

# BOARD OF SUPERVISORS MEETING for SECOND BUDGET WORKSHOP November 6, 2013

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Minutes of the Pequea Township Board of Supervisors meeting held November 6, 2013 at 8:45 a.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  
Lori Ann Leitch, Twp. Treasurer  
Jackie Johns  
Steve Gogoj  
Cynthia Evans-Herr

## **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*.

## **Non-Legislative hearing:**

### **DRAFT ORDINANCE TO AUTHORIZE VACATING A PORTION OF CREEK ROAD**

- Notice has been properly advertised and a copy of the proposed Vacating a Portion of Creek Road Ordinance was made available at the Township office as well as at the *Lancaster Newspapers, Inc.* office.

## **PUBLIC COMMENTS ON PROPOSED ORDINANCE:**

1. Vacating a Portion of Creek Road **Ordinance # \_\_\_-2013** – Supervisor Lehman moved to adopt Ordinance **#175-2013** authorizing the vacating of a portion of Creek Road and authorizing the Board of Supervisors to enter into an agreement with the adjoining landowners pertaining to vacation of a portion of Creek Road and to transfer title to the vacated portions of Creek Road to the adjoining land owners. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.

The Hearing was closed at 8:50 a.m. and the Budget Workshop began at 9:00 a.m.

## **NEW BUSINESS:**

1. Discuss and Consider Request for a Waiver of Stormwater Plan Design Requirements of the Pequea Township Stormwater Ordinance – Supervisor Lehman moved to grant a waiver of Section 104.2.A and the Design Standards in Section 301 of the Pequea Township Stormwater Management Ordinance for the construction of a 1120 square foot agricultural pole barn based on the justification provided by the applicant with the following conditions:
  1. A soil erosion plan shall be submitted for review in accordance with DEP Chapter 102 requirements prior to permit issuance.
  2. The applicant shall reimburse the Township for the fees associated with the review of this waiver request.

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3. The applicant shall locate the pole building to direct all proposed runoff to the northwest into the existing low spot on the property. No runoff shall be directed toward Linestown Road or the Alfred Heisey property.

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

2. Acknowledge Acceptance of Letter from Millwood Landco LLC Attorney to Grant Extension for Date of Willow Acres Conditional Use Hearing to January 31, 2014 – Supervisor Lehman moved to accept the letter for applicant Millwood Landco, LLC to grant an extension of the time to conduct the Willow Acres Conditional Use Hearing until January 31, 2014. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
3. Authorize Chairman to Sign CPA (Bertz, Hess & Co., LLP) Engagement Letter – Supervisor Lehman moved to sign the Engagement Letter from Bertz, Hess & Co., LLP Accounting firm to audit the Pequea Township accounts for the 2013 calendar year. Supervisor Reynolds seconded the motion. All voted in favor, none opposed.
4. Boy Scout / Cub Scout Camp Out at Silver Mine Park November 15-17, 2013 – Supervisor Lehman moved to permit Scout Troop #146 from Conestoga to hold a Camp Out weekend from November 15 through November 17, 2013 and allow the use of temporary structures (tents) and a controlled camp fire. Supervisor Schall seconded the motion. All voted in favor, none opposed.

### **SECOND BUDGET WORKSHOP FOR 2014 PROPOSED BUDGET:**

The Board of Supervisors began the budget process by discussing the proposed 2014 Recreation Fund budget with Steve Gogoj, the Park & Recreation Board Chairman. The purchase of a new flagpole at the park was discussed. Supervisor Lehman said there are two accounts in the Park Donation Fund which together amount to just under \$4,000.00 that may be used for the purchase of the flagpole. The two accounts would be the Community Days and T-Shirt (Community Day) accounts. The money for the installation of the flagpole would need to be raised.

The following changes were decided on for the 2014 Recreation Fund Budget:

Expense Account Changes:

454.222 Playground Mulch changed from \$250.00 to \$400.00

New Expense Account:

454.390 Bank Service Charges/Fees

After the expenses were discussed, the amount to be transferred from the General Fund was calculated.

Income Account:

392.010 Transfer from General Fund \$12,467.67

The Board of Supervisors continued the budget process by going over the proposed 2014 General Fund Budget. The Supervisors decided not to make any donations to the library or Conestoga Historical Society.

The following changes were decided on for the 2014 General Fund Budget:

Expense Account Changes:

408.313 Engineering Services MS4 changed from \$19,000.00 to \$12,000.00

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- 414.349 Comp Plan from \$15,000.00 to \$1,000.00 (Rettew Assoc. informed the Treasurer that the Comp Plan is written and \$1,000.00 would be for possible revisions in 2014 after the county reviews)
- 414.350 New Ordinances from \$1,000.00 to \$24,000.00
- 409.250 Maintenance Repairs from \$2,000.00 to \$2,400.00 (added pest control to this account)
- 409.251 Equipment-Bldg Maintenance from \$900.00 to \$500.00 (removed pest control)
- 492.019 Transfer to Recreation Fund from \$23,417.67 to \$12,467.67

The 2014 Street Light Fund Budget was discussed. Some Street Light expenses were being paid out of the General Fund and it was agreed that new expense accounts would be created to pay for those expenses out of the Street Light Fund:

The following changes were decided on for the 2014 Street Light Fund Budget:

New Accounts created:

- 434.215 Postage
- 434.353 Street Light Tax Collector Bond
- 434.390 Bank Service Charges/Fees

Supervisor Lehman asked if everyone was in favor of the Park and Recreation Fund Budget. All were in favor.

Supervisor Lehman asked if everyone was in favor of the State Highway Fund Budget. All were in favor.

Supervisor Lehman asked if everyone was in favor of the General Fund Budget. All were in favor.

Supervisor Lehman asked if everyone was in favor of the Street Light Fund Budget. All were in favor.

Supervisor Lehman moved to adopt the draft 2014 Budget as proposed. Supervisor Schall seconded the motion. All voted in favor, none opposed.

**PUBLIC COMMENTS:**

**MEETING ADJOURNED** at 9:37 a.m.

Respectfully submitted,



Connie Kauffman, Township Secretary