

BOARD OF SUPERVISORS MEETING APRIL 17, 2013

Minutes of the Pequea Township Board of Supervisors meeting held April 17, 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
Lori Leitch, Twp. Treasurer
Bruce Frymyer, Roadmaster
Mark Deimler, Zoning Officer & Twp Engineer
Sign in Sheet Attached

ANNOUNCEMENTS:

- Public Meetings may be both audio and video recorded.
- Community Day will be held June 1, 2013 from 10:00 a.m. – 7:30 p.m. Volunteers are needed.
- Welcome Lori Leitch our new Township Treasurer.
- The Board of Supervisors held an Executive Session today April 17 at 9:00 a.m. to discuss personnel matters.
- The Herr family, owners of our newest Bed & Breakfast farm at Eagle's Ridge, have offered their facility at no charge to hold a fundraiser to benefit our Fire Companies and the Friends of the Southern Regional Police Force. This will be a pig roast and a live band will be at the event held October 20, 2013. The Herr family will provide the pigs and contribute \$1,000.00 toward necessary expenses. The goal is to raise between \$8,000.00 and \$10,000.00 and Supervisor Lehman thanked the Herr family for their generosity.
- Supervisor Lehman gave a special thank you for all the flowers and cards sent to Patti and him after the loss of her father and to all the township residents and employees who attended the service.

MINUTES OF PREVIOUS MEETING: Supervisor Lehman move to approve the minutes of March 20, 2013. Supervisor Schall seconded the motion. All vote in favor, none opposed.

TREASURERS REPORT: A copy of the bill list is on the table. Supervisor Lehman moved to approve checks #8374 through #8418 of the General Fund, checks #1025 through #1031 of the Recreation Fund, and check #1002 from the Park Donation Fund. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

Supervisor Lehman explained items on the agenda.

PUBLIC COMMENTS:

Martha MacAdam thanked Supervisor Schall for actively listening to her comments at the last meeting and for taking time to explain items after the meeting.

Jackie Johns asked if we considered identifying historic properties in the township.

NEW BUSINESS (priority):

16. Appoint Fire Police Officers for WWFC – Supervisor Lehman moved to appoint Alvin Strausner to the position of West Willow Fire Company Fire Police. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

Supervisor Lehman moved to appoint Andrew Strausner to the position of West Willow Fire Company Fire Police. Supervisor Schall seconded the motion. All voted in favor, none opposed.

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Supervisor Lehman moved to appoint Timothy J. Reinhart to the position of West Willow Fire Company Fire Police. Supervisor Schall seconded the motion. All voted in favor, none opposed.

Supervisor Lehman moved to appoint Matt Gregg to the position of West Willow Fire Company Fire Police. Supervisor Schall seconded the motion. All voted in favor, none opposed.

Supervisor Lehman moved to appoint Jason Topper to the position of West Willow Fire Company Fire Police. Supervisor Schall seconded the motion. All voted in favor, none opposed.

Supervisor Lehman moved to appoint Tony Todd to the position of West Willow Fire Company Fire Police. Supervisor Schall seconded the motion. All voted in favor, none opposed.

Supervisor Lehman moved to appoint Dwight Hershey to the position of West Willow Fire Company Fire Police. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

17. Swear in Fire Police Officers for WWFC – Supervisor Lehman swore in Alvin Strausner, Andrew Strausner, Timothy J. Reinhart, Matt Gregg, Jason Topper, and Tony Todd as Fire Police Officers for West Willow Fire Company.

21. Lancaster County All-Hazard Mitigation Plan – Authorize EMC to attend meeting –Mark Deimler explained the County is trying to assess what capability each township has to provide aid or service in case of emergency. Supervisor Reynolds moved to authorize Tony Williams, Pequea Township's Emergency Management Coordinator to attend the Final Draft Review Meeting on April 26, 2013. Supervisor Lehman seconded the motion. All voted in favor, none opposed.

