

**London Britain Township
Board of Supervisors Meeting**

06/22/2026 approved 7/20/26 BOS meeting

Brian Sachs, Chairman of the Board of Supervisors, opened the Board of Supervisors meeting at 7:00 PM. In attendance were Supervisors Aileen Parrish and Bruce Yost, Treasurer Nette Stejskal, Assistant Treasurer Pamela Morgan, Secretary Carolyn Matalon, Assistant Secretary Dana Copare, Planning Commission Members Don Morgan, Bill Maslanka, Les and Stephanie Town, Resident Lynn Zbranak, and PA House Senate Candidate Madelyn Alvarino.

New Business

Resolution #26-10 – Brian Sachs read Resolution #26-10 which involves the Disposition of Accounting Records. After reviewing the Municipal Records Schedule for the Disposition, specifically the Financial and Purchasing Records and Payroll Records, there are 15 boxes and 22 file drawers of Accounting Financial and Purchasing Payroll Records from years prior to 2016 that are ready for disposal. Documents dated 2016 through 2026 will NOT be destroyed. Bank Statements and Cancelled Checks, Receipts, Invoices, Invoices and Payment Records, and Payroll Deductions are proposed for destruction via a commercial shredding service. Aileen Parrish would like to adopt Resolution #26-10 for the Disposition of Accounting Records as written. Bruce Yost seconded the motion and the motion carried unanimously.

Shred Options – Pamela Morgan presented the Board with 3 approximate quotes for destruction of the Financial documents based on a five 5-drawer vertical cabinet and 15 boxes. Pamela also asked for permission for the Roads and Parks Department to assist in carrying up the boxes for destruction. The cost of this project is estimated to be approximately \$605.00 for this service to be performed by Wiggins Shredding onsite, who will provide the Township with a certificate of destruction. Aileen Parrish made a motion to retain Wiggins Shredding for onsite shredding of totes and boxes with an estimated price of \$605.00. Bruce Yost seconded the motion and the motion carried unanimously.

Pollution Liability Insurance Discussion – Nette Stejskal presented to the Board a new Insurance carrier for Pollution Liability Insurance for the Township. After researching, Nette Stejskal found more competitive rates by switching to Admiral Insurance Group. The Township would be able to have coverage for 3 years for the amount of \$10,794.00 versus 1 year for \$6,000.00. Bruce Yost made a motion to approve the 3-year plan for the Admiral Insurance Group for the amount of \$10,794.00. Aileen Parrish seconded the motion and the motion carried unanimously.

DCED MAP Funding for Ordinance Planning – Bruce Yost updated the Board on the possibility of grants for desired ordinance planning. Bruce Yost would like the Planning Commission to put together their scope of work, timeline, and costs. Nette Stejskal requested the Planning Commission to provide her with outcomes, cost information so she can make a cost estimate for the Board to review at the next BOS meeting on July 20, 2026. Bruce Yost will solicit additional grant timing input from DCED.

Announcement – Brian Sachs updated the audience that Hunter Warnick has decided to step down from his position of Roadmaster for the Township, effective July 2, 2026.

Executive Session - The Board has had 2 personal meetings on June 15, 2026 and on June 22, 2026 to discuss personnel changes and discuss a path forward option.

Medic 94 – Nette Stejskal announced to the Board that Medic 94 will be hosting their annual meeting on July 30, 2026 at 7:00 PM at London Grove Township.

Old Business

Chesterville Road Bamboo – Nette Stejskal updated the Board that letters were mailed to the 2 homeowners that have not paid yet. She will be following up with Tom Oeste to see if a collection letter is needed.

PECO Tree Trimming Pole Identification – Carolyn Matalon updated the Board that PECO will be mailing out letters to residents that reside on Chesterville Road and Northbank Road to notify them of scheduled work.

TWP Map of ROW – No update

Meeting Hall/Maps/Cases/Artifacts/etc. – Carolyn Matalon updated the Board that the pictures are done and she is waiting for payment before picking them up.

Update on Office Building Renovations – No update

Planning Commission – Solar/Data Center/Wind – Stephanie Town updated the Board that they are progressing with this project. It would be beneficial if the Township would be considered for grants to cover costs in implementing any new ordinances. Based on feedback from our attorney, detention center ordinance will not be pursued at this time.

Development-Pigliacampi Property – Carolyn Matalon updated the Board that there was no response from the email the Township sent them regarding extending their permit. If the homeowner does not respond by the deadline, she will contact Tom Oeste for guidance.

1404 New London Property – No update

Stoltzfus Farm – No update

South Bank Road (Fisher) – No update

234 South Bank Road - No update

17 Chesterton – Aileen Parrish updated the Board that Township costs need to be provided by Nette Stejskal before the property goes into foreclosure on July 17, 2026. Aileen Parrish would like the property to be mowed one more time.

New London 896 (S.R. 896) Horse Drawn Vehicle Flashing Warning Device Project – Aileen Parrish updated the Board that the flashers are installed and working.

Comcast BEAD Effort – Carolyn Matalon will be requesting an update from Comcast on this project.

Fire Company Municipal Board Representative – Brian Sachs updated the Board that the next meeting is scheduled for July 14, 2026. Aileen Parrish and Nette Stejskal will be in attendance for the Township. Brian Sachs will be sending a letter to the Townships voicing his concerns prior to this meeting.

Document Asset Management System – Brian Sachs reminded the Board how important it is for residents to access information from the Township. The Board received an updated proposal from TRAISR for review. Carolyn Matalon and Dana Copare will meet to review their proposal.

Township Hall Use/Fees – Pamela Morgan put together a draft with Nette Stejskal and will be sending it to Carolyn Matalon for review.

Accessory Use/In-Law Suites – Stephanie Town updated the Board that this is on the Planning Commissions list to do.

