

BOARD OF SUPERVISORS MEETING July 17, 2013

Minutes of the Pequea Township Board of Supervisors meeting held July 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:

Harry Lehman, Chairman
Bill Schall, Vice-Chairman

Absent from the meeting:

Jay Reynolds, Supervisor

Others present:

Connie Kauffman, Twp. Secretary
Sign in Sheet Attached

ANNOUNCEMENTS:

- Public Meetings may be both audio and video recorded.
- The Herr family, owners of our newest Bed & Breakfast farm at Eagles 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 event to be held October 20, 2013 will include a pig roast, chicken BBQ, and a live band. 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.
- There are open positions on the Park & Recreation Board and the Planning Commission. Letters of Interest may be sent to the township office.

MINUTES OF PREVIOUS MEETING

Supervisor Lehman moved we approve the minutes of the June 19, 2013 Public Gathering Hearing. Supervisor Schall seconded the motion. All voted in favor, none opposed.

Supervisor Schall pointed out two corrections to the draft minutes. Supervisor Lehman moved to approve the June 19, 2013 minutes as corrected. Supervisor Schall seconded the motion. All voted in favor, none opposed.

TREASURERS REPORT: A copy of the bill list is on the table. Supervisor Lehman moved to approve checks #8524 through #8565 of the General Fund, checks #1052 through #1056 of the Recreation Fund, and check #1008 from the Street Light Fund. Supervisor Schall seconded the motion. All voted in favor, none opposed.

PUBLIC COMMENTS:

Supervisor Lehman reviewed the public comment procedures.

DEPARTMENTAL REPORT:

Southern Regional Police Department – June Monthly Report is on the table.

OLD BUSINESS:

1. Southern Lancaster County Inter-Municipal Agreement (EMC) – Tabled.
2. Pequea Church Fundraiser / 5K Run Saturday October 5, 2013 8:30 a.m. – Supervisor Lehman explained the charity run adding that the fee for the use of the pavilion cannot be waived and will be paid by a donor. Supervisor Lehman moved to approve the Pequea Church 5K Run to be held Saturday, October 5, 2013 and that the church notifies the police of the event. Supervisor Schall seconded the motion. All voted in favor, none opposed.

BOARD OF SUPERVISORS MEETING July 17, 2013

NEW BUSINESS:

1. Approval of New Danville Fire Company & West Willow Fire Company Non-Emergency Events – Supervisor Lehman explained the process of approving Fire Company non-emergency events so they are covered by Worker’s Comp Insurance. Supervisor Lehman moved to authorize the West Willow and New Danville Fire Company Events as listed on the 2013 Calendar of Events as of July 17, 2013 and authorize the Township Solicitor with the help of Fire Company Liaison Supervisor Lehman and the Fire Companies to work to create a policy and procedure for events which cannot be planned in advance. Supervisor Schall seconded the motion. All voted in favor, none opposed.
2. Permission to Install *Young Lungs at Play* Sign at Silver Mine Park playground – Supervisor Lehman explained the Park Board’s recommendation to place a sign at the Park. After discussion, changes were made to the proposed Resolution and the item was tabled.
3. Flag Pole and Flag for Silver Mine Park – Supervisor Lehman said the Park Board is doing more research and the item was tabled.
4. Discuss new Job Descriptions for Personnel Policy, Appointment of Assistant Treasurer, Assistant Secretary, Open Records Officer, Chief Administrative Officer, Street Light Tax Collector, Treasurer Bond and Street Light Bond – Supervisor Lehman gave a brief explanation about cross training and the item was tabled until Supervisor Reynolds is in attendance.
5. Extend Understanding of Temporary Employment Period for Road Crew Worker James Roop – Supervisor Lehman explained the need to extend the temporary employment period until James can take his CDL driver’s test. Supervisor Lehman moved to extend the Understanding of Temporary Employment between James E. Roop, III and Pequea Township until August 22, 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed
6. Winter Maintenance PennDOT Agreement – Supervisor Lehman moved to execute the PennDOT Winter Maintenance Agreement. Supervisor Schall seconded the motion. All voted in favor, none opposed.
7. Set Wages for Road Crew Employee – Supervisor Lehman explained that, Park Crew Worker Phil Chmiel is taking a vacation and we have an on-call Road Crew Worker who is a CDL driver and available to fill in. Supervisor Lehman moved to set wages for Barry Acker effective immediately at \$16.00 per hour. Supervisor Schall seconded the motion. All voted in favor, none opposed.
8. Authorize Chairman to Sign Direct and Counter-Cyclical Program (DCP) Contract for Farming at Silver Mine Park – Supervisor Lehman said the township leases out approximately nine acres of land at the Park to a farmer. Supervisor Lehman moved to sign the DCP (Direct and Counter-Cyclical Program) Contract for M & M Dairy effective August 17, 2013. Supervisor Schall seconded the motion. All voted in favor, none opposed.
9. Discuss Rental Agreement for Farming at Silver Mine Park – The item was tabled until Supervisor Reynolds is in attendance.

