

# BOARD OF SUPERVISORS MEETING May 20, 2015

---

Minutes of the Pequea Township Board of Supervisors meeting held May 20, 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  
Mark Diemler, Solanco Engineering  
Sign-in Sheet attached

## **ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- Addendum will be discussed following the zoning re-write

Chairman Lehman moved to approve the minutes of April 15, 2015, MS4 Workshop meeting. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed. Chairman Lehman moved to approve the regular Board of Supervisors minutes of the April 15, 2015. Chairman Lehman and Vice Chairman Reidenbach voted in favor. Supervisor Evans-Herr voted Nay.

**TREASURERS REPORT:** A copy of the bill list is on the table. Chairman Lehman moved to approve checks #9568 through #9627 of the General Fund, and checks #1186 through #1198 of the Recreation Fund and checks #1036 through #1037 of the Street Light Fund and checks #1014 through #1017 of the Park Donation Fund. Chairman Reidenbach seconded the motion. Supervisor Evans-Herr noted that she didn't sign the Comcast check no. 9570 and no. 9591, and Nikolaus and Hohenadel check, no. 9597, of the General Fund. All voted in favor, none opposed.

## **POLICE REPORT:**

## **PUBLIC COMMENTS:**

### **Items on the agenda:**

### **Items not on the agenda:**

Donald Flick commented on being a Pequea Township resident for thirty-seven years and stated he will be running for Supervisor on the township board for 2016. He said he has made observations at the public meetings and wanted to express his opinions. Mr. Flick continued, stating he has known Vice Chairman Reidenbach for many years. He is able to talk with him and although they may disagree on some topics, Mr. Reidenbach listens to him without interruption. It is his belief he will work well on the board with him and pointed out that the township needs this type of unity. He said he observed the opposite in Supervisor Evans-Herr, in his opinion, her presentation can be inappropriate. He doesn't feel he can work with her and suggests that she take a time-out. His observation is that Supervisor Evans-Herr should learn to adapt and overcome if she wants to do well for the township.

## **OLD BUSINESS:**

1. Zoning re-write –Supervisor Evans-Herr said she was anticipating the board to set a hearing date to approve the Zoning Ordinance at this meeting. Chairman Lehman and Mark Deimler said the township Solicitor is preparing the ordinance and recommends the board have it in their possession before setting a hearing date. Supervisor Evans-Herr moved to table this item until the June 17<sup>th</sup> board meeting. Chairman Lehman seconded the motion. All were in favor, none opposed.

## BOARD OF SUPERVISORS MEETING May 20, 2015

---

### ADDENDUM – Phone Study

Vice Chairman Reidenbach stated that in early 2015 the board approved, the phone time management study as one measure of demonstrating an employee/supervisor time management problem. The personnel policy was also passed in 2015, requiring the employees to limit phone calls to fifteen minutes. Restrictions were also made to cell phone use in the workplace. Calls requiring more than fifteen minutes would need approval from the employee liaison. Vice Chairman Reidenbach said the phone log indicated Supervisor Evans-Herr, violated the policy due to, the number of calls per day, number of minutes per day exceeding the allotted time and calls holding the employees after their scheduled work day. After Vice Chairman Reidenbach read the results of the log he expressed a need to evaluate the staffing needs. Vice Chairman Reidenbach moved to authorize the employee liaison to report his recommendation on administrative employee hours needed for the townships work load. Chairman Lehman seconded the motion. Supervisor Evans-Herr stated the reason she calls the employees and comes into the office is because she feels township information is not relayed to her. She stated she received the board meeting packet Friday, before the scheduled Wednesday meeting and is unprepared. Chairman Lehman recited several rules and procedures from the personnel policy, one which stated the liaison is the primary contact between the board and the employees. Chairman Lehman said that he considers it very clear that there is serious time management problems. A personnel meeting will be scheduled and he will give his recommendation at that time. Vice Chairman Reidenbach added, that during the 2016 budget workshops, it should be discussed if it is viable to hire a full or part-time township manager. Vice Chairman Reidenbach and Chairman Lehman voted in favor. Supervisor Evans-Herr didn't vote.