OLD BUSINESS:

1. Southern Lancaster County Inter-Municipal Agreement (EMC) – Supervisor Reynolds gave an update that Providence Township is having their Solicitor look at the Agreement. This item is tabled until a consensus is reached with the other townships.

NEW BUSINESS:

- 1.** Discuss and Consider **Resolution # ____-2013** Public Comment Format – Supervisor Schall read a proposed Resolution for the presentation of public comments and moved to adopt a Resolution to change public comments. After discussion, Supervisor Schall withdrew his motion. Item tabled.
- 2.** Millersville University Internship Agreement – Supervisor Lehman moved to have the Pequea Township Chairman sign the Millersville University Intern Agreement. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
- 3.** Appoint Municipal Representatives to 272 Study Advisory Committee – Supervisor Lehman moved to appoint Supervisor William Schall and Planning Commission Chair, Richard Cornogg as municipal representatives to the 272 Study Advisory Committee. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
- 4.** Appoint Street Light Tax Collector effective April 15, 2013 – Supervisor Lehman moved to appoint Lori A. Leitch Street Light Tax Collector effective April 15, 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
- 5.** Treasurer Bond and Street Light Bond effective April 15, 2013 – Supervisor Lehman moved to authorize the Township Secretary and the Treasurer to prepare and sign the necessary paperwork to change the name on the Treasurer and Street Light Bond from Connie M. Kauffman to Lori A. Leitch effective April 15, 2013 and to authorize the Chairman to sign the prepared documents. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
- 6.** Appoint Open Records Officer effective April 15, 2013 – After a brief discussion about this position being a secretary function, it was agreed to have the Township Secretary retain this responsibility.

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7. Discuss and Consider **Resolution # ____-2013** to Appoint Chief Administrative Officer effective April 15, 2013 – Supervisor Lehman moved to pass **Resolution #378-2013** appointing Lori A. Leitch as Chief Administrative Officer. Supervisor Schall seconded the motion. All voted in favor, none opposed.
8. Discuss and Consider **Resolution # ____-2013** Record Destruction – Supervisor Lehman moved to pass **Resolution #379-2013** for the purpose of authorization of record destruction. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
9. Authorize to Advertise Bid for Purchase of a Backhoe – Supervisor Lehman tabled this item.

The Roadmaster explained all of the Road projects. A brief recess was taken at 8:52 p.m.
The meeting reconvened at 8:57 p.m.

