

BOARD OF SUPERVISORS SPECIAL MEETING AGENDA

Thursday, February 25, 2016

Welcome

Pledge of Allegiance

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded
- This special meeting is being held to welcome Bob Race and Bill Schall, new members of Pequea Township Board of Supervisors and to reorganize. The meeting was properly advertised at the Township Building and the Lancaster Newspaper.

MINUTES OF PREVIOUS MEETING: Approve the minutes of the January 20, 2016 regular Meeting.

TREASURERS REPORT: A copy of the bill list is on the table. _____ moved to approve checks EFTs & Checks No. 10017 through 10107 of the General Fund, EFTs & Checks No. 1235 through 1238 of the Recreation Fund and Check No. 1046 through 1047 of the Street Light Fund

POLICE REPORT:

PUBLIC COMMENTS:

A reasonable opportunity for public comment will be provided before the Board of Supervisors takes official action on an item. Public comment on items included on the agenda will be taken at the appropriate time. Public comment on items not included on the agenda will be taken tonight. Please come to the podium and limit your comments to three minutes so that others can speak if they wish. Please give your name and address for the minutes. The first and foremost priority of this meeting is to publicly conduct Pequea Township business. In that effort, I sincerely ask everyone in attendance to stay focused on what is of best interest for our township and during that process be respectful towards other people's comments, concerns and/or feelings. Expression of personal feelings of disrespect or disruption of this meeting is not an option.

REORGANIZATION

1. The first order of business is the nomination of a Chairperson. _____ move to nominate _____ as Chairperson. Do I have a second? Discussion? All in favor?
2. The second order of business is the nomination of a Vice-Chairperson. _____ move to nominate _____ as Vice-Chairperson. Discussion? All in favor?

SOUTHERN REGIONAL POLICE COMMISSION

Each year one of the Supervisors must be appointed to serve on the Southern Regional Police Commission. _____ move to appoint _____ to serve as Police Commissioner for year 2016. Do I have a second? Discussion? All in favor?

Every two years the municipality appoints a Citizen Representative to serve on the Southern Regional Police Commission for a two year term. _____ move to appoint _____ to serve as Citizens Representative to the Southern Regional Police Commission for the term January 1, 2016 to December 31, 2017. Do I have a second? Discussion? All in favor?

REAPPOINTMENTS, APPOINTMENTS AND WAGES

1. _____ move to appoint _____ as Secretary. Do I have a second? Discussion? All in favor?
2. _____ move to appoint _____ as Treasurer. Do I have a second? Discussion? All in favor?

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3. ____ move to appoint ____ as Assistant Secretary at the same compensation as _____. Do I have a second? Discussion? All in favor?
4. ____ move to appoint ____ as Assistant Treasurer at the same compensation as _____. Do I have a second? Discussion? All in favor?
5. ____ move to appoint ____ as Roadmaster. Do I have a second? Discussion? All in favor?
6. ____ move to authorize _____, Chairperson of the Board of Supervisors or _____, to be Duly Authorized Representative for the Declaration of Snow and Ice Emergencies as Described in Section 4 of Ordinance #158-2008
7. ____ move to appoint _____ as Open Records Officer. Do I have a second? Discussion? All in favor?
8. ____ move to appoint _____ as Street Light Tax Collector. Do I have a second? Discussion? All in favor?
9. ____ move to appoint _____ as Alternate Street Light Tax Collector. Do I have a second? Discussion? All in favor?
10. ____ move to set the Treasurer Bond at \$800,000.00 or _____ for 2016. Do I have a second? Discussion? All in favor?
11. ____ move to set the Assistant Treasurer Bond at \$800,000.00 or _____ for 2016. Do I have a second? Discussion? All in favor?
12. ____ move to set the Street Light Tax Collector Bond at \$25,000.00 or _____ for 2016. Do I have a second? Discussion? All in favor?
13. ____ move to set the Alternate Street Light Tax Collector Bond at \$25,000.00 or _____ for 2016. Do I have a second? Discussion? All in favor?
14. ____ move to adopt **Resolution No.** _____ naming _____, Treasurer OR _____, Assistant Treasurer as Chief Administrative Officer 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. Do I have a second? Discussion? All in favor?
15. ____ move to approve mileage reimbursement for Supervisors and employees for use of their own vehicle for township business at the 54.0 cents per mile rate issued by the IRS for 2016. Do I have a second? Discussion? All in favor?
16. ____ move to keep the Personnel Policy benefits for 2016 the same as in the Personnel Policy adopted on March 19, 2015. Do I have a second? Discussion? All in favor?
17. ____ move to keep the township office hours at 9 am to 3:30 pm Monday through Friday or _____ and the road crew hours at the Roadmaster's discretion or _____. Do I have a second? Discussion? All in favor?
18. ____ move to adopt **Resolution No.** _____ to appoint PNC Bank, Citizens Bank and PLGIT as depositories for Pequea Township for 2016. Do I have a second? Discussion? All in favor?
19. ____ move to appoint _____ as Volunteer Fire Company Liaison. Do I have a second? Discussion? All in favor?
20. ____ move to appoint _____ as Administrative Liaison. Do I have a second? Discussion? All in favor?
21. ____ move to appoint _____ as Road Crew Liaison. Do I have a second? Discussion? All in favor?
22. ____ move to appoint _____ as Legal Liaison. Do I have a second? Discussion? All in favor?
23. ____ move to appoint _____ as Park Liaison. Do I have a second? Discussion? All in favor?
24. ____ move to appoint _____ as Emergency Management Liaison. Do I have a second? Discussion? All in favor?
25. ____ move to appoint _____ as Voting Delegate for the PSATS State Conference with all three Supervisors authorized to attend. Do I have a second? Discussion? All in favor?

