

# BOARD OF SUPERVISORS MEETING NOVEMBER 21, 2012

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Minutes of the Pequea Township Board of Supervisors meeting held November 21, 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  
Robert Porterfield, Twp. Treasurer/Admin Asst.  
Sign in Sheet Attached

**ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- The Board of Supervisors wishes everyone a happy Thanksgiving.
- This agenda was prepared on Monday due to the Township Secretary's vacation.
- The Park Board held a successful Pork Barbeque and Donation Fundraiser. A total of \$1700.00 was raised for Community Days. Thanks to the Park Board for their hard work and the generous donations from Tammy Alexander, Lucy Gillichbauer, John B. Hess, and Steel Fab Enterprises.
- Each year Board and Committee terms expire and create openings for appointments to be made at the Reorganization meeting on the first Monday in January. Expiring positions include Planning Commission, Zoning Hearing Board, Alternate Zoning Hearing Board, and Chairperson of the Vacancy Committee. Anyone interested should send a resume or letter to express their interest.
- The Township office will be closing at noon on November 23, 2012, the day after Thanksgiving.
- The Board of Supervisors held an Executive Session on November 13, 2012 at 7:30 a.m. to discuss a personnel issue.
- Budget Workshops were held on November 1, 7, and 12, 2012. The Budget Hearing is scheduled for December 10, 2012 at 7:00 p.m.
- Township Treasurer, Jeanette Miller was thanked for her last two years of dedicated service to Pequea Township.
- Congratulations to Jeff and Sue Frey who were among four national recipients honored for the prestigious *2012 Pork Industry Environmental Stewards Award*. (Video will be shown) Mr. Frey gave credit to the township for urging him to put in the cistern on his farm.
- Bob Gregg thanked the Police Dept., Fire Companies, and Road Crew for their response during the hurricane and he resigned his position as Alternate EMC effective immediately due to health reasons.

**MINUTES OF PREVIOUS MEETING:** Supervisor Reynolds moved to approve the minutes of the October 17, 2012 regular meeting, November 1, 2012 Budget Workshop I, November 7, 2012 Budget Workshop II, and November 12, 2012 Budget Workshop III. Supervisor Lehman seconded the motion. All voted in favor, none opposed.

**TREASURERS REPORT:** A copy of the bill list is on the table. Supervisor Schall moved to approve checks #8150 through #8174 of the General Fund, checks #2303 through #2308 of the Recreation Fund, and check #657 of the Street Light Fund. Supervisor Lehman seconded the motion. All voted in favor, none opposed. Supervisor Reynolds abstained from making the motion since he was on vacation when the checks were signed.

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Supervisor Reynolds moved to approve checks #8148 through #8149 and checks #8175 through #8212 of the General Fund and checks #2309 through #2315 of the Recreation Fund, and check #658 of the Street Light Fund. Supervisor Lehman seconded the motion. All voted in favor, none opposed.

### **PUBLIC COMMENTS:**

#### **Items not on the agenda:**

Dan Mast asked questions about the rezoning plans of the township and possible conflict of interest by public servants.

Supervisor Reynolds responded that the Comp Plan is currently being worked on by the seven member Planning Commission chaired by Richard Cornogg who is highly trained in planning and zoning.

Supervisor Lehman explained that if a Supervisor gets into the situation where a vote is needed on a property that a Supervisor has an interest in, then that Supervisor can abstain from voting.

Supervisor Reynolds defined the extensive planning process the seven member Planning Commission goes through.

Supervisor Schall said discussion will be taking place at the next Planning Commission meeting on December 6 at 6:30 p.m. Supervisor Schall extended an invitation for Dr. Mast and anyone to come. Supervisor Lehman clarified that Pequea Township Planning Commission held five workshops and the sixth is December 6. Then, the township Planning Commission will make recommendations to the Board of Supervisors. Before the Comp Plan can be changed, amended, or any parcels rezoned there will be a public hearing and all the property owners involved will be getting a letter.

Cynthia Evans-Herr offered her attorney's expertise to anyone in the township who is interested in understanding the township's rezoning process.

Jackie Johns expressed concerns over the high turnover rate in the secretary position. Ms. Johns questioned the need for an Administrator.

Supervisor Reynolds responded that two secretaries retired, Jeanette resigned, and Mr. Porterfield is serving short-term.

