

BOARD OF SUPERVISORS REORGANIZATION MEETING MINUTES

JANUARY 4, 2016

Minutes of the Pequea Township Board of Supervisors reorganization meeting held January 4, 2016 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
Rob Reidenbach, Supervisor
Don Flick, Supervisor
Cynthia Evans-Herr, Supervisor

Others present:

Sandra D. Graham, Twp. Secretary
Beth Sterling, Treasurer
Bruce Frymyer, Roadmaster
Sign in Sheet Attached

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- Addendum – Appoint Township Auditor to fill vacant seat – Barry Acker.

REORGANIZATION

1. The first order of business is the nomination of a Chairperson. Supervisor Evans-Herr moved to nominate Supervisor Reidenbach as Chairperson. Supervisor Don Flick seconded the motion. All voted in favor, none opposed.
2. The second order of business is the nomination of a Vice-Chairperson. Supervisor Evans-Herr moved to nominate Supervisor Flick as Vice-Chairperson. Chairman Reidenbach 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. Chairman Reidenbach moved to appoint Vice Chairman Flick to serve as Police Commissioner for year 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

Every two years the municipality appoints a Citizen Representative to serve on the Southern Regional Police Commission for a two year term. Chairman Reidenbach moved to appoint Robert Heckrote to serve as Citizens Representative to the Southern Regional Police Commission for the term January 1, 2016 to December 31, 2017. Vice Chairman Flick and Chairman Reidenbach voted Aye. Supervisor Evans-Herr vote Nay.

REAPPOINTMENTS, APPOINTMENTS AND WAGES

1. Chairman Reidenbach moved to appoint Sandra Graham as Secretary. Vice Chairman Flick seconded the motion. Supervisor Evans-Herr suggested Chairman Reidenbach act as secretary Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay.
2. Chairman Reidenbach moved to appoint Beth Sterling as Treasurer. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
3. Supervisor Evans-Herr moved to appoint Sandra Graham as Assistant Secretary at the same compensation as Treasurer. Supervisor Evans-Herr rescinded her motion. Supervisor Evans-Herr motioned to appoint Beth Sterling as Assistant Secretary at the same compensation as Treasurer. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
4. Supervisor Evans-Herr moved to appoint Sandra Graham as Assistant Treasurer. Chairman Reidenbach seconded. All voted in favor, none opposed.

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5. Supervisor Evans-Herr moved to appoint Bruce Frymyer as Roadmaster. Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
6. Chairman Reidenbach moved to authorize Robert Reidenbach, 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. Chairman Reidenbach moved to appoint Sandra Graham as Open Records Officer. Vice Chairman Flick and Chairman Reidenbach Voted Aye. Supervisor Evans-Herr voted Nay.
8. Chairman Reidenbach moved to appoint Beth Sterling as Street Light Tax Collector. Vice Chairman Flick and Supervisor Evans-Herr simultaneously seconded the motion. All voted in favor, none opposed.
9. Chairman Reidenbach moved to appoint Sandra Graham as Alternate Street Light Tax Collector. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
10. Supervisor Evans-Herr moved to set the Treasurer Bond at \$1,000,000.00 for 2016. Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
11. Chairman Reidenbach moved to set the Assistant Treasurer Bond at \$1,000,000.00 for 2016. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
12. Chairman Reidenbach moved to set the Street Light Tax Collector Bond at \$25,000.00 for 2016. Vice Chairman Flick seconded the motion. Supervisor Evans-Herr said she believes \$25,000.00 is too high considering the income received from Street Light Tax. Vice Chairman Flick withdrew his second. Chairman Reidenbach withdrew his motion. Chairman Reidenbach moved to set the Street Light Tax Collector Bond at \$15,000.00 to \$20,000.00 at the discretion of Treasurer for 2016. Vice Chairman Flick and Supervisor Evans-Herr simultaneously seconded the motion. All voted in favor, none opposed.
13. Chairman Reidenbach moved to set the Alternate Street Light Tax Collector Bond at \$15,000.00 to \$20,000.00 at the discretion of the Treasurer for 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
14. Chairman Reidenbach moved to adopt **Resolution No. 427-2016** naming Beth Sterling, Treasurer or Sandra Graham, Assistant Treasurer as Chief Administrative Officer's as of January 4, 2016 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
15. Chairman Reidenbach moved to approve mileage reimbursement for Supervisors and employees for use of their own vehicle for township business at the .54 cents per mile rate issued by the IRS for 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
16. Chairman Reidenbach moved to keep the Personnel Policy benefits for 2016 the same as in the Personnel Policy adopted on March 19, 2015. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
17. Chairman Reidenbach moved to keep the township office hours at 9 am to 3:30 pm Monday through Friday and the road crew hours at the Roadmaster's discretion. Vice Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans Herr voted Nay.
18. Chairman Reidenbach moved to adopt **Resolution No. 428-2016** to appoint PNC Bank, Citizens Bank and PLGIT as depositories for Pequea Township for 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