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26. ____ move to appoint _____ to represent Pequea Township for the Community Block Grant Program in 2016. Do I have a second? Discussion? All in favor?
27. ____ move to approve Pequea Township to be a member of the Southern Lancaster County Inter-Municipal Committee for 2016 and to appoint _____ to represent Pequea Township at the monthly meetings. Do I have a second? Discussion? All in favor?
28. ____ move to appoint _____ as Chairperson of the Ag Security Committee. Do I have a second? Discussion? All in favor?
29. ____ move to appoint _____ as Sewage Enforcement Officer and set the pay rate according to the 2016 SEO Rate Schedule. Do I have a second? Discussion? All in favor?
30. ____ move to appoint _____ as Alternate Sewage Enforcement Officer and set the pay rate according to the 2016 Rate Schedule. Do I have a second? Discussion? All in favor? Any opposed?
31. ____ move to appoint _____ as Zoning Officer, Code Enforcement Officer, and Building Code Official and set the pay rate according to the 2016 Rate Schedule. Do I have a second? Discussion? All in favor?
32. ____ move to appoint _____ as Alternate Zoning Officer and set the pay rate according to the 2016 Rate Schedule. Do I have a second? Discussion? All in favor?
33. ____ move to appoint _____ to the Pequea Township Planning Commission for a four-year term ending January 2020. Do I have a second? Discussion? All in favor?
34. ____ move to adopt **Resolution # ____ -2016** to appoint _____ to the Zoning Hearing Board for a five-year term to expire January 2021 and appoint _____ as Alternate to the Zoning Hearing Board for a three-year term to expire January 2019. Do I have a second? Discussion? All in favor?
35. ____ move to set the Zoning Hearing Board members rate of pay at \$40.00 or ____ per meeting. Do I have a second? Discussion? All in favor?
36. ____ move to appoint _____ as Chairperson of the Vacancy Committee for 2016. Do I have a second? Discussion? All in favor?
37. ____ move to appoint _____ as Solicitor for all general purposes. Do I have a second? Discussion? All in favor?
38. ____ move to appoint _____ as Engineer for all general purposes and set the pay rate according to the 2016 Rate Schedule. Do I have a second? Discussion? All in favor?
39. ____ move to appoint _____ as Alternate Engineer, set the pay rate according to the 2016 Rate Schedule, and authorize to sign the Professional Services Agreement. Do I have a second? Discussion? All in favor?
40. ____ move to appoint _____ as Emergency Management Coordinator. Do I have a second? Discussion? All in favor?
41. ____ move to appoint _____ as Deputy Emergency Management Coordinator. Do I have a second? Discussion? All in favor?
42. ____ move to appoint _____ as Assistant Emergency Management Coordinator. Do I have a second? Discussion? ____ All in favor?
43. ____ move to appoint _____ as Stormwater Coordinator. Do I have a second? Discussion? ____ All in favor?

