baptist Church for storage space at a recommendation of \$500.00 per month.
- A Motion was made by Woerner and seconded to draft the agreement with the church for the Lease of storage space. Motion carried 3-0**
- i. Ivan Fisher: Mr. Fisher was present, his engineer, Brandon was not present. Everyone is still waiting on the completed revised plan design from Brandon and to provide a written estimate for the cost of the SWM trench. There was a discussion on how the water will get to the infiltration bed.
- j. Biglerville Elementary School Zone Signs: A resident contacted PennDOT regarding the need for appropriate signage for the Biglerville Elementary School and the backup of cars on the Biglerville Rd during drop off and pickup times. PennDOT would need a letter from the Township requesting a traffic study.

***A motion was made by Wilkinson and seconded to request the state to conduct a study. Motion carried 3-0***

- k. Grunden NPDES Notice of Termination Letter – No action needed***
- l. Columbia Gas NPDES General Coverage Permit Approval Letter– No action needed***
- m. Applevew NPDES General Coverage Permit Approval Letter – No action needed***
- n. Conewago Creek Farm Pollution NPDES General Coverage Permit Approval Letter – No action needed***
- o. PennDOT District 8 Bridge Inspection Scheduled: No Butler Township-owned bridges are included, but county-owned bridges are included. No action needed***
- p. Helwig: Inquired about building permit requirements for window and door replacements. It was suggested to check with MDIA for clarification, particularly regarding changes in window size.***
- q. Bruce Hollabaugh Memorial 5K: The Supervisors Inquired about the route and safety plan for the upcoming 5K run. Helwig stated that the paperwork had not yet been received. The board agreed to wait for the submission of a route plan and safety plan before taking action.***
- r. Independent Audit: Helwig presented quotes from Smith, Elliott, and Kern (\$5,000-\$16,000) and Hamilton & Musser at (\$9,000-\$23,000) The scope of the audits is needed for further clarification on quotes. Woerner offered to contact the firms for more details. The board agreed to table the discussion pending further information.***

#### **4. Updates**

Jon Holmes provided updates on various projects, including floodplain applications, for Columbia Gas, the AT&T cell tower equipment request, and a building permit for Hollabaugh cold storage. The chapter 94 report was reviewed with a decrease in the number of EDUs for Biglerville Elementary to 32.

Todd King mentioned the Zoning Amendment and the SALDO amendments will be advertised for adoption at the March meeting.

#### **5. Correspondence**

- a. Planning Commission February Draft Minutes**
- b. Auditors Reorganization Minutes**
- c. Tax Collector January Report**

- d. MDIA January Report
- e. Disabled Veterans Exemption Approval Letter
- f. PA One call yearly refund \$52.06
- g. AREMS January Report
- h. Heidlersburg Fire Co January Report
- i. Rabbit Transit Thank you for Donation
- j. PSATS January Bulletin

6. **Announcements.**

The NAREMA meeting was postponed until March 6 at Franklin Township.

7. **Public Comment:** NONE

8. **Executive Session:** Not needed

With no further business the meeting was adjourned.

Respectfully submitted,  
Danielle Helwig  
Secretary