

BOARD OF SUPERVISORS MEETING February 18, 2015

Minutes of the Pequea Township Board of Supervisors meeting held February 18, 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 D. 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.

MINUTES OF PREVIOUS MEETING: Chairman Lehman moved to approve the minutes of January 21, 2015. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.

TREASURERS REPORT: A copy of the bill list is on the table. Chairman Lehman moved to approve checks # 9442 through #9489 of the General Fund, and checks #1173 through #1175 of the Recreation Fund and check #1032 of the Street Light Fund. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.

POLICE REPORT: Police will provide reports once per quarter due to the shortage in manpower. Supervisor Evans-Herr stated the Articles of Agreements states a police officer must be present at each town meeting.

EXECUTIVE SESSION: An executive meeting was held at 7:03 P.M. to discuss personnel matters. Chairman Lehman and Vice Chairman Reidenbach went into the meeting. Supervisor Evans-Herr declined to participate. Chairman Lehman stated that from the advice of the township solicitor that personnel matters will not be discussed at a public meeting. The executive meeting ended at 7:04 P.M.

PUBLIC COMMENTS:

Public comments are encouraged and welcomed. Please come to the podium and limit your comments to three (3) minutes. If the conversation dictates more than three (3) minutes, time will be extended. By having organized public comments we will be allowing more of our citizens to express their views.

Items on the agenda:

In regards to the phone study, Jackie Johns wanted to know if the township is experiencing problems with the current phone system. She was concerned this was an unnecessary expense. Vice Chairman Reidenbach explained that the equipment wasn't being replaced, only the phone carrier will change. He stated the only expense would be a set-up fee and the new system will aide with the on-going employee time management study.

Jackie Johns wanted more information on the new cell phone policy. Chairman Lehman stated that personal cell phones or any personal electronic devices, are not permitted in the township building during work hours.

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Jackie Johns asked why the Administrative Liaison subject was on the agenda since it was addressed in January. Chairman Lehman explained a vote for inclusion to the new personnel policy is needed. Ms. John's asked if the changes were an effort to prevent Supervisor Evans-Herr from communicating with the staff. Chairman Lehman explained that all communication, from the board or employees, should be addressed with the liaison.

Supervisor Evans-Herr stated there was no personnel policy meeting to discuss policy changes and she had no knowledge of the changes.

Items not on the agenda

OLD BUSINESS:

1. Phone Study Update – Vice Chairman stated this is a time management device and he moved to authorize finalization of the two year Comcast phone contract pending we don't receive a termination fee from the current carrier. Chairman Lehman seconded the motion. Supervisor Evans-Herr said the information she received from Windstream states the Pequea Township is in a binding contract. She also believes the reason for the change is targeted at her. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
2. Cell phone/Electronic Device Policy- Chairman Lehman moved to amend the personnel policy which was outlined by the Solicitors law firm in regards to cell phone and electronic devices, computers and any other changes noted. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr opposed, she stated there was no personnel meeting, she did not have an input and the first she saw this information was Friday before this meeting. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.

NEW BUSINESS:

1. Proposed Settlement – 12 Leesburg Drive Chairman Lehman moved to instruct the code enforcement officer to withdraw the civil action against Emerson and Patty Haines upon receipt of a check in the amount of \$851.00 to cover township costs, paid in two installments no later than May 1, 2015. A receipt of an executed contract with a contractor for installation of a one hour fire rated assembly to correct the violation. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr thinks it would be a benefit to the township to continue the hearing until both installments have been made. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
2. Accept resignation of Janet Hess, Flagpole/Memorial Committee- Chairman Lehman moved to accept the resignation of Janet Hess, member of the Flagpole/Memorial Committee. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
3. Personnel Policy update – Administrative Liaison – Chairman Lehman moved to amend the personnel policy as outlined by the solicitor's law firm in regards to the Administrative Liaison definitions etcetera. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr objected stating an Administrative Liaison has no position in a personnel policy and her first knowledge of this being added to the policy was Friday. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
4. Appoint Alternate Zoning Hearing Board Member(s) - Chairman Lehman voted to appoint John Badorf as alternate Zoning Hearing Board member until January 1, 2016. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay. Chairman Lehman moved to appoint Dot Rineer as

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alternate Zoning Hearing Board member until January 1, 2017. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.

