

BOARD OF SUPERVISORS MEETING JANUARY 6, 2014

Minutes of the Pequea Township Board of Supervisors reorganization meeting held January 6, 2014 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 Lehman, Chairman
Rob Reidenbach, Vice-Chairman
Cynthia Evans-Herr, Supervisor

Others present:

Connie Kauffman, Twp. Secretary

Sign in Sheet Attached

ANNOUNCEMENTS

- A moment of silence was observed in remembrance of the family of Paul Stetter, Constable for Pequea Township, who passed away on Friday.
- Welcome new Board members.
- The Board of Supervisors held an information gathering Executive Session with the Township Solicitor on January 6, 2014 at 9:00 a.m. for the purpose of informing the new Supervisors of necessary processes and procedures of the Second Class Twp Code, Open Meetings Law (Sunshine Act) and other applicable regulations.

REORGANIZATION

1. The first order of business is the nomination of a Chairperson. Supervisor Evans-Herr moved to nominate Supervisor Lehman as Chairperson. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
2. The second order of business is the nomination of a Vice-Chairperson. Supervisor Lehman moved to nominate Supervisor Reidenbach as Vice-Chairperson. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
3. Supervisor Lehman moved to set the Supervisors' meetings the third Wednesday of each month at 7:00 p.m. Supervisor Evans-Herr 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. Supervisor Evans-Herr moved to appoint Supervisor Reidenbach to serve as Police Commissioner for year 2014. Supervisor Reidenbach gave reasons why he felt Supervisor Evans-Herr would be better in the position and the motion died for lack of a second. Supervisor Reidenbach moved to appoint Supervisor Evans-Herr to serve as Police Commissioner for year 2014. Supervisor Lehman seconded the motion. All voted in favor, none opposed.

REAPPOINTMENTS, APPOINTMENTS AND WAGES

1. Supervisor Lehman moved to appoint Connie Kauffman as Secretary. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
2. Supervisor Lehman moved to appoint Lori Leitch as Treasurer. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
3. Discuss new Job Descriptions for Personnel Policy: Assistant Treasurer and Assistant Secretary. Supervisor Lehman moved to adopt the new Assistant Secretary and Assistant Treasurer Job

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Descriptions as prepared and include them in the Pequea Township Personnel Policy. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

4. Supervisor Lehman moved to appoint Lori Leitch as Assistant Secretary at the same compensation as Treasurer. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
5. Supervisor Lehman moved to appoint Connie Kauffman as Assistant Treasurer at the same compensation as Secretary. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
6. Supervisor Lehman moved to appoint Bruce Frymyer as Roadmaster. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
7. Supervisor Lehman moved to appoint Connie Kauffman as Open Records Officer. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
8. Supervisor Lehman moved to appoint Lori Leitch as Alternate Open Records Officer. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
9. Supervisor Lehman moved to appoint Lori Leitch as Street Light Tax Collector. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
10. Supervisor Lehman moved to appoint Connie Kauffman as Alternate Street Light Tax Collector. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
11. Supervisor Lehman moved to set the Treasurer Bond at \$800,000.00 for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
12. Supervisor Lehman moved to set the Assistant Treasurer Bond at \$800,000.00 for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
13. Supervisor Lehman moved to set the Street Light Tax Collector Bond at \$25,000.00 for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
14. Supervisor Lehman moved to set the Alternate Street Light Tax Collector Bond at \$25,000.00 for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
15. Duplicate item: Set the Alternate Street Light Tax Collector Bond at \$25,000.00 for 2014.
16. Supervisor Lehman moved to adopt **Resolution #390-2014** naming Lori Leitch, Treasurer OR Connie Kauffman, Assistant Treasurer as Chief Administrative Officer as of January 6, 2014 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
17. Supervisor Lehman moved to approve mileage reimbursement for Supervisors and employees for use of their own vehicle for township business at the 56 cents per mile rate issued by the IRS for 2014. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
18. Supervisor Lehman moved to keep the Personnel Policy benefits for 2014 the same as in the Personnel Policy adopted on July 21, 2010. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
19. Supervisor Lehman moved to keep the township office hours at 9 am to 4 pm Monday through Friday and the road crew hours at the Roadmaster's discretion. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
20. Supervisor Lehman moved to adopt **Resolution #391-2014** to appoint PNC Bank and PLGIT as depositories for Pequea Township for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
21. Supervisor Evans-Herr moved to appoint Supervisor Lehman as Volunteer Fire Company Liaison. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