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19. Chairman Reidenbach moved to appoint Vice Chairman Flick as Volunteer Fire Company Liaison. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
20. Supervisor Evans-Herr moved to appoint Beth Sterling as Administrative Liaison. Motion died for lack of second. Chairman Reidenbach moved to appoint Chairman Reidenbach as Administrative Liaison. Vice Chairman Flick seconded the motion. Vice Chairman Flick withdrew his second. Chairman Reidenbach withdrew his motion. Vice Chairman Flick moved to appoint Chairman Reidenbach as Administrative Liaison. Chairman Reidenbach seconded the motion. Vice Chairman Flick and Chairman Reidenbach vote Aye. Supervisor Evans-Herr vote Nay.
21. Vice Chairman Flick moved to appoint Chairman Reidenbach as Road Crew Liaison. Chairman Reidenbach seconded the motion. Vice Chairman Flick and Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
22. Vice Chairman Flick moved to appoint Chairman Reidenbach as Legal Liaison. Chairman Reidenbach seconded the motion. Vice Chairman Flick and Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
23. Vice Chairman Flick moved to appoint Chairman Reidenbach as Park Liaison. Chairman Reidenbach seconded the motion. Vice Chairman Flick and Chairman Reidenbach voted Aye. Supervisor Evans-Herr voted Nay.
24. Chairman Reidenbach moved to appoint Vice Chairman Flick as Emergency Management liaison. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
25. Supervisor Evans-Herr moved to appoint Vice Chairman Flick as Voting Delegate for the PSATS State Convention with all three Supervisors authorized to attend. Motion died for lack of second. Vice Chairman Flick moved to appoint Supervisor Evans-Herr as Voting Delegate for the PSATS State Convention with all three Supervisors authorized to attend. Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
26. Vice Chairman Flick moved to appoint Supervisor Evans-Herr to represent Pequea Township for the Community Block Grant Program in 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
27. Vice Chairman Flick moved to approve Pequea Township to be a member of the Southern Lancaster County Inter-Municipal Committee for 2016 and to appoint Supervisor Cynthia Evans-Herr to represent Pequea Township at the monthly meetings. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
28. Vice Chairman Flick moved to appoint Supervisor Evans-Herr as Chairperson of the Ag Security Committee. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
29. Chairman Reidenbach moved to appoint Dave Lockard as Sewage Enforcement Officer and set the pay rate according to the 2016 SEO Rate Schedule. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
30. Supervisor Evans-Herr moved to appoint Mark Deimler of Solanco Engineering as Alternate Sewage Enforcement Officer and set the pay rate according to the 2016 Rate Schedule. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
31. Supervisor Evans-Herr moved to appoint Mark Deimler of Solanco Engineering as Zoning Officer, Code Enforcement Officer, and Building Code Official and set the pay rate according to the 2016 Rate Schedule. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
32. Chairman Reidenbach moved to appoint Rettew Associates as Alternate Zoning Officer and set the pay rate according to the 2016 Rate Schedule. Vice Chairman Flick seconded the motion. Vice Chairman Flick withdrew his second. Chairman Reidenbach withdrew his motion. Chairman

