

BOARD OF SUPERVISORS MEETING for THIRD BUDGET WORKSHOP November 12, 2012

Minutes of the Pequea Township Board of Supervisors meeting held November 12, 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:

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

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 Board of Supervisors held an Executive Session on November 7, 2012 at 6:30 p.m. to discuss personnel issues with Mark Deimler.

OLD BUSINESS:

1. Approval to sell & authorize Roadmaster to advertise Sale of Personal Property – Supervisor Reynolds moved to authorize the Roadmaster to prepare the advertisement to sell the Crafcro Spray Patcher according to the Second Class Township Code Section 1504 titled “Personal Property Specifications.” Supervisor Schall seconded the motion. All voted in favor, none opposed.

NEW BUSINESS:

1. Adoption of Minimum Municipal Obligation (MMO) for 2013 Pension Plan – Supervisor Reynolds moved to adopt the Minimum Municipal Obligation (MMO) for the 2013 (Non)-Uniform Pension Plan. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
2. Accept the Resignation of Jeanette Miller – Supervisor Reynolds moved to accept the resignation of Jeanette Miller effective November 12, 2012 with her last day being Friday, November 23, 2012. Supervisor Schall seconded the motion. All voted in favor, none opposed. Supervisor Lehman moved that we pay Jeanette L. Miller five unused paid vacation days upon her departure of employment from Pequea Township. Supervisor Schall seconded the motion. All voted in favor, none opposed.

THIRD BUDGET WORKSHOP FOR 2013:

The Board of Supervisors began the budget process and stated \$10,000.00 was previously budgeted in the state Highway Fund as an expense for the Traffic Signal LED Retrofit Quote. This item should be placed on the December 19, 2012 BOS meeting agenda to execute the contract.

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The General Fund Highways Accounts were discussed and the purchase of a new 4-wheel drive backhoe was recommended by the Roadmaster. The Supervisors agreed to hold off on the public advertising for purchase of a new backhoe until the Crafcro Patcher is sold.

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

Expense Changes:

- 430.382 92 John Deere Backhoe changed to zero.
- 430.470 Equipment Replacement changed to zero.
- 433.200 Road Signs changed to zero.
- 439.00 Road Construction - Other changed to \$100,000.00.
- 400.110 Supervisors' Salary changed to \$5,625.00.
- 400.426 Conferences and Seminars changed to \$500.00.
- 400.429 Training changed to \$600.00.
- 411.500 Volunteer Fire Services Twp Donations changed to \$50,000.00.
- 414.350 New Ordinances changed to \$30,000.00.
- 414.353 New Ordinance - Engineering changed to \$1,000.00.
- 415.220 Emergency Management Equipment changed to \$2,000.00.
- 483.119 Miller Dental changed to \$390.12.
- 483.120 Chester Dental changed to \$390.12.
- 483.121 Shaubach Dental changed to \$390.12.
- 492.019 Transfer to Recreation Fund changed to \$12,549.00.

Expense Accounts Added:

- 430.390 2011 JD 310 SJ Maintenance \$1,000.00.
- 430.469 2011 JD 310 SJ Purchase (replace 92JD) \$13,000.00.
- 402.233 Website Management \$350.00.
- 402.523 Township Administrator \$30,000.00.

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

Expense Change:

- 439.600 Contract Materials in Place changed to \$180,850.64.

The West Willow Fire Company Chief, Jason Topper, explained their additional funding request.

The Southern Regional Police Department Proposed Budget document was discussed. Supervisor Reynolds recommended changes to formalize the budget format for proper presentation to the Board of Supervisors including "actual" expenses for the previous three years. Supervisor Schall prepared and distributed a draft letter to the other Supervisors for consideration. The draft letter was addressed to the Southern Regional Police Commission and listed points that required clarification. According to the Articles of Agreement, the Supervisors agreed the prior year's budgeted amount will be used until the 2013 Police Department Proposed Budget is clarified.

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

Income Change:

392.010 Transfer from General Fund changed to \$12,549.00.

Expense Change:

6999 Uncategorized Expenses (Community Days) changed to zero.

Supervisor Reynolds asked if everyone was in agreement with the total estimated income and estimated expenses for 2013.

Supervisor Reynolds asked if everyone was in favor of the Park and Recreation Fund Budget, State Highway Fund Budget, and the General Fund Budget.

Supervisors Reynolds and Schall were in favor of all the budgets. Supervisor Lehman was not in favor of the General Fund Budget.

Budget Workshops were held November 1, November 7, and November 12, 2012. A proposed 2013 budget was agreed upon.

Supervisor Reynolds moved that the Proposed 2013 Budget will be available for the public from November 19 through December 10 between the hours of 9:00 a.m. and 4:00 p.m. weekdays.

Supervisor Lehman seconded the motion. All voted in favor, none opposed.

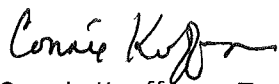
Written comments will be accepted until Dec 10, 2012 at 7:00 p.m. when the Budget Hearing will be held to adopt the Proposed 2013 Budget.

Supervisor Bill Schall made a recording of the Third Budget Workshop for the Township Secretary Connie Kauffman to transcribe when she returns from vacation. Supervisor Schall will verify the minutes for accuracy.

PUBLIC COMMENTS:

MEETING ADJOURNED at 10:42 p.m.

Respectfully submitted,



Connie Kauffman, Township Secretary