

MINUTES

BART TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING DECEMBER 3, 2025

The Bart Township Board of Supervisors held their regular monthly meeting on December 3, 2025 at the Bart Township Municipal Building, 46 Quarry Road, Quarryville, PA. The meeting was advertised in LNP, a newspaper of general circulation, and posted at the Municipal Building in compliance with the Sunshine Act.

Board of Supervisors present: Ray Marvin, Cameron Killian and Dale Herr.

Others in Attendance: Jessica Richardson, Forest Stump, Bob Widdowson, Janice Widdowson, Levi K. Glick, Dave Farmer, Connie Kauffman, and Peyre-Ferry.

The meeting was called to order at 7:00 p.m. by Chairman Marvin, followed by the Pledge of Allegiance to the Flag.

Treasurer's Report:

Financial Statements: Secretary Jessica Richardson reviewed the financial statements for the month of November. Account balances as of November 25, 2025 total \$1,483,928.60.

Accounts Payable: *A motion was made by Supervisor Herr to ratify payment of the bills for the period October 26, 2025 through November 25, 2025 in the amount of \$431, 258.84. The motion was second by Supervisor Killian. Motion carried.

2025 Budget Updates Resolutions: *Liquid Fuels is not able to co-mingle with General Funds.

Resolution# 12-03-2025- amends Liquid Fuels portion of the 2025 budget to have its own account numbers. Totals do not change, it just moves money around to account for it more accurately. Motion to adopt resolution #12-03-2025 by Supervisor Killian and 2nd by Supervisor Herr. Motion carried.

Resolution #12-03-2025 A- to amend General Funds Account portion of the budget to match what we're doing with the general fund account numbers that were added. A Motion to adopt resolution #12-03-2025-A by Supervisor Killian and 2nd by Supervisor Herr. Motion carried.

Roads:

Road Report: Roadmaster Stump reviewed a list of items the road crew completed during the month of November.

Quarry Road Bridge Updates:

- Next LSA Grant- meeting is scheduled for 12/18/25 and a response either way is expected.
- Discovered Wood in North Abutment - a meeting with Contractor, Supervisors and Engineer is scheduled for 10am 12/4/25 to see if any adjustments need to be made. Other than this construction is moving along well.

Enola Low Grade Trail: *

*Before a vote was taken on this motion, opportunity for public comment was provided.

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Instrument of Declaration of Restrictions and Covenants Phase 2. States Bart Township commits to Bart Township to maintain the work done on the project. Motion made by Supervisor Herr, 2nd by Supervisor Killian. Motion passed.

Bart needs to transfer responsibility of Project Coordinator and Signatories on project from Ray Marvin and Cathy Snyder to Cameron Killian and Jessica Richardson. Motion made by Supervisor Herr and 2nd by Chairman Marvin. Motion passed.

Plans/Planning Commission: *

Sewage Facilities Planning Module Amos K Esh Expansion. A Motion to adopt resolution # 12-03-2025 B. by Supervisor Herr 2nd by Supervisor Killian. Motion passed.

Samuel Herschberger is requesting a modification to his land development plan at 4915 White Oak Road which has to do with dumpster location. The Township Engineer reviewed and has no issues other than proof of a few things. A motion to approve the modification conditionally upon meting all criteria spelled out by the Township Engineer on letter dated 11/25/25. Motion made by Supervisor Killian, 2nd by Supervisor Herr. Motion passed.

Noise Enforcement: Nothing to report

Zoning Officer Report: There were no questions or comments.

Violation Report: There were no questions or comments.

Solanco Intermunicipal Committee: Set to meet January 20, a supervisor from the township should plan to attend the meeting. Committee is ready to re-organize. Meeting is at 7:00 PM at the East Drumore Township building.

Georgetown Area Sewer Authority: *

GASA is Recommending Bill Lamparter to open position on Sewer Authority. Motion made to appoint Bill Lamparter for 5-year term by Supervisor Herr 2nd by Supervisor Killian. Two votes of affirmation and one no vote by Chairman Marvin, motion passed.

Old Business:

Follow Up List from the November 5 meeting was reviewed, there are no outstanding items.

New Business:

*Consider a motion to adopt 2025 Lancaster County Hazard Mitigation Plan as resolution 12-03-2025 C. Motion made by Supervisor Herr. 2nd by Supervisor Killian. Motion passed.

*We Adopted a Sewage Module for Samuel Lapp last month as a motion and it needs to be done as resolution. A motion to adopt resolution # 11-05-2025 B was made by Supervisor Killian 2nd by Supervisor Herr. Motion passed.

*Before a vote was taken on this motion, opportunity for public comment was provided.

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*Consider a motion to adopt the Bart Township 2026 budget as properly advertised and presented. Line items corrected for Liquid Fuels does not change any totals of the advertised Budget. Motion to adopt 2026 Budget as advertised made by Supervisor Killian, 2nd by Supervisor Herr. Motion passed.

