

# BOARD OF SUPERVISORS MEETING for SECOND BUDGET WORKSHOP November 7, 2012

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Minutes of the Pequea Township Board of Supervisors meeting held November 7, 2012 at 7:00 p.m. at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

## **Present at the meeting were:**

Board of Supervisors  
Jay Reynolds, Chairman  
Bill Schall, Vice-Chairman  
Harry Lehman, Supervisor

## **Others present:**

Connie Kauffman, Twp. Secretary  
Jeanette Miller, Twp. Treasurer  
Jeremy Chester, Roadmaster  
Clyde Thomas, New Danville Fire Company  
Tony Todd, West Willow Fire Co.  
Andy Strausner, West Willow Fire Co.  
Cynthia Evans-Herr  
June Reynolds  
Jackie Johns

## **ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- The purpose of the special meeting held today is for a budget workshop. In addition, other business items needing consideration, discussion and/or official action will be addressed.
- This special meeting has been properly advertised in the *Lancaster Newspapers*.
- The Pequea Township Board of Supervisors held an Executive Session on November 1, 2012 at 7:18 a.m. for informational purposes related to the past actions of the Board in regard to park regulations and there was no deliberation or official action taken by the Board.
- The Pequea Township Board of Supervisors held an Executive Session on November 1, 2012 at 7:30 a.m. with the Roadmaster to discuss a personnel issue.

## **NEW BUSINESS:**

1. Authorize to sign CPA (Bertz, Hess & Co., LLP) Engagement Letter – Supervisor Lehman moved to sign the Engagement Letter from Bertz, Hess & Co., LLP Accounting firm. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
2. Approval to sell & authorize Roadmaster to advertise Sale of Personal Property – Roadmaster Chester said the Crafcro Spray Patcher is not an efficient piece of equipment and he will do the research and report back to the Board.

## **SECOND BUDGET WORKSHOP FOR 2013:**

The Board of Supervisors began the budget process by discussing the Traffic Signal LED Retrofit Quote of \$9417.00 received in July. The Roadmaster and Treasurer were asked to obtain an updated quote and bring it to the next Budget Workshop on November 12, 2012 at 7:00 p.m.

The New Danville Fire Company and West Willow Fire Company confirmed they will give their presentations at the next Budget Workshop scheduled for November 12, 2012 at 7:00 p.m.

The Board of Supervisors continued the budget process by going over the General Fund Highways Accounts with the Roadmaster. The Roadmaster said he needs to seek professional advice to determine what needs to be reported on the 5-year plan for Pequea Township roads and he recommends we replace the John Deere backhoe.

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The following changes were made to the proposed 2013 General Fund Budget:

Expense Changes:

430.426 Training changed to \$500.00.

432.200 Snow Removal changed to \$41,000.00.

433.100 Traffic Signals Operation changed to \$15,000.00.

Revisit Expenses:

430.382 John Deere Backhoe

430.470 Equipment Replacement

433.200 Road Signs

All expenses for the Herrville Road stormwater project have been recorded under the "Herrville Road" class code. Accounts with no activity in recent years were identified and made inactive.

The State Highway Fund Accounts were reviewed with the Roadmaster. The following changes were made to the proposed 2013 State Highway Fund Budget:

Expense Changes:

432.200 Materials Snow Removal changed to zero.

432.220 Supplies Snow Removal changed to zero.

433.200 Materials Traffic Control changed to \$10,000.00.

437.00 Repairs of Tools and Machinery all changed to zero.

439.600 Contract Materials in Place changed to \$130,850.64.

The second workshop draft of the budget will be updated by Township Treasurer, Jeanette Miller and copies prepared for the Supervisors to review for the Third Budget Workshop to be held on Monday, November 12, 2012 at 7:00 p.m.

## **PUBLIC COMMENTS:**

Jackie Johns expressed concern over a sinkhole on Millwood Road.

The Roadmaster said he will check into it.

Cynthia Evans-Herr asked if the township has a budget formation policy or manual and recommended a descriptive worksheet for accounts. Mrs. Evans-Herr also commented on the sale of equipment.

Supervisor Lehman said he went to a Budget Seminar in 2010 and the township follows the chart of accounts.

Supervisor Reynolds agreed with Cynthia Evans-Herr that the township should have a procedure manual that identifies each general ledger account along with a description of what transactions get posted to the GL account. Supervisor Reynolds emphasized that systems and procedures must be in place to insure consistency from year to year and for future generations of Supervisors and employees.

**MEETING ADJOURNED** at 9:00 p.m.

Respectfully submitted,

  
Connie Kauffman, Township Secretary