BOARD OF SUPERVISORS MEETING July 17, 2013

10. Personnel Policy Vacation Pay Clarification – The item was tabled until Supervisor Reynolds is in attendance
11. Discuss & Consider Paying Off the Silver Mine Park Loan – Supervisor Schall said we are just under two years to pay off the loan and it makes sense to pay it off to save about \$2,325.00. Supervisor Lehman said it would be considered an expenditure, the budget would need to be modified, and our shortfall would be increased. Supervisor Lehman gave instruction for the Treasurer to prepare this information for the first budget workshop and the item was tabled.

ADDENDUM

1. Discuss & Consider Vacating Creek Road – Supervisor Lehman gave an explanation for the vacation of Creek Road and moved to authorize the Township, through its consultants, to begin the process for vacation of a portion of Creek Road between Byerland Church Road and N. Mount Hope School Road, which would include contacting the adjoining neighbors and the preparation of all plans, ordinances and documents necessary for the vacation of that portion of Creek Road. Supervisor Schall seconded the motion. All voted in favor, none opposed.

PUBLIC COMMENTS (items not on the agenda)

Jackie Johns referred to an article in the newspaper about poverty in Penn Manor School District and asked if the municipality is doing anything or is there any coordination with the churches or food banks.

Supervisor Lehman instructed the Secretary to check with Dee Steele from Pequea Church.

Jason Topper handed out a June Fire Company Report to the Supervisors and asked about the process to ensure Worker's Comp coverage for the Fire Companies.

Supervisor Lehman instructed the Secretary to contact the insurance company in regards to social and auxiliary Fire Company members.

Mr. Topper said the professional who brought this to the West Willow Fire Company's attention has a manual which documents the process.

Supervisor Lehman said we are bound by the advice of our Solicitor and our (insurance) carrier.

DEPARTMENTAL REPORTS:

Road Crew – Report on file.

Zoning/Code Officer – Report on file.

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

Southern Lancaster County Inter-Municipal Council –

Emergency Management Coordinator –

PEQUEA TOWNSHIP ZONING HEARING BOARD – No Hearing held in July. There will be a hearing in August.

ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – Meeting held June 26, 2013.

Pequea Township Park & Recreation Board – Meeting held July 10, 2013.

BOARD OF SUPERVISORS MEETING July 17, 2013

MEETING ADJOURNED at 7:53 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Connie Kauffman". The signature is written in black ink and is positioned above the printed name.

Connie Kauffman, Township Secretary

2013-07-17 BOS meeting

Rebel Gray
MP MacLellan

Jackie Dodge
Anette Gilbert
Helen & John Miller

Patti Lehman

Robert J. Dray

Elaine Jones

~~John Smith~~

~~Bob & Mary~~

Bob Kendenhead

May Row - YWCA

Stephanie Church

Jason Tomp
Andy [unclear]