*Consider a motion to adopt Resolution # 12-03-2025 D to Levy Tax milage rate at 1 mil (which is our current rate) for 2026 and moving forward. Motion to adopt Resolution # 12-03-2025 D made by Supervisor Herr, 2nd Supervisor Killian. (No tax rate increase). Motion passed.

*Consider a motion to approve a support letter for Christiana Ambulance for Advanced Life Support (ALS) Services within their current first call area. Motion to adopt made by Supervisor Killian, 2nd by Supervisor Herr. Motion Passed.

*Consider a motion to change PA one call responses from Secretary to Road Master. Secretary will remain as backup when need. Motion made by Supervisor Killian, 2nd by Supervisor Herr. Motion passed.

The Township was asked if it wants to participate in the Christmas tree recycling program through LCSWMA. After a brief discussion the Township decided not to.

*Employee Hours and time off- All FT employees will be scheduled to work Monday – Thursday, 10 hour days. A Motion to make this change made by Supervisor Killian 2nd by Supervisor Herr. Motion passed.

Update will need to be made to the employee manual to reflect this change.

This answers the next question about Secretary moving to 4 10s effective 12/7.

Outsourced payroll services update:

Bob was tasked to research outsource of payroll for Bart Township. Bob reviewed 4 outsourced payroll services,(2 national and 2 local), with the intention of outsourced payroll effective 1st payroll in January. Lancaster Payroll located in Quarryville is the top choice. Direct Deposit will be an option. No contract needed to have Lancaster Payroll do our payroll. Use services month to month with ability to cancel anytime

It was mentioned that Fulltime employee hourly rate is not all of their compensation (also includes paid time off, medical coverage ...), Part time employee hourly rate is all of the compensation.

Clothing stipends are needed to ensure that road crew are wearing proper class of safety attire while working.

Board needs to authorize someone to update these policies for review by the Board of Supervisors then to be sent to Solicitor for review. Bob volunteered to do this.

Actual paid Holidays should and will be established by date annually at the reorganization meeting in January. (In most cases holidays that would normally fall on Friday will be taken on Wednesdays)

4 hours of Floating Holiday will need to change “PTO” available for use in hour increments.

In the Future we may want to consider changing all time off other than Holiday's to PTO.

*Before a vote was taken on this motion, opportunity for public comment was provided.

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*Looking for motion to empower Bob to draft the policy changes needs to make transition to payroll service. Motion made by Supervisor Killian, 2nd by Supervisor Herr. Motion passed.

*Move to Lancaster Payroll Service effective 1st payroll in 2026. Motion made by Supervisor Killian and 2nd by Supervisor Herr. Motion passed. Bob will need Supervisor Herr to sign to authorize moving forward with Lancaster Payroll.

Minutes: With no additions or corrections, the Minutes of the November 5, 2025 meeting stand approved as written.

Public Comments:

Levi Glick – thanks to Ray “Butch” Marvin for his time serving as supervisor. His leadership was appreciated and what the township needed. Jessica Richardson- Certificate of 10 years of service to Ray for Chairman and Board of Supervisor time from PSATS. Dave Farmer- want to 2nd what Levi said. Also, a question also does a PT Road Crew employee get clothing allowance? Yes they do.

*Motion made by Chairman Marvin effective 1/1/2026 Road Worker FT employees receive \$50 per month and Road Workers PT employees receives \$25 per month in pay, it is the employee’s responsibilities to have and wear the proper safety attire. This is Nontaxable. 2nd by Supervisor Killian. Motion passed.

Marcella-thanks for your service, Ray you have always be very helpful. I have a question, Does Christina cover all of Bart Township? No, 896 and East is covered by Christiana Ambulance, 896 and West covered by LEMSA.

Forest- thanks to Ray for hard work and dedication. Should the door to the office be open when someone is in the office? We have clear office hours so office staff can get their work done without interruptions. Office hours are posted next to the door.

*Supervisor Killian made a motion ~~be~~that Township property from past Secretary be returned. Document access should shutdown. 2nd by Supervisor Herr. Motion passed. Cameron to reach out to Cathy to request a return of Bart Township property.

Forest- Recently it was discovered by the road crew that the camera system was accidentally turned off. It was also mentioned that the vendor will be coming to reset the passwords in January. Chairman Marvin made a motion that when the password is changed anyone that is not a current employee will be removed and removed going forward when employment ends. 2nd by Supervisor Herr. Motion passed.

Forest stated, I think the Township is behind on paid time off. Compared to other townships we have so much less time off. For example, Sadsbury gives 1 week PTO, 1-week Sick Time and 5 weeks of Vacation. Eden gets 6 weeks of Vacation.

Connie- When the laptop comes back from Cathy, is it possible for Jessica and I to use it to work on things from home. When Cathy left it was decided there would no longer be remote work.

Motion made by Chairman Marvin to go into Executive Session at of 8:22pm. 2nd by Supervisor Herr. Supervisors came out of Executive Session at 8:37pm. No decisions made in executive session.

*Before a vote was taken on this motion, opportunity for public comment was provided.

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Adjourn: Meeting adjourned at 8:38pm

Respectfully submitted,

Jessica Richardson
Secretary