2. Parking Violation – fee increase – Vice Chairman Reidenbach discussed the proposal to increase parking violations. He noted the snow emergency illegal parking was added to the most severe category to the three classes of fines. He also had conversation with Chief Fiorill of the Southern Regional Police Department before recommending the updated fine fees to the board. Supervisor Evans-Herr said she would like the board to consider waiting until 2016 and include the costs to write the new ordinance in the budget. Chairman Lehman added, he also met with Chief Fiorill and was informed the police department intends to be more diligent with observing parking violations, especially fire hydrant encroachment. It was also discussed amongst the board that three ordinances related to fines are on record and can be eliminated by establishing one new parking violation fee schedule. Supervisor Evans-Herr mentioned she thought it was a good idea to educate the residents on illegal parking violations and further discussed exploring other web-sites, perhaps, the City of Lancaster's site to ascertain how they publish violations. Chairman Lehman moved to instruct the solicitor to prepare a new ordinance pertaining to parking violations. Vice Chairman Reidenbach and Chairman Lehman voted in favor. Supervisor Evans-Herr voted Nay.
3. New Zero-Turn Lawn Mower Quotes – Chairman Lehman said we are due for a new park mower, there is approximately seven hundred fifty hours on the current mower. The park board budget fund had twelve monthly payments set aside and the mower was paid off in four months, leaving a balance of three thousand five-hundred seventy-three dollars in the budget to use toward a new mower. Chairman Lehman said with the balance and the trade-in mower, it would be easier to pay the remaining amount due in cash. Chairman Lehman moved to purchase the zero-turn lawn mower from Weaver Turf Power at a cost of \$8,959.00 with the trade-in. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
4. Shultz Road Culvert Bid – Chairman Lehman announced the bid summary for Shultz Road Culvert; Bertolet, \$77,425.00, Construction Master Services, LLC., \$52,995.00, Kel-Con \$129,782.00 W.G.

## **BOARD OF SUPERVISORS MEETING May 20, 2015**

---

Land Company LLC, \$186,045.00. Mark Deimler of Solanco Engineering, reviewed the bids and had conversation with the township solicitor, Matthew Crème, on how to proceed. The township is obligated to take the lowest responsible bidder. Supervisor Evans-Herr asked if the board would consider utilizing our township road crew to begin work on setting the inlet pipe in place. Mark Deimler said with two inlets and some piping and using the township road crew, will add an additional three thousand dollars. Supervisor Evans-Herr continued, stating if the township work crew installs the inlets at the same time the contracted construction crew is replacing the wing walls it would avoid further disruption to the road. Chairman Lehman asked Mark Deimler if he would draw up a plan for the township road crew and meet with Jeff Fry to discuss a strategy and Mr. Deimler agreed. Both Chairman Lehman and Vice Chairman Reidenbach were on board with this course of action. Chairman Lehman moved to award the Shultz Road culvert bid to Construction Master Services, LLC, in the amount of \$52,995.00. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed. Chairman Lehman will sign the contract excepting the proposal and Mark Deimler will contact Rettew. The discussion continued about funding the project, it was decided to use the surplus in the road fund account. Dissolution of the bridge fund account will be on June's agenda.

5. Run Valley Road – Culvert – Chairman Lehman – Mark Deimler of Solanco Engineering, provided a proposal from Groffdale Concrete Walls, Inc., he said the quote is very reasonable and is under the threshold that requires obtaining additional quotes. It will necessitate utilizing township labor and renting a trackhoe to excavate for Groffdale Concrete to pour the wall. If project is authorized by the board, Mr. Deimler will request the Aument's (adjoining property owners) to sign an easement agreement, which will be recorded at the recorder's office. The proposal will need a signature for acceptance and Chairman Lehman will sign an emergency permit. Supervisor Evans-Herr moved to approve Groffdale Concrete Walls, Inc. proposal for \$8,000.00. Chairman Lehman seconded the motion. All voted in favor, none opposed.

