

BOARD OF SUPERVISORS MEETING JANUARY 7, 2013

Minutes of the Pequea Township Board of Supervisors reorganization meeting held January 7, 2013 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
Harry Lehman, Chairman
Bill Schall, Vice-Chairman
Jay Reynolds, Supervisor

Others present:

Connie Kauffman, Twp. Secretary
Jeremy Chester, Roadmaster
Sign in Sheet Attached

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- Public comments will be accepted during the reorganization process.

REORGANIZATION

1. The first order of business is the nomination of a Chairperson. Supervisor Schall moved to nominate Supervisor Lehman as Chairperson. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
2. The second order of business is the nomination of a Vice-Chairperson. Supervisor Reynolds moved to nominate Supervisor Schall as Vice-Chairperson. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
3. Supervisor Lehman moved to set the Supervisors' meetings the 3rd Wed. of each month at 7:00 p.m. Supervisor Schall seconded the motion. All voted in favor, none opposed.

SOUTHERN REGIONAL POLICE COMMISSION

Each year one of the Supervisors must be appointed to serve on the Southern Regional Police Commission. Supervisor Lehman moved to appoint Supervisor Schall to serve as Police Commissioner for year 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

REAPPOINTMENTS, APPOINTMENTS AND WAGES

1. Supervisor Lehman moved to appoint Connie Kauffman as Secretary. Supervisor Schall seconded the motion. All voted in favor, none opposed.
2. Supervisor Lehman moved to appoint Robert Porterfield as Acting Treasurer. Supervisor Schall seconded the motion. All voted in favor, none opposed.
3. Supervisor Lehman moved to appoint Robert Porterfield Acting Administrative Assistant. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
4. Supervisor Lehman moved to appoint Jeremy Chester as Roadmaster. Supervisor Schall seconded the motion. All voted in favor, none opposed.
5. Supervisor Lehman moved to appoint Robert Porterfield as Open Records Officer. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
6. Supervisor Lehman moved to appoint Robert Porterfield as Street Light Tax Collector. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
7. Supervisor Schall moved to appoint Supervisor Lehman as Volunteer Fire Company Liaison. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

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8. Supervisor Schall moved to appoint Supervisor Lehman as Road Crew Liaison. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
9. Supervisor Lehman moved to appoint Supervisor Reynolds as Voting Delegate for the PSATS State Convention with all three Supervisors authorized to attend. Supervisor Schall seconded the motion. All voted in favor, none opposed.
10. Supervisor Reynolds moved to appoint Supervisor Lehman to represent Pequea Township for the Community Block Grant Program in 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.
11. Supervisor Lehman moved to approve Pequea Township to be a member of the Southern Lancaster County Inter-Municipal Committee for 2013 and to appoint Supervisor Reynolds to represent Pequea Township at the monthly meetings. Supervisor Schall seconded the motion. All voted in favor, none opposed.
12. Supervisor Lehman moved to appoint David Lockard as Sewage Enforcement Officer and set the pay rate according to the 2013 SEO Rate Schedule. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
13. Supervisor Lehman moved to appoint Mark Deimler (of Solanco Engineering) as Alternate Sewage Enforcement Officer and set the pay rate according to the 2013 Rate Schedule. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
14. Supervisor Lehman moved to appoint Mark Deimler (of Solanco Engineering) as Zoning Officer, Code Enforcement Officer, and Building Code Official and set the pay rate according to the 2013 Rate Schedule. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
15. Supervisor Lehman moved to appoint Mike Saxinger as Alternate Zoning Officer and Code Enforcement Officer and set the pay rate according to the 2013 Rate Schedule. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
16. Supervisor Lehman moved to appoint Cynthia Evans-Herr to the Pequea Township Planning Commission for a four-year term ending January 2017. Motion died for lack of a second. Supervisor Schall moved to appoint Carmen Swinehart to the Pequea Township Planning Commission for a four-year term ending January 2017. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
17. Supervisor Lehman moved to appoint Cynthia Evans-Herr to the Pequea Township Planning Commission for a four-year term ending January 2017. Motion died for lack of a second. Supervisor Schall moved to appoint David Rhoads, Jr. to the Pequea Township Planning Commission for a four-year term ending January 2017. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
18. Supervisor Lehman moved to adopt **Resolution #369-2013** to reappoint Thomas Haas to the Zoning Hearing Board for a five-year term to expire January 2018 and appoint Thelma Hodson and Cynthia Evans-Herr as Alternates to the Zoning Hearing Board for a three-year term to expire January 2016. Motion died for lack of a second. Supervisor Schall moved to adopt **Resolution #369-2013** to reappoint Thomas Haas to the Zoning Hearing Board for a five-year term to expire January 2018 and appoint Thelma Hodson as Alternate to the Zoning Hearing Board for a three-year term to expire January 2016. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
19. Supervisor Lehman moved to set the Zoning Hearing Board members rate of pay at \$40.00 per meeting. Supervisor Schall seconded the motion. All voted in favor, none opposed.

