

## BOARD OF SUPERVISORS MEETING May 21, 2014

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Minutes of the Pequea Township Board of Supervisors meeting held May 21, 2014 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  
Rob Reidenbach, Vice-Chairman  
Cynthia Evans-Herr, Supervisor

**Others present:**

Jill Kennedy, Twp. Secretary  
Mark Deimler, Zoning Officer/Twp. Engineer  
Sign-in sheet attached

**ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- An Executive Session was held May 9, 2014 to discuss personnel matters.
- Hempfield Area Recreation Commission is conducting a Bicycle Ride on Sunday, June 22, 2014. Portions of Long Lane, Marticville Rd., Sprecher Rd., Millwood Rd., and West Kendig Rd. will be on the course. All specified roads will be open to regular traffic.

**MINUTES OF PREVIOUS MEETING** Chairman Lehman moved to approve the minutes of the April 16, 2014 regular meeting. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

**TREASURERS REPORT:** Chairman Lehman moved to approve checks #9002-9060 from the General Fund, checks #1113-1121 from the Recreation Fund, checks #1017-1018 from the Street Light Fund. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

**PRESENTATION:** Lancaster County Commissioner Craig Lehman gave an overview of accomplishments and milestones for Lancaster County including a 0% tax increase for this year's budget, a new police radio system and 100,000 acres of farmland preserved. This marks the 54<sup>th</sup> visit out of 60 municipalities for the Commissioner during his term.

**POLICE REPORT:** Officer Jessie Blank gave the 2013 yearly report. The department has found their website and Facebook page to be quite useful in their operations. They plan to begin using new police radios this year. They have seen an overall increase of 2.4% in calls for service and 322 requests for service for minor issues in 2013.

**OLD BUSINESS:**

1. Millwood Road Industrial Park Road Dedication – Chairman Lehman moved to instruct the township solicitor to prepare the necessary documents including the deed of dedication and title search necessary for the township taking of a section of Kendig Road in the Millwood Industrial Park providing the owner pays for all document preparation and any other fees associated with the document preparation. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
2. Property Maintenance Code /Set Hearing Date – After discussion about changing the heat supply section of the proposed ordinance to include the date May 15<sup>th</sup> instead of April 15<sup>th</sup>, Supervisor Evans-Herr moved to set the date for the hearing for an Ordinance of the Board of

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Supervisors of the Township of Pequea, Lancaster County, Pennsylvania, to adopt the international property maintenance code /2009 as the property maintenance code for the Township of Pequea, the ordinance shall be known as the Pequea Township Property Maintenance Code, to be held at the beginning of the regular Pequea Township Board of Supervisors meeting 7:00pm on Wednesday, June 18, 2014, with the hearing date extended from April 15<sup>th</sup> to May 15<sup>th</sup>. Chairman Lehman seconded the motion. All voted in favor, none opposed.

### NEW BUSINESS:

- 1. Resolution #405-2014** PennDOT Traffic Signal Permit – Chairman Lehman moved to pass **Resolution #405-2014**, be it resolved by authority of the Board of Supervisors of the Township of Pequea, Lancaster County, and it is hereby resolved by the authority of the same, that the Secretary of said municipality is authorized and directed to submit the Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this application on behalf of the municipality. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
- 2. Corn Wagon Flashing Light Beacon Agreement** – Counsel for the Corn Wagon presented an agreement to be signed by the Chairman of the Board of Supervisors. Chairman Lehman moved to authorize the township to execute the Corn Wagon Flashing Light Agreement. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
- 3. Corn Wagon – Storm Water Management Plan Approval** – Chairman Lehman moved to approve the stormwater management plan for the Corn Wagon and the following waivers: Section 305, Section 403.1B, of the Pequea Township Stormwater Management Ordinance. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
- 4. Resolution #406-2014** 531 Rawlinsville Road DEP Planning Module – Authorize Secretary to complete –Chairman Lehman moved to authorize the Township Secretary to complete the DEP Planning Module for Land Development for Leif and Rebecca Anderson at 531 Rawlinsville Road. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed. Chairman Lehman moved to pass **Resolution #406-2014** resolution for plan revision for new land development of Leif and Rebecca Anderson 531 Rawlinsville Road and authorize the Secretary to sign such. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
- 5. Resolution #407-2014** Willow Acres DEP Planning Module – Authorize Secretary to complete – Chairman Lehman moved to authorize the Township Secretary to complete the DEP Planning Module and moved to pass Resolution #407-2014 and authorize the Secretary to sign such a resolution for plan revision for new land development for Willow Acres Millwood Lanco, LLC. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
- 6. Willow Run Request for Sewer Capacity** – Chairman Lehman moved to release 146 EDU(s) of waste water conveyance and treatment capacity from Pequea Township for the Willow Run development project located at 597 Millwood Road. Vice Chairman Reidenbach seconded the