Certificate of Occupancy/Resale – No update

Krause Trail – Aileen Parrish updated the Board that she spoke with Tom Oeste about this, and he will prepare a trail Easement. Aileen Parrish will update the Board at the next meeting.

Pennoni Projects – Bruce Yost updated the Board that he met with Pennoni and they were in favor of having a project tracker to help in projects not slipping through the cracks. Bruce Yost will meet with Pennoni every second Tuesday of the month as needed going forward. Bruce Yost and Dana Copare will create a calendar to stay on track. Pennoni will also provide feedback to help stay on track of our projects.

Community Service Hours Project – Carolyn Matalon sent a draft to Tom Oeste for guidance but has not heard back yet.

Minutes – 06/08/2026 – Bruce Yost made a motion to approve the minutes as corrected. Aileen Parrish seconded the motion and the motion carried unanimously.

Treasurer Report

Nette Stejskal presented to the Board the June Treasurer Report. Please see attached.

Invoices greater than \$1,000.00:

Buckley Brion McGuire & Morris LLP:	\$3,360.44	David Gargula:	\$3,657.50
Lenni Electric Corporation:	\$42,170.00	Mailing, Inc.:	\$1,918.50
Avondale Fire Company EMS Division:	\$6,500.00	Avondale Fire Company:	\$7,250.00
SCCEMS:	\$6,300.00	West Grove Fire Company:	\$29,791.00
West Grove Fire Company EMS Division:	\$11,116.00	Walton Water Services:	2,805.23
Allan Myers:	\$2,998.30	J. Dominic Dorazio, Inc.:	\$5,321.00
John Deere Financial:	\$1,794.34	Ideal Hydraulics LLC:	\$2,528.70

General Fund

Brian Sachs made the motion to approve the ACH transactions for the payment of payroll taxes, payroll deductions, interest payment on DVRFA Loans, PCard purchases, insurance, and bank fees. Aileen Parrish seconded the motion, and the motion carried unanimously.

Brian Sachs made the motion to approve check numbers 17318-17349 on the M&T Bank Account. Aileen Parrish seconded the motion and the motion carried unanimously.

Brian Sachs made a motion to approve checks numbers 10413-10440 on the PLGIT Bank Account. Aileen Parrish seconded the motion and the motion carried unanimously.

Brian Sachs made the motion to approve the transfer to the PF, OSF and CF for 2026 Real Estate Taxes, to the SF for user fees collected, to the PF for a deposit, and to the Misc Escrow for a deposit. Aileen Parrish seconded the motion and the motion carried unanimously.

Park Fund

Brian Sachs made the motion to approve check numbers 3137-3142. Aileen Parrish seconded the motion and the motion carried unanimously.

Brian Sachs made the motion to approve the transfer to the GF for tax collection expenses, PCard purchases, and payroll. Aileen Parrish seconded the motion and the motion carried unanimously.

Open Space Fund

Brian Sachs made a motion to approve the transfer to the GF for tax collection expenses. Aileen Parrish seconded the motion and the motion carried unanimously.

Windsor Sewage Fund

Brian Sachs made a motion to approve check numbers 1584-1588. Aileen Parrish seconded the motion and the motion carried unanimously.

Capital Fund

Brian Sachs made the motion to approve the transfer to the GF for tax collection expenses and loan interest. Aileen Parrish seconded the motion and the motion carried unanimously.

Highway Fund

Brian Sachs made a motion to approve check numbers 7341-7348. Aileen Parrish seconded the motion and the motion carried unanimously.

Brian Sachs made a motion to approve the transfer to the GF for PCard purchases. Aileen Parrish seconded the motion and the motion carried unanimously.

Cuningham Property: Nette Stejskal questioned the Board if they had an update on the Cuningham property regarding the fence installation. The Township is currently holding \$30,000.00 in Capital Reserve for this project. Nette Stejskal will ask guidance from Tom Oeste on this matter.

Business From The Floor –

Tree Removal – LBT Resident Lynn Zbranak updated the Board that after a large amount of rainfall that we had last Sunday, June 14, 2026 a large tree fell on Niven Lane and Watson Mill Road on Monday morning. The tree was blocking the street in her development. Lynn Zbranak was very pleased with how fast the Township crew responded to her concern and how well they did at clearing the road of the large tree and debris. She was concerned about the verbiage listed in the road dedication 9.03 section, but was happy how the Township responded. Lynn Zbranak would like homeowners to assume the responsibility of trees that fall

on their property and does not feel that the Township should have to use taxpayers dollars to cover the expense. The Board acknowledged Lynn Zbranak's concerns and will seek guidance from Tom Osete.

Nivin Lane (Road Repair) - LBT Resident Lynn Zbranak voiced her concerns since her last BOS meeting she attended on December 8, 2025, noting that the dip in the road on Niven Lane has gotten worse from the harsh winter and plowing that was done. She informed the Board that her HOA (Watson's Mill) hired Technivate, Inc. to inspect a pipe under the road. She stated that according to Technivate, Inc. the pipe appears to be in good condition. The Board requested a copy of the inspection that was performed by Technivate, Inc. and Lynn Zbranak agreed to provide the report to the Township. The Township acknowledged that the Township engineer is aware of the condition of the road and it is being monitored. LBT confirmed that this repair is forecasted to be repaired in the future.

Announcement – Stephanie Town announced that Planning Commission rescheduled their July meetings to July 14, 2026 and July 27, 2026.

Announcement – Aileen Parrish announced that the BOS Meetings rescheduled their July meetings to July 20, 2026 and July 27, 2026.

Adjournment

Brian Sachs made a motion to adjourn the meeting at 9:24 pm. Aileen Parrish seconded, and the motion carried unanimously.