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Reidenbach moved to appoint Rettew and Melissa Kelly as Alternate Zoning Officer and set the pay rate according to the 2016 Rate Schedule. Vice Chairman Flick seconded the motion. Vice Chairman Flick withdrew his second. Chairman Reidenbach withdrew his motion. Chairman Reidenbach moved to appoint Melissa Kelly and Rettew as Alternate Zoning Officer and set the pay rate according to the 2016 Rate Schedule with a qualifier that we receive a letter specifically stating an interest from Rettew in being appointed as an Alternate Zoning Officer. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.

33. Chairman Reidenbach moved to appoint Neil Freidly to the Pequea Township Planning Commission for a four-year term ending January 2020. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
34. Chairman Reidenbach moved to adopt **Resolution No. 429-2016** to appoint Mark S. Meyer to the Zoning Hearing Board for a five-year term to expire January 2021 and appoint Constantine Kontanis as Alternate to the Zoning Hearing Board for the three year term to expire January 2019. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
35. Chairman Reidenbach 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. Chairman Reidenbach moved to appoint Darren Huegel as Chairperson of the Vacancy Committee for 2016. Vice Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay.
37. Chairman Reidenbach moved to appoint Nikolaus & Hohenadel as Solicitor for all general purposes. Vice-Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay.
38. Chairman Reidenbach moved to appoint Solanco Engineering, LLC as Engineer for all general purposes and set the pay rate according to the 2016 Rate Schedule. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
39. Chairman Reidenbach moved to appoint Rettew as Alternate Engineer, and set the pay rate according to the 2016 Rate Schedule, and authorize to sign the Professional Services Agreement. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
40. Chairman Reidenbach moved to appoint Anthony Williams as Emergency Management Coordinator. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
41. Chairman Reidenbach moved to appoint Mike Hall as Deputy Emergency Management Coordinator. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
42. Chairman Reidenbach moved to appoint Bill Birchall as Assistant Emergency Management Coordinator. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
43. Chairman Reidenbach moved to appoint Kara Kalupson as Stormwater Coordinator. Vice Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay.

MUNICIPAL REPRESENTATIVES TO 272 STUDY ADVISORY COMMITTEE

Chairman Reidenbach moved to appoint Vice Chairman Flick and Rick Harvey to serve as municipal representative to the 272 Study Advisory Committee for year 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

COLLECT TAXES FOR 2016

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Chairman Reidenbach 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 2016. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF CPA

Chairman Reidenbach moved to adopt **Resolution No. 430-2016** to appoint Bertz, Hess & Co., LLP to audit the accounts of the Township of Pequea for the year ending 12/31/2015. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF INSPECTION AGENCIES

Chairman Reidenbach 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 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed. This motion was retracted after public comment from Richard Jones.

SETTING FEES FOR 2016

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. Chairman Reidenbach moved to adopt **Resolution No. 431-2016** setting township fees for 2016, with an addition of a change in the fees to read non-sufficient funds for checks returned at \$36.00. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

PUBLIC COMMENTS:

Items on the agenda – Richard Jones of 34 Whipperwill Drive – Mr. Jones spoke about his company, Innovated Inspection Services and his desire to be considered an appointee on the list of current appointees. He stated his rates are about twenty percent cheaper than most of the other agencies as they don't have administrative costs.