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22. Supervisor Evans-Herr moved to appoint Supervisor Lehman as Road Crew Liaison. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
23. Supervisor Evans-Herr moved to appoint Supervisor Lehman as Legal Liaison. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
24. Supervisor Evans-Herr moved to appoint Supervisor Lehman as Park & Recreation Board Liaison. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
25. Supervisor Reidenbach moved to appoint Supervisor Lehman as Emergency Management Coordinator Liaison. Motion died for lack of a second. Supervisor Evans-Herr moved to appoint Supervisor Reidenbach as Emergency Management Coordinator Liaison. Motion died for lack of a second. After Supervisor Lehman explained this position should tie in with the Volunteer Fire Company (liaison) position, Supervisor Evans-Herr moved to appoint Supervisor Lehman as Emergency Management Coordinator Liaison. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
26. Supervisor Lehman moved to appoint Supervisor Evans-Herr as Voting Delegate for the PSATS State Conference with all three Supervisors authorized to attend. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
27. Supervisor Lehman moved to appoint Supervisor Evans-Herr to represent Pequea Township for the Community Block Grant Program in 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
28. Supervisor Lehman moved to approve Pequea Township to be a member of the Southern Lancaster County Inter-Municipal Committee for 2014 and to appoint Supervisor Reidenbach to represent Pequea Township at the monthly meetings. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
29. Supervisor Lehman moved to appoint Supervisor Evans-Herr as Chairperson of the Ag Security Committee. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
30. Supervisor Lehman moved to appoint Dan Mast to the Ag Security Committee. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
31. Supervisor Lehman moved to appoint Dave Lockard as Sewage Enforcement Officer and set the pay rate according to the 2014 SEO Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
32. Supervisor Lehman moved to appoint Mark Deimler of Solanco Engineering, LLC as Alternate Sewage Enforcement Officer and set the pay rate according to the 2014 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
33. Supervisor Lehman moved to appoint Mark Deimler of Solanco Engineering, LLC as Zoning Officer, Code Enforcement Officer, and Building Code Official and set the pay rate according to the 2014 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
34. Supervisor Lehman moved to appoint Mike Saxinger as Alternate Zoning Officer and Code Enforcement Officer and set the pay rate according to the 2014 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
35. Supervisor Evans-Herr moved to appoint Tim Weaver to the Pequea Township Park & Recreation Board to fill the unexpired term of Lew Witmer ending January 2016. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
36. Item tabled until end of addendum.
37. Item tabled until end of addendum.

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38. Item tabled until end of addendum.
39. Supervisor Lehman moved to adopt **Resolution #392-2014** to appoint Jackie Johns to the Zoning Hearing Board for a five-year term to expire January 2019 and appoint Neil Freidly as Alternate to the Zoning Hearing Board for a three-year term to expire January 2017. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
40. Supervisor Lehman 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.
41. Supervisor Lehman moved to appoint Darren Huegel as Chairperson of the Vacancy Committee for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
42. Supervisor Lehman moved to appoint Matt Crème of Nikolaus and Hohenadel, LLP as Solicitor for all general purposes. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
43. Supervisor Evans-Herr moved to appoint Mark Deimler of Solanco Engineering, LLC as Engineer for all general purposes and set the pay rate according to the 2014 Rate Schedule. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
44. Supervisor Evans-Herr moved to appoint Jim Caldwell of Rettew Associates as Alternate Engineer, and set the pay rate according to the 2014 Rate Schedule, and authorize to sign the Professional Services Agreement. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
45. Supervisor Lehman moved to appoint Anthony Williams as Emergency Management Coordinator. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
46. Appoint Deputy Emergency Management Coordinator. Item tabled.