Cynthia Evans-Herr said at the last budget workshop all three Supervisors elected to receive their salaries.

### **OLD BUSINESS:**

1. Southern Lancaster County Inter-Municipal Agreement (EMC) – **Supervisor Reynolds** said the draft copy is complete and moved to forward the draft Inter-Municipal Cooperation Agreement to Martic Township and Providence Township for their review and distribution to their respective Solicitors. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
2. Herrville Road – Tabled

### **NEW BUSINESS:**

1. Ratify the Employment and Appointment of Robert L. Porterfield – Supervisor Reynolds moved to approve the temporary employment of Robert L. Porterfield as Acting Treasurer/Administrative Assistant retroactive to November 14, 2012 at a salary of \$27.50 per hour. Supervisor Schall seconded the motion. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."

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Supervisor Reynolds moved to appoint Robert L. Porterfield as Acting Treasurer/Administrative Assistant effective November 23, 2012. Supervisor Schall seconded the motion. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."

2. Treasurer's Bond and Street Light Bond – Supervisor Reynolds moved to authorize the Township Secretary and Acting Treasurer to prepare and sign the necessary paperwork to change the name on the Treasurer's Bond and the Street Light Bond from Jeanette L. Miller to Robert L. Porterfield effective November 23, 2012 and to authorize the Chairman to sign the prepared documents. Supervisor Schall seconded the motion. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."
3. Appoint Open Records Officer – Supervisor Reynolds moved to appoint Robert L. Porterfield as Open Records Officer effective November 23, 2012. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."
4. Appoint Street Light Tax Collector – Supervisor Reynolds moved to appoint Robert L. Porterfield as Street Light Tax Collector effective November 23, 2012. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."
5. Adopt **Resolution #\_\_\_\_-2012** to appoint Chief Administrative Officer– Supervisor Reynolds moved to adopt **Resolution #367-2012** naming Robert L. Porterfield as Chief Administrative Officer effective November 23, 2012 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted "Nay."
6. Put Backhoe out for Bid – Tabled until Crafcro Patcher is sold.

### ADDENDUM:

1. Southern Regional Police Budget – Supervisor Schall stated that his concerns have been addressed to his satisfaction and a revised Southern Regional Police Department has been resubmitted. Supervisor Schall moved to accept the Southern Regional Police Department Budget revised for 2013. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
2. Adopt the draft Pequea Township 2013 Budget as proposed – Supervisor Lehman clarified that this motion will be to adopt the draft 2013 budget already on the table (previously prepared for public inspection). Supervisor Reynolds moved to adopt the Pequea Township Draft 2013 Budget as proposed. Supervisor Schall seconded the motion. Supervisors Reynolds and Schall voted in favor. Supervisor Lehman voted, "Nay."

Supervisor Reynolds said we have to start investing in and applying some funds to our infrastructure for the safety and well-being of the township residents.

Supervisor Reynolds announced that he is donating his township wages to Pequea Township Community Days.

### DEPARTMENTAL REPORTS:

**Road Crew** – Report on file.

**Zoning/Code Officer** – Report on file.

**Southern Regional Police Department** –October Monthly Report is on the table. Officer Blank delivered the report and said a new website has been developed for the Police Department: southernregionalpolice.com.

**Southern Regional Police Commission** – October Meeting Minutes are on the table.

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**Southern Lancaster County Inter-Municipal Council** – Supervisor Reynolds said they met last month and August minutes are on the table.

**Emergency Management Coordinator** –

**PEQUEA TOWNSHIP ZONING HEARING BOARD** – No meeting held in November.

### ADVISORY BOARD REPORTS:

**Pequea Township Planning Commission** – Meeting held November 1.

**Pequea Township Park & Recreation Board** – Meeting held November 14, 2012. Minutes are on the table.

### MEETING ADJOURNED

Respectfully submitted,



Connie Kauffman, Township Secretary

2012-11-21 BOS meeting

Patti Lehman

Jackie John

MARK & DIANE Meyer

Clara Frey

Due Frey

~~John~~  
Oleg Gans

Jess Frey

Mark

Donald C. Herr

Cynthia T. Evans-Herr

~~John~~

Diane Schall

Melody Hill

Jane Reynolds

Robert Poterfel

Robert Bray

Dan Mac +

Red Conway

Ed Kelley