10. Micro Surfacing / Polypatching / Fiber Seal – Award Bid – Arrowhead Dr, Eckman Rd, Leaman Rd to Lark Ln, Leesburge Dr, Shiprock Rd – Supervisor Lehman stated that Asphalt Maintenance Solutions bid \$72,758.35 and Stewart & Tate bid \$77,118.31. Supervisor Lehman moved to award the contract for Micro Surfacing, Polypatching and Fiber Mat – Arrowhead Drive, Eckman Road, Leaman Road from Long Lane to Lark Lane, Leesburge Drive, and Shiprock Road to Asphalt Maintenance Solutions, LLC in the amount of \$72,758.35. Supervisor Schall seconded the motion. All voted in favor, none opposed.
11. Base Repair, Leveling and Wearing Course Bid – Bean Rd, Lark Ln, Radcliff Rd – Award Bid – Supervisor Lehman stated that and Long's Asphalt, Inc. bid \$107,652.00 and Pennsy Supply bid \$108,849.58. Supervisor Lehman moved to award the contract for Base Repair and Wearing Course - Bean Road, Lark Lane, Radcliff Road to Long's Asphalt, Inc. at a total cost of \$107,652.00. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
12. Seal Coat – Radcliff Rd (from Byerland Church Rd to Linestown Rd & beyond) – Award Bid – Supervisor Lehman stated that Asphalt Maintenance Solutions, LLC bid \$10,140.00 and Martin Paving, Inc. bid \$5,640.37. Supervisor Lehman moved to award the contract for Seal Coat Radcliff Road from Byerland Church Road to Linestown Road at a total cost of \$5,640.37 to Martin Paving, Inc. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
13. Cold in Place Recycling Lark Ln. – Award Bid – Supervisor Lehman stated that E. J. Breneman, LP bid \$42,054.00 and Recon Construction Services bid \$35,608.00 and moved to award the contract for Cold in Place Recycling Lark Lane to Recon Construction Services, Inc. for \$35,608.00. Supervisor Schall seconded the motion. All voted in favor, none opposed.
Supervisor Lehman said Liquid Fuels money will be used for Projects 2 (Base Repair) and 4 (Cold in Place). Projects 1 (Seal Coat) and 3 (Microsurfacing) will come out of the General Fund.
14. Lancaster Society for the Prevention of Cruelty to Animals (SPCA) Agreement – Supervisor Lehman moved we enter into Agreement with the Lancaster SPCA and date such Agreement April 17, 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.
15. Agenda Procedures and Draft Minutes Discussion – After discussion, the Supervisors decided that Board and Commission Agendas and Draft Minutes would be available on the website prior to meetings. The Supervisors' meeting Agenda cutoff date would be the Wednesday prior to a meeting and the Agenda would be posted on the website the weekend prior to a meeting.
18. Accept the Resignation of Park Crew employee Larry Smoker effective March 29, 2013 – Supervisor Lehman moved to accept the resignation of township employee Larry Smoker effective March 29, 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
The Township Secretary was asked to write a letter of appreciation.

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19. Set Wages for Part-Time Park Crew Employee Derik Chmiel effective April 1, 2013 – Supervisor Lehman moved to set the wages for part-time Park Employee Derik Chmiel to \$13.78 per hour effective April 1, 2013. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
20. Accept the Resignation of Road Crew worker Steve Shaubach effective April 19, 2013 – Supervisor Lehman moved to accept the resignation of township employee Steve Shaubach effective April 19, 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed. The Township Secretary was asked to write a letter of appreciation.

ADDENDUM

1. Accept the Resignation of Carmen Swinehart from the Planning Commission – Supervisor Lehman moved to regretfully accept the resignation of Carmen Swinehart from the Pequea Township Planning Commission. Supervisor Schall seconded the motion. All voted in favor, none opposed. The Township Secretary was asked to write a letter of appreciation.
2. Hire Temporary Part-Time Road Crew Worker Effective April 22, 2013 – Supervisor Lehman explained this employee will be temporary during which time he will work on obtaining his CDL license. Supervisor Lehman moved to hire James E. Roop as a Temporary Road Crew Worker at a starting rate of \$14.50 per hour and have the Temporary Employment Agreement signed as a condition of his hiring effective immediately. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

DEPARTMENTAL REPORTS:

Road Crew – Report on file.

Zoning/Code Officer – Report on file.

Southern Regional Police Department – March Monthly Report is on the table. Officer Blank delivered the 2012 Yearly Report.

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

Southern Lancaster County Inter-Municipal Council – Supervisor Reynolds said minutes are on the table.

Emergency Management Coordinator –

PEQUEA TOWNSHIP ZONING HEARING BOARD – No Hearing held in April.

ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – Meeting held March 27, 2013.

Pequea Township Park & Recreation Board – Meeting held April 10. Minutes are on the table.

MEETING ADJOURNED at 9:03 p.m.

Respectfully submitted,



Connie Kauffman, Township Secretary

Sign In Sheet

2013-04-17 Driveway Ordinance Hearing
+ Regular Meeting

Patti Selman

Lori Ann Leitch

Rail G. Carrigg

M. MacAdam

Steph + John Miller

B. Keedwell

Jan B. Hill

Jackie Johnson

Erin Evans-Hew

John G. Jones

M. Hill

Elaine Jones