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- motion. Chairman Lehman and Vice Chairman Reidenbach voted in favor. . Supervisor Evans-Herr abstained from voting (see attached).
7. Elam Stoltzfus – Zoning Violation – After a brief background from the Zoning Officer, Supervisor Evans- Herr moved to table the item until June 18<sup>th</sup>. Chairman Lehman seconded the motion. All voted in favor, none opposed.
  8. Emerson Haines & Patty Greenawald – Building Code Violation – Supervisor Evans-Herr moved to authorize the Zoning Officer to proceed with legal action. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
  9. Approval of Secretary wage increase – Increase Secretary’s wages after successful ninety day evaluation from \$15.50 an hour to \$16.50 an hour. Chairman Lehman moved to set the hourly wage for Jill Kennedy at \$16.50 per hour effective 5/19/2014. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
  10. Personnel Policy/ Passwords – Chairman Lehman moved add the following to section 14 of the Personnel Policy: It is the responsibility of township personnel to safeguard sensitive information. With that in mind, employees should establish strong passwords for computer access. Passwords must meet the following requirements: a) Passwords must contain at least eight characters. b) Passwords must contain at least one uppercase letter and one lower case letter. c) Passwords must contain at least one number. d) Passwords must be changed every 90 days. Failure to comply with password requirements constitutes a violation of policy subject to disciplinary measures at the discretion of the Pequea Township Board of Supervisors. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr asked the board to consider changing the combination to the safe during discussion. Chairman Lehman indicated that that items would be on the agenda for June’s meeting. All voted in favor, none opposed.
  11. Accept resignation of James Roop – Chairman Lehman moved to accept the resignation of James Roop effective May 17 2014. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
  12. Discuss cost of living increase – Phil Chmiel – Chairman Lehman moved to set the pay rate for Phil Chmiel to \$14.52 per hour effective 4/4/2014. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr discussed the wages paid to park employees in the private sector versus government park employees. Chairman Lehman and Vice Chairman Reidenbach voted in favor. Supervisor Evans-Herr voted nay.
  13. Discuss cost of living increase – Derik Chmiel – Chairman Lehman moved to set the pay rate for Derik Chmiel to \$13.99 per hour effective 4/1/2014. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted in favor. Supervisor Evans-Herr voted nay.

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- 14.** Discuss wage increase Jeff Fry – Chairman Lehman moved to set the wage for Jeff Fry at \$19.50 per hour effective 5/6/2014. Supervisor Evans-Herr 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** –

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

**Southern Lancaster County Inter-Municipal Council** –

**Emergency Management Coordinator** – Supervisor Evans-Herr would like the Emergency Management Coordinator to come to a meeting.

**PEQUEA TOWNSHIP ZONING HEARING BOARD**–Hearing in May 6 ,2014.

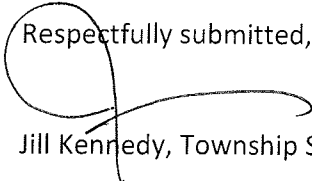
### **ADVISORY BOARD REPORTS:**

**Pequea Township Planning Commission** –Meeting held April 30, 2014.

**Pequea Township Park & Recreation Board** – Meeting held May 14, 2014.

**MEETING ADJOURNED** at 8:40 p.m.

Respectfully submitted,

  
Jill Kennedy, Township Secretary

Cynthia T. Evans-Herr  
642 Millwood Road, Willow Street, Pennsylvania 17584  
717-464-0566  
evansherr@verizon.net

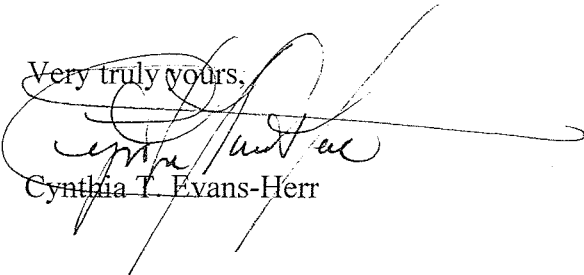
To: Matthew J. Crème, Jr / Attorney at Law  
Nikolaus & Hohenadel, LLP

Date: April 21, 2014

Re: Willow Run Subdivision  
597 Millwood Road, Willow Street, Pennsylvania

I participated as a party in zoning hearings held by the Pequea Township Zoning Hearing Board in connection with an application for a special exception and variance submitted by MBI Development Company, Inc. Because of my involvement in that zoning matter, I will not participate as a member of the Board of Supervisors of Pequea Township in any discussion, deliberation or voting regarding matters brought before the Pequea Township Board of Supervisors by MBI Development Company, Inc. for the project located at 597 Millwood Road, Willow Street, Pennsylvania.

Very truly yours,



Cynthia T. Evans-Herr

# 5/21/14 BOS Meeting

Patti Lehman

~~Donald Heer~~

~~Erin~~

Jackie Johnson

Jusannak Benson

John Randolph

Sandy Kime

Merrie

Craig Lehman

FRED WITMER

Leif Anderson

Sharon Schreiber

Elaine Jones

Dan Maest

~~Don Fluit~~

Annie Ginder

Henry Ginder

Estwan Patterson

Ava Ginder