Chairman Reidenbach moved to retract the motion made and passed on the appointment of inspection agencies for Pequea Township. Supervisor Evans-Herr rescinded her second. Chairman Reidenbach withdrew his motion. Chairman Reidenbach moved to appoint Innovated Inspection Services, Pete Kingsley of Commonwealth Code Inspection Services, Inc. or Jason Stevens of Code Administrators Inc. as the UCC (Unified Construction Code) Inspection Agencies for the year 2016. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

Earl Haughton – 339 Pleasant View Drive Willow Street – Mr. Haughton said he and Tim Weaver spent a lot of time at Silver Mine Park. They were on the Park Board and the Flagpole Memorial Committee. Mr. Haughton said he recalled asking Mr. Reidenbach a question some time ago, about the park and Mr. Reidenbach said he didn't want to have anything to do with the park at that time. Mr. Haughton asked Mr. Reidenbach what his responsibilities were going to be as park liaison, Chairman Reidenbach said he will find out now that he is appointed to this position.

Heddy Haughton – 339 Pleasant View Drive Willow Street – Ms. Heddy said she doesn't come to many township meetings and doesn't believe she will attend any more meetings. She stated the board needs to work together, listen to each other and be respectful.

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Tim Weaver – 722 Baumgardner Road Lancaster – He said he saw a lot of improvement at this evenings meeting but feels they still have a long way to go.

Items not on the agenda – Ken Adams – Cobblestone Drive Willow Street – Mr. Adams thanked the board for volunteering their time as board members for Pequea Township. He went on to say how much he disliked the quarreling that took place during past board meetings and would like it to stop. He thinks the members should address each other like adults and he believes you can stand your ground when voting on topics that one might oppose but it should be done with respect. Mr. Adams is greatly opposed to hiring a township manager. He thinks the employees should be given a chance to do their jobs without creating another position that will cost the township more money. He also said that he learned years ago from participating on a board that once a vote passes and you lose, you have to get over it and go with the majority. He believes there is too much reference from the past and he hopes the board will get over the petty fighting.

Chairman Reidenbach moved to end the Organization meeting. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed. 8:27 P.M.

NEW BUSINESS:

Roadmaster Bruce Frymyer opened the road project discussion by explaining a change in work he had planned for Bauer Avenue. He was informed by the school district that this roadway will not have bus traffic, therefore he does not see a need to tear up the entire road and start from scratch. He said cold-in-place recycling is sufficient for this road. He also said combining the projects will increase the square yards and will reduce the cost of the overall project.

1. Chairman Reidenbach moved to authorize the roadmaster and secretary to advertise the Seal Coat for Benedict Road. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
2. Chairman Reidenbach moved to authorize the roadmaster and secretary to advertise the Cold-In-Place and Wearing for West Boehms Road, Deerfield Road and Bauer Avenue. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
3. Chairman Reidenbach moved to authorize the roadmaster and secretary for the 3" Leveling for Silver Mine Road and Carol Lynn Drive. Vice Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay
4. Chairman Reidenbach moved to authorize the roadmaster and secretary to advertise the Cold-In-Place and Wearing for West Boehms Road, Deerfield Road and Bauer Avenue. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
5. Chairman Reidenbach moved to authorize the roadmaster and secretary to advertise the Cold-In-Place and Wearing for West Boehms Road, Deerfield Road and Bauer Avenue. Vice Chairman Flick seconded the motion. All voted in favor, none opposed.
6. Chairman Reidenbach moved to authorize the roadmaster and secretary for the 3" Leveling for Silver Mine Road and Carol Lynn Drive. Vice Chairman Flick seconded the motion. Chairman Reidenbach and Vice Chairman Flick voted Aye. Supervisor Evans-Herr voted Nay
7. Chairman Reidenbach moved to approve **Resolution No. 432- 2016** to allow an escalator clause for bituminous material to be included as part of the proposals (PDOT, Publication 408/Section 110.04). Vice Chairman Flick seconded the motion. All voted in favor, none opposed.

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8. Chairman Reidenbach moved to accept the calendar of events for the West Willow and New Danville Fire Companies. Supervisor Evans Herr seconded the motion. All voted in favor, none opposed.

ADDENDUM

Chairman Reidenbach moved to appoint Barry Acker the elected Board of Auditors. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

MEETING ADJOURNED at 9:00 p.m.

Respectfully submitted,

Sandra Graham, Township Secretary