MUNICIPAL REPRESENTATIVES TO 272 STUDY ADVISORY COMMITTEE

____ move to appoint _____ and _____ to serve as municipal representatives to the 272 Study Advisory Committee for year 2016. Do I have a second? Discussion? All in favor?

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COLLECT TAXES FOR 2016

_____ move to appoint the County of Lancaster or _____ to fill the vacancy of Tax Collector to collect the real estate tax for Pequea Township for the year 2016. Do I have a second? Discussion? All in favor?

APPOINTMENT OF CPA

_____ move to adopt **Resolution No.** _____, to appoint Bertz, Hess & Co., LLP to audit the accounts of the Township of Pequea for the year ending 12/31/2015. Do I have a second? Discussion? All in favor?

APPOINTMENT OF INSPECTION AGENCIES

_____ move to appoint Pete Kingsley of Commonwealth Code Inspection Services, Inc., Jason Stevens of Code Administrators, Inc. and Innovated Inspection Services, LLC and/or _____ as the UCC (Unified Construction Code) Inspection Agencies for the year 2016. Do I have a second? Discussion? All in favor?

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. _____ move to adopt **Resolution #** _____ **-2016** setting township fees for 2016. Do I have a second? Discussion? All in favor?

Additional Business

Public Comments:

Items on the agenda:

Items not on the agenda:

New Business

1. Authorize revision of SALDO as suggested by Pequea Township Planning Commission (PTPC) after PTPC's review of Lancaster County Planning Commission comments. Schedule hearing for March 16, 2016 at 6:00 P.M. Authorize Township Solicitor to advertise. The proposed Ordinance will be available to the public at the Township Building.
2. Schedule hearing for March 16, 2016 at 6:15 P.M. for amendments to Road Ordinance and Driveway Ordinance and repeal of Ordinance #127-2002. Authorize Township Solicitor to advertise.
3. Schedule hearing for March 16, 2016 at 6:30 P.M. to for the proposed Floodplain Management Ordinance. Authorize Township Solicitor to advertise.
4. Authorize submission of Zoning Ordinance amendments to Lancaster County Planning Commission for review. Schedule hearing for April 20, 2016 at 6:45 P.M. for Zoning Ordinance amendments. Authorize Township Solicitor to advertise.
5. Boehms Chapel Society Holding Tank Agreement

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6. Consider an On-Lot Septic Ordinance
7. Award Road Work Bid - Double Application of Seal Coat, Benedict Road from Millersville Road to Terminus
8. Award Road Work Bid – Furnish and Place 3” of 9.5 mm Leveling Course and 1.5” of 9.5 mm Wearing Course, Silver Mine Road from Penn Grant Road to Run Valley Rd/Carolynn Drive from Penn Grant Rd to Casey Drive, West Boehms Road, Bauer Avenue and Deerfield Road
9. Award Road Work Bid – Cold-in-Place Recycling – West Boehms Road, Bauer Road, Deerfield Road from Lark Lane to a point 1,702 feet North
10. Radcliffe Road Bridge
11. Community Aid Partnership - Charity Donation Collection Sites
12. Review Articles of Agreement for SRPD between Conestoga Township and Pequea Township
13. Department of Environmental Protection – Update Pequea Township Sewage Facilities Plan (Act 537) T Sewage
14. Pequea Township seat on the Suburban Lancaster Sewer Authority
15. Establish Capital Reserve and Operating Reserve Accounts
16. Pequea Township Chart of Accounts
17. Document retention and destruction plan for 2016
18. Communication Radios
19. Authorize signage for Equestrian Estates Horse Farm Bed & Breakfast
20. Consider a Rental Ordinance
21. Establish a new Park and Recreation Ordinance (repeal 147-2007)
22. Approve Municipal Trash Haulers
23. Burning Ordinance

DEPARTMENTAL REPORTS:

Road Crew – Roadmaster, Bruce Frymyer

Zoning/Code Officer – Report on table.

Southern Regional Police Department – report on table

Southern Regional Police Commission – Next meeting on March 8, 2016

Southern Lancaster County Inter-Municipal Council – Supervisor Evans-Herr – Meeting held January 19, 2016.

Pequea Township Zoning Hearing Board – Meeting held January 5, 2016 for reorganization. Next meeting scheduled 3/1/16 (if needed).

ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – Meeting held January 27, 2016. No meeting on February 24, 2016. Next meeting March 30, 2016.

MEETING ADJOURNED