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20. Supervisor Lehman moved to appoint Denise Race as Chairperson of the Vacancy Committee for 2013. Motion died for lack of a second. Supervisor Schall moved to appoint Jean Bitts as Chairperson of the Vacancy Committee for 2013. Supervisor Reynolds seconded the motion. Supervisors Reynolds and Schall voted in favor, Supervisor Lehman voted, "Nay."
21. Supervisor Lehman moved to appoint Matt Crème of Nikolaus and Hohenadel, LLC as Solicitor for all general purposes. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
22. Supervisor Lehman moved to appoint Mark Deimler (of Solanco Engineering) as Engineer for all general purposes. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
23. Supervisor Lehman moved to appoint Tony Williams as Emergency Management Coordinator. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
24. Supervisor Lehman moved to appoint Jeremy Chester as Assistant Emergency Management Coordinator. Supervisor Schall seconded the motion. All voted in favor, none opposed.
25. Supervisor Lehman moved to appoint Supervisor Reynolds for Emergency Management Coordinator Liaison. Supervisor Schall seconded the motion. All voted in favor, none opposed.
26. Supervisor Lehman moved to adopt **Resolution #370-2013** to appoint PNC Bank and PLGIT as depositories for Pequea Township for 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
27. Supervisor Lehman moved to approve mileage reimbursement for Supervisors and employees for use of their own vehicle for township business at the 56.5 cents per mile rate issued by the IRS for 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
28. Supervisor Lehman moved to keep the Personnel Policy benefits for 2013 the same as in the Personnel Policy adopted on July 21, 2010. Supervisor Schall seconded the motion. All voted in favor, none opposed.
29. Supervisor Lehman moved to set the Treasurer's Bond at \$800,000.00 for 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
30. Supervisor Lehman moved to set the Street Light Tax Collector's Bond at \$25,000.00 for 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.
31. Supervisor Lehman moved to keep the township office hours at 9 am to 4 pm Monday through Friday and the road crew hours at the Roadmaster's discretion. Supervisor Schall seconded the motion. All voted in favor, none opposed.
32. Supervisor Lehman to adopt **Resolution #371-2013** naming Robert Porterfield as Chief Administrative Officer as of January 7, 2013 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Supervisor Schall seconded the motion. All voted in favor, none opposed.

COLLECT TAXES FOR 2013

1. Supervisor Lehman moved to appoint the County of Lancaster to fill the vacancy of Tax Collector to collect the real estate tax for Pequea Township for the year 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF CPA

1. Supervisor Lehman moved to adopt **Resolution #372-2013** to appoint Bertz, Hess & Co., LLP to audit the accounts of the Township of Pequea for the year ending 12/31/2012. Supervisor Schall seconded the motion. All voted in favor, none opposed.

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APPOINTMENT OF INSPECTION AGENCIES

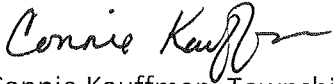
1. Supervisor Lehman moved to appoint Pete Kingsley of Commonwealth Code Inspection Services, Inc. and Jason Stevens of Code Administrators, Inc. as the UCC (Unified Construction Code) Inspection Agencies for the year 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

SETTING FEES FOR 2013

1. The purpose of this Resolution is to organize our Township Administrative Fees into one Resolution to be reviewed and set on a yearly basis. This covers fees from pavilion rental to sewage and zoning. Supervisor Lehman moved to adopt **Resolution #373-2013** setting township fees for 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.

MEETING ADJOURNED at 7:24 p.m.

Respectfully submitted,



Connie Kauffman, Township Secretary

2013-01-07 BOS Sign In Sheet

Jane Jaynes

Ken Adams

Elaine Jones

Shelma Hodson

Latti Linnan

John Fiorill

Rob Keelouck

Cynthia T. Funnell

Jim Caldwell

Mark Meyer + Diane Meyer

Jackie Johns

Robert Dwyer

Donald Heller