MUNICIPAL REPRESENTATIVES TO 272 STUDY ADVISORY COMMITTEE

Supervisor Lehman moved to appoint Supervisor Reidenbach to serve as municipal representative to the 272 Study Advisory Committee for year 2014. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

COLLECT TAXES FOR 2014

Supervisor Lehman 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 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF CPA

Supervisor Lehman moved to adopt **Resolution #393-2014** to appoint Bertz, Hess & Co., LLP to audit the accounts of the Township of Pequea for the year ending December 31, 2013. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

APPOINTMENT OF INSPECTION AGENCIES

Supervisor Lehman 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 2014. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

SETTING FEES FOR 2014

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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. Supervisor Lehman moved to adopt **Resolution #394-2014** setting township fees for 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

REGULAR MEETING

PUBLIC COMMENTS:

OLD BUSINESS:

1. Set Date for Hearing to Consider the Proposed Ordinance to Restate the Pequea Township Non-Uniform Pension Plan and Direct the Secretary to Advertise – Supervisor Lehman moved to set the date for the Hearing of the Ordinance to restate the Pequea Township Non-Uniformed Pension Plan to January 15, 2014 at 7:00 p.m. and to direct the Secretary to advertise the hearing. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.

NEW BUSINESS:

1. Authorize the Solicitor to Appear on behalf of the Township as a Party in the Zoning Hearing on the Application of MBI Development Company Inc. – Supervisor Lehman moved to authorize the Solicitor to appear on behalf of the Township as a Party in the Zoning Hearing on the Application of MBI Development Company Inc. Supervisor Reidenbach seconded the motion. Supervisors Lehman and Reidenbach voted in favor, Supervisor Evans-Herr abstained.
2. Brooks Industrial Park Lot 6, 7, and 8 Land Development Plan – Supervisor Lehman moved to approve the Stormwater Management Plan for the Brooks Industrial Park Lot 6, 7, and 8 Final Land Development Plan dated 9/23/2008 and last revised 12/18/2013 and to authorize the municipal secretary to complete the Appendix 34 (Memorandum of Understanding) and furthermore to authorize the Chairman and the municipal secretary to execute the Stormwater Management Agreement and Declaration of Easement. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
Supervisor Lehman moved to accept the Improvement Bond for the Brooks Industrial Park Lot 6, 7, and 8 project from Arch Insurance Company dated December 17, 2013 In the amount of \$236,456.00 and to authorize the municipal secretary to complete the Appendix 27 (Municipal Acceptance of an Improvement Guarantee). Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
Supervisor Lehman moved to authorize the municipal secretary to sign the Brooks Industrial Park Lot 6, 7, and 8 Final Land Development Plan Municipal Plan Notification Certificate on sheet 1 of the plans for recording. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

ADDENDUM

1. Accept Resignation of Bill Schall from Planning Commission - Supervisor Lehman moved to accept the resignation of Bill Schall from the Pequea Township Planning Commission effective December 31, 2013. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

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2. Accept Resignation of Lucy Gillichbauer from Planning Commission - Supervisor Lehman moved to accept the resignation of Lucille Gillichbauer from the Pequea Township Planning Commission effective January 4, 2014. Supervisor Reidenbach seconded the motion. All voted in favor, none opposed.
3. Discuss Reducing the Planning Commission from Seven to Five Members - Supervisor Lehman moved to direct the Solicitor and Secretary to prepare and advertise an Ordinance for consideration to reduce the Planning Commission from seven members to five. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.

Return to tabled items:

38. Supervisor Reidenbach moved to appoint Robert Heckrote to the Pequea Township Planning Commission for a four-year term ending January 2018. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
37. Supervisor Lehman moved to appoint Betsy Herr to the Pequea Township Planning Commission to fill the unexpired term of Carmen Swinehart ending January 2017. Supervisor Evans-Herr seconded the motion. All voted in favor, none opposed.
36. Appoint to the Pequea Township Planning Commission to fill the unexpired term of Bill Schall ending January 2016. Item no longer need if a five member board.

MEETING ADJOURNED at 7:48 p.m.

Respectfully submitted,



Connie Kauffman, Township Secretary

Sign-in sheet

2014-01-06 BOS Reorganization Meeting

Jackie Johns
Bruce Goo

Tom Wynn
Denise Hill

~~Scott Perry~~
Mark Meyer

Diane Meyer

Patricia Sherman
Kathy

Gloria Chernick

Donald Herr

Ann Ann + Deb

Jane Reynolds