

BOARD OF SUPERVISORS REORGANIZATION MEETING MINUTES

JANUARY 5, 2015

Minutes of the Pequea Township Board of Supervisors reorganization meeting held January 5, 2015 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
Rob Reidenbach, Vice-Chairman
Cynthia Evans-Herr, Supervisor

Others present:

Sandra D. Graham, Twp. Secretary

Sign in Sheet Attached

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- Addendum – Accept Resignation of Bruce Groff, Vice Chairman of Board Auditors.

REORGANIZATION

1. The first order of business is the nomination of a Chairperson. Supervisor Evans-Herr moved to nominate Supervisor Reidenbach as Chairman. Supervisor Reidenbach expressed his interest in appointing Supervisor Lehman he wants to learn as much as possible from him since this is Supervisor Lehman's last year serving as a township supervisor; the first motion died for lack of a second. Supervisor Reidenbach moved to appoint Supervisor Lehman as Chairman. Supervisor Lehman seconded the motion. All voted in favor, none opposed.
2. The second order of business is the nomination of a Vice-Chairperson. Supervisor Lehman moved to nominate Supervisor Reidenbach as Vice-Chairperson. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
3. Supervisor Lehman moved to set the Supervisors' meetings the third Wednesday of each month at 7:00 p.m. Supervisor Evans-Herr 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 Reidenbach to serve as Police Commissioner for year 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

REAPPOINTMENTS, APPOINTMENTS AND WAGES

1. Supervisor Lehman moved to appoint Sandra Graham as Secretary. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
2. Supervisor Lehman moved to appoint Lori Leitch as Treasurer. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
3. Supervisor Lehman moved to appoint Lori Leitch as Assistant Secretary at the same compensation as Treasurer. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
4. Supervisor Lehman moved to appoint Sandra Graham as Assistant Treasurer at the same compensation as Secretary. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.

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5. Supervisor Lehman moved to appoint Bruce Frymyer as Roadmaster. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
6. Supervisor Lehman moved to authorize Harry Lehman, Chairperson of the Board of Supervisors or Bruce Frymyer, to be Duly Authorized Representative for the Declaration of Snow and Ice Emergencies as Described in Section 4 of Ordinance No. 158-2008. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
7. Supervisor Lehman moved to appoint Sandra Graham as Open Records Officer. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
8. Supervisor Lehman moved to appoint Lori Leitch as Street Light Tax Collector. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
9. Supervisor Lehman moved to appoint Sandra Graham as Alternate Street Light Tax Collector. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
10. Supervisor Lehman moved to set the Treasurer Bond at \$800,000.00 for 2015. Supervisor Reidenbach seconded the motion. Supervisor Evans-Herr mentioned that the sum of the funds in the bank accounts is above \$800,000.00. All were in favor to raise the bond. Supervisor Lehman withdrew the motion and Supervisor Reidenbach withdrew his second. Supervisor Lehman moved to set the Treasurer Bond at \$900,000.00 for 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
11. Supervisor Lehman moved to set the Assistant Treasurer Bond at \$900,000.00 for 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
12. Supervisor Lehman moved to set the Street Light Tax Collector Bond at \$25,000.00 for 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
13. Supervisor Lehman moved to set the Alternate Street Light Tax Collector Bond at \$25,000.00 for 2015. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
14. Supervisor Lehman moved to adopt **Resolution No. 415-2015** naming Lori Leitch, Treasurer or Sandra Graham, Assistant Treasurer as Chief Administrative Officer's as of January 5, 2015 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Supervisor Reidenbach seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
15. Supervisor Lehman moved to approve mileage reimbursement for Supervisors and employees for use of their own vehicle for township business at the 57.5 cents per mile rate issued by the IRS for 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
16. Supervisor Lehman moved to keep the Personnel Policy benefits for 2015 the same as in the Personnel Policy adopted on January 1, 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
17. 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 Reidenbach seconded the motion. All voted in favor, none opposed.
18. Supervisor Lehman moved to adopt **Resolution No. 416-2015** to appoint PNC Bank, Citizens Bank and PLGIT as depositories for Pequea Township for 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

