

# BOARD OF SUPERVISORS MEETING October 15, 2014

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Minutes of the Pequea Township Board of Supervisors meeting held October 15, at 7:00 p.m. at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

**Present at the meeting were:**

Harry Lehman, Chairman  
Rob Reidenbach, Vice-Chairman  
Cynthia Evans-Herr, Supervisor

**Others present:**

Jill Kennedy, Twp. Secretary  
Mark Deimler, Zoning Officer/Twp. Engineer  
Sandra Graham  
Sign-in sheet attached

**ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- September 23, 2014 Supervisors Lehman and Reidenbach held a personnel meeting for the purpose of interviewing candidates for township secretary. Supervisor Evans-Herr could not attend due to a previous commitment.
- Pequea Township Board of Supervisors will hold public workshops to develop the 2015 budget on Oct 21 at 9 am, Nov 4 at 9 am & Nov 12 at 9 am & to consider, discuss, deliberate, and /or take official action on any other matters that may come before the Board.
- The Pequea Township Board of Supervisors proposed budget for 2015 will be available to the public from Nov. 19 through Dec 9 between the hours of 9 am and 4 pm weekdays at the Pequea Township Municipal Building. The Board will hold a public meeting Dec 9, 2014 at 7 pm at the same location to consider final adoption of the proposed budget and any other business that may come before the Board.

**MINUTES OF PREVIOUS MEETING** Chairman Lehman moved to approve the minutes of the September 17, 2014 regular meeting. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

**TREASURERS REPORT:** Chairman Lehman moved to approve checks #9234-9283 from the General Fund, checks #1148-1153 from the Recreation Fund, and check #1024 from the Street Light Fund. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.

**PRESENTATION**

**POLICE REPORT:** Officer Ferrell read the police report. Nathan Pipitone expressed concern about break-ins on Whiporwill Drive. The police are investigating.

**PUBLIC COMMENTS:** Jackie Johns wanted to know why the Board wanted to dissolve the Park and Recreation Board. It was explained that nothing had been decided yet. She also wanted to know why budget workshops were scheduled for 9am. It was explained that they have always been at 9am. She also wanted to know when the police budget would be available. The Board indicated that it should be available at the first budget workshop.

Jackie asked for the Board's position on the proposed pipeline and she was told that each board member's position had not changed since the last time she asked at the August meeting. Jackie asked

## BOARD OF SUPERVISORS MEETING October 15, 2014

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why the township didn't adopt Act 537. She was informed that the township did adopt Act 537 but that it had not been updated in years and it was not necessary to update it now. She also asked why West Willow Fire Company did not have reports on the table and the secretary explained that they have been on the table for the past 3 months and that this was the first time since then that the reports were not available.

Tony Todd requested No Parking signs on Pleasant View Drive. Chairman Lehman planned to investigate the matter with the aid of the Zoning Officer.

### **NEW BUSINESS:**

- 1.** Penn Grant Commons Final Plan Certificate signing & Stormwater Management Plan Approval- Chairman Lehman moved to approve the Stormwater Management Plan for Penn Grant Commons Phase One and to authorize the Chairman to sign the Municipal Notification Plan Certificate and Stormwater Management Certificate. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted aye. Supervisor Evans-Herr abstained. (See attached letter)
- 2.** Willow Acres Stormwater Plan Conditional Approval – Chairman Lehman moved to approve modification of the following sections of the Pequea Township Stormwater Management Ordinance of 2001: Section 301.6M Inlet Placement, Section 301.7.3 Design Standards for Detention Basins Relating to Interior Side Slopes on the condition that a four foot child proof fence with self-closing and self-latching gate be provided. Section 301.7.A (10) Detention Basin Bottom Slope. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed. Chairman Lehman moved to approve the Willow Acres Stormwater Management Plan and sign the Stormwater Management Certificate subject to the following conditions: One: The Township Solicitor shall review the PPL Easement Agreement to determine if the improvement proposed within the easement are permitted. Two: the applicant shall provide financial security for the proposed improvements. Three: The applicant shall provide and executed Stormwater Management Agreement for review by the Solicitor. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed. Chairman Lehman moved to approve the Chairman to sign the Municipal Plan Notification subject to the following conditions: One: the applicant shall provide a lighting plan in conformance with the Pequea Township Zoning Ordinance. Two: The applicant satisfies all outstanding Lancaster County Planning Commission plan review comments. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
- 3.** Millwood Industrial Park – Release Letter of Credit – Chairman Lehman moved to release the Letter of Credit in the amount of \$5,000.00 for E Marvin Herr/Millwood Industrial Park. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
- 4.** Banking discussion – Will be discussed at December Meeting.
- 5.** Boy Scout Troop 146- Request to camp in Silver Mine Park October 24-26, 2014 – Chairman Lehman moved to permit Scout Troop 146 from Conestoga to hold a camp out weekend from October 24 to October 26, 2014 and allow the use of temporary structures and a controlled campfire. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
- 6.** Appoint Flagpole/ Memorial Fund Committee  
**Resolution# \_\_\_ - 2014** Establish Flagpole/Memorial Committee – Supervisor Evans-Herr moved to create the Flagpole Memorial Committee by Resolution 410-2014 A resolution by the Board of