### **NEW BUSINESS:**

1. SALDO – Mark Deimler – Chairman Lehman indicated that an adoption schedule was given to SALDO and a letter to the county commission and planning commission should be the next step. Chairman Lehman moved to authorize Mark Deimler to write a letter to the planning commission in regards to our schedule for doing our SALDO and copy the county commissioners. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed.
2. West Lampeter Township-MS4 Coordinator – Chairman Lehman moved to retain the services of Kara Kalupson, an employee of West Lampeter Township, as our stormwater coordinator, at the rate of forty dollars per hour, plus expenses. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed.
3. Lancaster County Association of Township Supervisors MS4 Workshop (Road Crew Employees)- Chairman Lehman moved to have the Treasurer remit two hundred dollars and notify Lancaster County Association of Township Supervisors of our interest to have our road crew attend the June 22<sup>nd</sup> MS4 Workshop. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed.
4. Reimburse Flagpole Memorial Fund – Chairman Lehman moved to instruct the treasurer to reimburse the Flagpole Memorial Fund, one hundred seventy dollars, eighty-two cents from the general fund for the two hundred amp service. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed.

## BOARD OF SUPERVISORS MEETING May 20, 2015

---

5. Memorial Plaque Silver Mine Park – Charlie Nauman - Chairman Lehman moved to approve the placement of the memorial plaque at the cost of donators at the Silver Mine Park. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed.
6. Visually Impaired Street Sign – 215 Skyline Drive – Chairman Lehman moved to approve the township to install a Visually Impaired street sign at 215 Skyline Drive at the townships expense. Supervisor Evans-Herr seconded the motion. Supervisor Evans-Herr mentioned the township should be notified if the Baker’s decide to move from their residence so the sign can be taken down. Michelle Baker noted she wanted the sign posted near the bus stop, not in front of her home. Chairman Lehman requested they meet so the sign will be placed where she would like it. Supervisor Evans-Herr withdrew her second. Chairman Lehman withdrew his motion. Chairman Lehman moved to install a Visually Impaired sign at the township’s cost on Skyline Drive. Vice Chairman Reidenbach seconded the motion. All were in favor, none opposed.
7. Children at Play Street Sign – 221 Shultz Road – Chairman Lehman moved to install two Watch Children signs in the vicinity of 221 Shultz Road. Chairman Lehman would like Chief Fiorill to assist with the proper location of the signs. Vice Chairman Reidenbach seconded the motion. All were in favor, none opposed.
8. Vice Chairman Reidenbach moved to add Silver Mine Park spraying agenda. Supervisor Evans-Herr seconded the motion. All were in favor, none opposed. – Chairman Lehman spoke with Darren Huegal about spraying the park but Mr. Huegal declined, maintaining after his experience last year, he was not interested. Vice Chairman Reidenbach moved to have Harry Lehman contact Darren Huegal again to ask if he would reconsider if the board would not get involved in his endeavor. The park should be sprayed two or three times in 2015, at an amount that would be reasonable. Chairman Lehman seconded the motion. All were in favor, none opposed.

### **DEPARTMENTAL REPORTS:**

**Road Crew** – Report on file.

**Zoning/Code Officer** – Report on file.

**Southern Regional Police Department** – Report on table.

**Southern Regional Police Commission**-Supervisor Reidenbach

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

**Emergency Management**

**Pequea Township Zoning Hearing Board** – Next meeting scheduled June 2, 2015 at 7:00 P.M. (if needed).

### **ADVISORY BOARD REPORTS:**

**Pequea Township Planning Commission** – Meeting held May 29, 2015. Next meeting June 24, 2015. (if needed)

**MEETING ADJOURNED** at 8:26p.m.

Respectfully,

Sandra D. Graham, Township Secretary