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19. Supervisor Reidenbach moved to appoint Supervisor Lehman as Volunteer Fire Company Liaison. Supervisor Lehman seconded the motion. Supervisor Reidenbach and Supervisor Lehman voted Aye. Supervisor Evans-Herr voted Nay.
20. Supervisor Reidenbach moved to appoint Supervisor Lehman as Road Crew Liaison. Supervisor Lehman seconded the motion. Supervisor Reidenbach and Supervisor Lehman voted Aye. Supervisor Evans-Herr voted Nay.
21. Supervisor Reidenbach moved to appoint Supervisor Lehman as Legal Liaison. Supervisor Lehman seconded the motion. Supervisor Evans-Herr noted for the record; Matt Crème has taken all her phone calls thus far even though she isn't the appointed legal liaison. Supervisor Reidenbach and Supervisor Lehman voted Aye. Supervisor Evans-Herr voted Nay.
22. Supervisor Reidenbach moved to appoint Supervisor Lehman as Park Liaison. Supervisor Lehman seconded the motion. Supervisor Reidenbach and Supervisor Lehman voted Aye. Supervisor Evans-Herr voted Nay.
23. Supervisor Lehman moved to appoint Supervisor Reidenbach as Emergency Management liaison. Supervisor Lehman seconded the motion. Supervisor Lehman and Supervisor Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
24. Supervisor Lehman moved to appoint Supervisor Evans-Herr as Voting Delegate for the PSATS State Convention with all three Supervisors authorized to attend. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
25. Supervisor Lehman moved to appoint Supervisor Evans-Herr to represent Pequea Township for the Community Block Grant Program in 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
26. Supervisor Lehman moved to approve Pequea Township to be a member of the Southern Lancaster County Inter-Municipal Committee for 2015 and to appoint Supervisor Cynthia Evans-Herr to represent Pequea Township at the monthly meetings. Supervisor Evans-Herr seconded the motion. Supervisor Lehman and Supervisor Evans-Herr voted Aye. Supervisor Reidenbach voted Nay.
27. Supervisor Lehman moved to appoint Supervisor Evans-Herr as Chairperson of the Ag Security Committee. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
28. Supervisor Lehman moved to appoint Dave Lockard as Sewage Enforcement Officer and set the pay rate according to the 2015 SEO Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
29. Supervisor Lehman moved to appoint Solanco Engineering as Alternate Sewage Enforcement Officer and set the pay rate according to the 2015 Rate Schedule. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
30. Supervisor Lehman moved to appoint Solanco Engineering as Zoning Officer, Code Enforcement Officer, and Building Code Official and set the pay rate according to the 2015 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
31. Supervisor Lehman moved to appoint Rettew Associates as Alternate Zoning Officer and Code Enforcement Officer and set the pay rate according to the 2015 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
32. Supervisor Lehman moved to appoint Fred Witmer to the Pequea Township Planning Commission for a four-year term ending January 2019. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

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33. Supervisor Lehman moved to appoint Chris Brosey to the Pequea Township Planning Commission for a four-year term ending January 2019. Supervisor Evans-Herr seconded the vote. All voted in favor, none opposed.
34. Supervisor Lehman moved to adopt **Resolution No. 417-2015** to appoint James Haines to the Zoning Hearing Board for a five-year term to expire January 2020. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
35. Supervisor Lehman moved to set the Zoning Hearing Board members rate of pay at \$40.00 per meeting. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
36. Supervisor Lehman moved to appoint Darren Huegel as Chairperson of the Vacancy Committee for 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
37. Supervisor Lehman moved to appoint Matthew Crème as Solicitor for all general purposes. Supervisor Reidenbach seconded the motion. Supervisor Lehman withdrew his motion and Supervisor Reidenbach withdrew his second. Supervisor Lehman moved to appoint Matthew Crème of Nikolaus and Hohenadel, LLP. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
38. Supervisor Lehman moved to appoint Solanco Engineering, LLC as Engineer for all general purposes and set the pay rate according to the 2015 Rate Schedule. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
39. Supervisor Evans-Herr moved to appoint Jim Caldwell of Rettew Associates as Alternate Engineer, and set the pay rate according to the 2015 Rate Schedule, and authorize to sign the Professional Services Agreement. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
40. Supervisor Lehman moved to appoint Anthony Williams as Emergency Management Coordinator. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
41. Supervisor Lehman appoint Mike Hall as Deputy Emergency Management Coordinator. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
42. Supervisor Lehman moved to appoint Bill Birchall as Assistant Emergency Management Coordinator. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

MUNICIPAL REPRESENTATIVES TO 272 STUDY ADVISORY COMMITTEE

Supervisor Lehman moved to appoint Supervisor Evans-Herr to serve as municipal representative to the 272 Study Advisory Committee for year 2015. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

COLLECT TAXES FOR 2015

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 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF INSPECTION AGENCIES

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 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

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SETTING FEES FOR 2015

The purpose of this Resolution is to organize the 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 No. 418-2015** setting township fees for 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

REGULAR MEETING

PUBLIC COMMENTS:

Items on the agenda – Jackie Johns said she noticed in the legal section of the newspaper that the elected auditors were being replaced by the accounting firm and she didn't believe that was correct. Chairman Lehman said for the purpose of the notice it's done that way but we still keep the elected board.