## BOARD OF SUPERVISORS MEETING October 15, 2014

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Supervisors of Pequea Township to establish a Flagpole Memorial Fund Committee. The committee shall exist for the function of raising funds through charitable donations in order to purchase and erect a flagpole with lighting as well as a memorial area comprised of engraved bricks in Silver Mine Park. Chairman Lehman seconded the motion. All voted in favor, none opposed. Supervisor Evans-Herr moved to appoint Tim Weaver as Chair, Earl Houghton as Vice Chair, Lucille Gillicbauer as Secretary and Janet Hess as a member as well as authorizing the Secretary to advertise an open committee position on the Township website. Chairman Lehman seconded the motion. All voted in favor, none opposed.

7. Discuss dissolution of Park and Recreation Board Supervisor Evans Herr moved to instruct the Solicitor to prepare the necessary documents to dissolve the Pequea Township Park and Recreation Board. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
8. Change Status of Township Secretary Jill Kennedy to Part-Time Effective October 13, 2014- Chairman Lehman moved to change the status of Township Secretary Jill Kennedy to Part time effective September 29, 2014. Vice Chairman Reidenbach seconded the motion. Chairman Lehman withdrew his motion. Vice Chairman Reidenbach withdrew his second. Chairman Lehman moved to change the status of Township Secretary Jill Kennedy to part time effective October 13, 2014. Vice Chairman Reidenbach seconded the motion. All voted in favor, none opposed.
9. Hire and Set Wages for Part-Time Employee Effective September 29, 2014 – Chairman Lehman moved to hire Part-Time employee Sandra Graham effective September 29, 2014 at the rate of \$15.50 per hour and after a successful 90 day evaluation increase her hourly rate to \$16.50 per hour with an effective date of December 29, 2014. Vice Chairman Reidenbach seconded the motion. Chairman Lehman and Vice Chairman Reidenbach voted aye. Supervisor Evans-Herr abstained.
10. Appoint Secretary Effective October 15, 2014 - Tabled
11. Appoint Assistant Treasurer - Tabled
12. Appoint Open Records Officer - Tabled
13. Appoint Alternate Street Light Tax Collector - Tabled
14. **Resolution # \_\_\_-2014** naming \_\_\_\_\_, Treasurer OR \_\_\_\_\_, Assistant Treasurer as Chief Administrative Officer as of October 15, 2014 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. - Tabled
15. **Resolution # \_\_\_-2014** Records Destruction – Chairman Lehman moved to adopt Resolution 411-2014 for the destruction of the records as itemized on the attached page (to the resolution). Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

### **DEPARTMENTAL REPORTS:**

**Road Crew** –Report on file.

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

**Southern Regional Police Department** –

**Southern Regional Police Commission** –

**Southern Lancaster County Inter-Municipal Council** – Meeting 10-21-2014

**Emergency Management Coordinator** – Will appear at January Meeting

## BOARD OF SUPERVISORS MEETING October 15, 2014

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**PEQUEA TOWNSHIP ZONING HEARING BOARD**– No hearing held in September.

**ADVISORY BOARD REPORTS:**

**Pequea Township Planning Commission** –No meeting in September

**Pequea Township Park & Recreation Board** – Draft minutes from October 8, 2014 meeting are on the table

**MEETING ADJOURNED** at 8:00 p.m.

Respectfully submitted,

Jill Kennedy, Township Secretary