5. Authorize to Advertise Bid Project- Radcliff Road-Cold in Place Recycling and Blacktopping – The Roadmaster said this project is on Radcliff Road, from Linestown Road to a point 7,568 feet north, at an estimated cost of \$141,430.00, paid for with liquid fuel tax funds. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Cold In Place and Blacktopping bid for Radcliff Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
6. Authorize to Advertise Bid Project- Radcliff Road-Seal Coat – The Roadmaster said this project is a section of Radcliff Road, from Linestown Road to Byerland Church Road, approximately 7,504 SY, at an estimated cost of \$9,980.00, funded from the township general fund. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Seal Coat bid for Radcliff Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
7. Authorize to Advertise Bid Project-Herrville Road - Cold in Place Recycling and Blacktopping – The Roadmaster said this project is on Herrville Road from the Penn Dot shed to Ship Rock Road, approximately 6,380 SY, at an estimated cost of \$110,660.00, funded from the township general fund. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Cold in Place Recycling and Blacktopping bid for Herrville Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
8. Authorize to Advertise Bid Project - Leaman Road - Cold in Place Recycling and Blacktopping- The Roadmaster said this project is on Leaman Road from Lark Lane to Nettie Lane, approximately 5,233 SY, at an estimated cost of \$109,000.00, funded by the township general fund. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Cold in Place Recycling and Blacktopping bid for Leaman Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
9. Authorize to Advertise Bid Project - Indian Hill Road – Blacktopping- The Roadmaster said this project is on Indian Hill Road, from Route 324 to Mt. Hope School Road, approximately 8,578 SY, at an estimated cost of \$113,770.00, funded by the township general fund. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Blacktopping bid for Indian Hill Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
10. Authorize to Advertise Bid Project - Tomahawk Drive – FiberMat and Micro Surfacing – The Roadmaster said this project is on Tomahawk Drive, from New Danville Pike to the cul-de-sac at the township line. A portion of the cul-de-sac is shared with Conestoga Township and they are willing to pay their share of the cost. Details will be worked out and put in writing. The total project is approximately 2,391 SY, at an estimated cost of \$19,130.00, funded from the township general fund. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the FiberMat and Micro Surfacing bid for Tomahawk Drive. Vice Chairman Reidenbach seconded the motion. Chairman Lehman retracted his motion and Vice Chairman Reidenbach retracted his vote. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the FiberMat and Micro Surfacing bid and prior to beginning any work the Roadmaster will require a signed statement from the Chairman of the Conestoga Board of

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Supervisors to indicate their share of the cost. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

11. Authorize to Advertise Bid Project - Stoney Lane – Seal Coat – The Roadmaster said this project will be on Stoney Lane, from New Danville Pike to the township line, approximately 12,000 SY, at an estimated cost of \$15,960.00, funded from the township general fund. Prior to the seal coat, some blacktopping and crack sealing will need done. Chairman Lehman moved to authorize the Roadmaster and Secretary to advertise the Seal Coat for Radcliff Road. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
12. Resolution No. _____ - 2015 to allow an escalator clause for bituminous material to be included as part of the proposals. (PDOT, Publication 408/Section 110.04) – Chairman Lehman moved to pass **Resolution No. 421-2015** to duly adopt a price adjustment of bituminous material for small quantities. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.

Chairman Lehman noted that the proposed road work is approximately \$520,000.00. The Roadmaster thanked the Board of Supervisor for their help. He indicated his five year road plan has been reduced to a three year plan.

DEPARTMENTAL REPORTS:

Road Crew – Report on file.

Zoning/Code Officer – Report on file.

Southern Regional Police Department –

Southern Regional Police Commission-Supervisor Reidenbach

Southern Lancaster County Inter-Municipal Council – Supervisor Evans-Herr

Emergency Management

Pequea Township Zoning Hearing Board – Meeting held January 6, 2015. Next meeting scheduled 3/3/15 (if needed).

ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – Meeting held January 28, 2015. Next meeting February 25, 2015.

MEETING ADJOURNED at 7:49 p.m

Respectfully,

Sandra D. Graham, Township Secretary