Jackie Johns wanted to know if the new rate schedule would be published. Chairman Lehman said it would be available on the web-site and at the municipal building but will not be published in the paper. Jackie Johns wanted to know more about the Administrative Liaison. Chairman Lehman summarized the proposed resolution aloud and Ms. Johns then wanted to know why it was necessary. Vice Chairman Reidenbach explained it would eliminate confusion and conflict and with one person acting as a conduit between the board members and the township employees it would give clear directives of what is expected. Supervisor Evans-Herr highlighted a portion of the proposed resolution word for word and a debate ensued. Chairman Lehman brought the meeting to order, new business would begin and the Supervisors would resume voting.

Items not on the agenda - None

NEW BUSINESS:

1. Approval of Secretary wage increase - Chairman Lehman moved to set the wage for the Township's Secretary, Sandra Graham to \$16.50 effective 12/29/2014. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Supervisor Reidenbach voted Aye. Supervisors Evans-Herr voted Nay.
2. PIRMA Intergovernmental Contract – Edition 1/2015 – Supervisor Evans-Herr moved to approve PIRMA Intergovernmental Contract – Edition 1/2015. Chairman Lehman seconded the motion. All voted in favor none opposed.
3. Herrville, LLC - Rezoning Petition – Set hearing date – Chairman Lehman moved to hold the hearing for Herrville LLC rezoning petition at 6:30 PM on February 11, 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
4. Baumgardner Road Associates LP - Rezoning Petition. Set hearing date – Chairman Lehman moved to hold the hearing for Baumgardner Road Associates LP, Stephen Fisher and Others rezoning petition at 7:00 PM on February 11, 2015. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
5. Administrative Liaison Resolution – Vice Chairman Reidenbach spoke in more detail his purpose for proposing to elect an Administrative Liaison. Vice Chairman Reidenbach moved to adopt **Resolution No. 419-2015**. Chairman Lehman seconded the motion. Supervisor Evans-Herr read from the

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Township News publication; saying in some townships elected supervisors serve as liaison's in different departments, there is a distinction between the role of a liaison to a department and being "in charge" of that department. Unless the board as a whole delegates it's authority to a liaison the supervisor has no direct supervisory role. Chairman Lehman stated the solicitor was consulted. Vice Chairman Reidenbach and Chairman Lehman voted Aye. Supervisor Evans-Herr voted Nay.

6. Administrative Liaison Resolution – Vice Chairman Reidenbach moved to appoint Chairman Lehman as Administrative Liaison 2015 or until which time we rescind that appointment. Chairman Lehman seconded the vote. Vice Chairman Reidenbach and Chairman Lehman voted Aye. Supervisor Evans-Herr voted Nay.

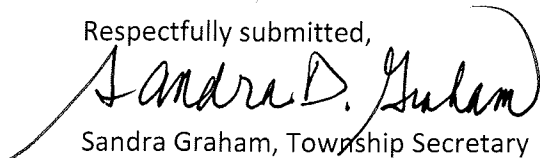
ADDENDUM

1. Accept Resignation of Bruce Groff, Vice Chairman of Board of Auditors- Chairman Lehman moved to accept the resignation of Bruce Groff, Vice Chairman of the Board of Auditors effective January 5, 2015. Vice Chairman Reidenbach seconded the motion. All voted in favor none opposed. We now have an opening for an interim auditor and in the spring it will be on the ballot for the year beginning 2016. This will be added on the January 21, 2015 Board of Supervisors Agenda.

We are also seeking a Township Constable if anyone knows of someone interested.

MEETING ADJOURNED at 8:04 p.m.

Respectfully submitted,



Sandra D. Graham, Township Secretary

x

Board of Supervisors Reorganization Meeting January 5, 2015 Sign-In

Donald C. Herr

Jackie Johns

Lisa W. ...

~~ROBERT RACE, JR~~

←	CHRIS BROSEY - BROSEY@COMCAST.NET 293 SHULTZ RD -	808-6352 (C) 871-9437 (H)	→
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