

BOARD OF SUPERVISORS MEETING May 18, 2016

Minutes of the Pequea Township Board of Supervisors meeting held May 18, 2016, at 7:00 PM at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

Present at the meeting were:

Cynthia Evans-Herr, Chair
William Schall, Vice-Chair
Robert Race, Supervisor

Others present:

Mark Deimler, Engineer/Zoning Officer
Bruce Frymyer, Roadmaster
Lori Ann Leitch, Secretary-Treasurer
Sign-in sheet attached

HEARING

Park and Recreation Board Ordinance

- Notice has been properly advertised and a copy of the proposed Park and Recreation Board Ordinance has been made available at the municipal office as well as the Lancaster Newspapers, Inc. office.

PUBLIC COMMENTS: None

Ordinance 195-2016 Chair Evans-Herr moved to adopt Ordinance 195-2016, an ordinance of the Township of Pequea, Lancaster County, Pennsylvania, to establish the Park and Recreation Board; providing for the membership thereof; providing for appointments and the terms of office; and establishing the authority and restrictions of the powers of the Board. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

The hearing closed at 6:48 PM.

REGULAR MEETING

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- There is a vacancy on the Board of Auditors. Letters of interest should be submitted directly to the Township.
- Public Meetings to review the Articles of Agreement governing the Southern Regional Police Commission and Southern Regional Police Department will be held June 2 and July 7, 2016 at 7:00 PM at the Conestoga fire hall.
- In response to the Department of Environmental Protection's March 29, 2016 letter regarding updating Pequea Township's Act 537 Sewage Facilities Plan, The Board of Supervisors, Township Engineer, and Township Solicitor met with DEP officials on Tuesday, May 10, 2016. DEP previously identified New Danville as a needs area for sewage disposal. A plan of action will be discussed at tonight's meeting.

MINUTES OF PREVIOUS MEETING

Chair Evans-Herr moved to approve the minutes of the April 20, 2016 Board of Supervisors meeting and the minutes of the May 3, 2016 special meeting as written. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

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TREASURER'S REPORT: The bill list is on the table.

Chair Evans-Herr moved to approve check 1022 dated 11/18/15 from the Park Donation Fund.

Supervisor Race seconded the motion.

Chair Evans-Herr moved to approve checks 10256-10309 from the General Fund, checks 1251-1256 from the Recreation Fund, check 1056 from the Street Light Fund, and check 1023 from the Park Donation Fund. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

PUBLIC COMMENTS: A reasonable opportunity for public comments will be provided before the Board of Supervisors takes official action on an item. Public comments on items included on the agenda will be taken at the appropriate time. Public comments 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 of our township and during that process be respectful toward other people's comments, concerns and/or feelings. Expression of personal feelings of disrespect or disruption of this meeting is not an option.

Items not on the agenda:

Elizabeth Rhine of 326 Nolt Ave expressed concern about high vegetation blocking the sight line at the intersection of 272 and West Willow Road. The Roadmaster explained this area is PennDOT's responsibility, but the township's road crew will take care of it.

Mrs. Rhine also asked if there is a limit to the number of vehicles a particular household can have parked along the road. The Township Engineer/Zoning Officer Mark Deimler stated there is no limit; the only options are to allow parking or establish a no parking zone.

Amor Rhine of 326 Nolt Ave complained about residents blowing grass clippings in the street while mowing their lawns. Mr. Deimler recommended his firm be notified as these incidents occur so a letter can be sent.

Betty Flick of 341-A Carol Lynn Drive shared her concern about a tree blocking the sight line at the intersection of West Penn Grant Road and Carol Lynn Drive. The Roadmaster will contact the property owner to discuss a remedy.

OLD BUSINESS:

1. Document retention and destruction plan for 2016 – Chair Evans-Herr moved to table Item 1 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
2. Establish Capital Reserve and Operating Reserve Accounts - Chair Evans-Herr moved to table Item 2 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

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3. Authorize signage for Equestrian Estates Horse Farm Bed & Breakfast – Chair Evans-Herr moved to deny the Equestrian Estates Horse Farm Bed & Breakfast’s request to have a business sign installed at the intersection of Shultz and Millwood Roads citing Section 1406, Item B, Paragraph 8 of the Pequea Township Zoning Ordinance which reads, *“No sign shall be located within a street right-of-way except a government sign or a sidewalk sign on a pedestrian walkway in a business district.”* Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
4. Municipal Trash Haulers Ordinance – Chair Evans-Herr moved to table Item 4 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
5. Snow Removal Contracts for Vendors – Chair Evans-Herr moved to table Item 5 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
6. Burning Ordinance – Chair Evans-Herr moved to table Item 6 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
7. Consider Rental Ordinance – Chair Evans-Herr moved to table Item 7 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
8. Pequea Township seat on the Suburban Lancaster Sewer Authority - Chair Evans-Herr moved to table Item 8 until the next meeting. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
9. Radcliff Road Bridge – Vice-Chair Schall met with Vice-Chair Shaffer of Providence Township to discuss Mr. Daniel Glick’s offer to contribute up to thirty thousand dollars (\$30,000.00) to repair the Radcliff Road Bridge. Vice-Chair Shaffer will address the proposal with his fellow Board members at their next meeting. Chair Evans-Herr moved to have Vice-Chair Schall engage the Solicitor to begin drafting the agreement. Supervisor Race seconded the motion. All voted in favor; none opposed. Chair Evans-Herr moved to table Item 9 until the next meeting. Vice-Chair Schall seconded the motion. During discussion, the timeline for the project was considered. All voted in favor; none opposed.

NEW BUSINESS:

1. Appoint members to the Park and Recreation Board – Supervisor Race moved to appoint Earl Houghton to the Park and Recreation Board for a five-year term expiring in 2021, Miranda Hunsberger for a five-year term expiring in 2021, Tim Weaver for a four-year term expiring in 2020, Barry Acker for a four-year term expiring in 2020, and John Miller for a three-year term expiring in 2019. Chair Evans-Herr seconded the motion. All voted in favor; none opposed. Chair Evans-Herr moved to authorize the Secretary to advertise the Park Board meetings for the second Wednesday of the month at 7 PM, prevailing time, at the municipal building starting June 8, 2016. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.
2. Execute DEP Sewage Planning Module Mailer Application for Bird-in-Hand Pet Structures – Mr. Deimler explained Bird-in-Hand Pet Structures is planning to construct a warehouse with a restroom

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for existing employees which will not increase sewage demands. Vice-Chair Schall moved to execute the DEP Sewage Planning Module Mailer Application for Bird-in-Hand Pet Structures as submitted. Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

3. Consider authorizing Zoning Officer to proactively enforce violations in the Township – Chair Evans-Herr moved to authorize the Zoning Officer to provide language for a Quick Ticket program to amend the Property Maintenance Code and to authorize the Secretary to advertise the hearing for June 15, 2016 at 6:45 PM. Vice-Chair Schall seconded the motion. All voted in favor; none opposed. Vice-Chair Schall moved to authorize the Zoning Officer to proactively enforce Property Maintenance and Zoning violations in the Township up to twenty (20) hours per month at a rate of sixty dollars (\$60.00) per hour. Supervisor Race seconded the motion. All voted in favor; none opposed.

4. Consider brake retarder restriction on State Route 272 South between West Willow Road and West Penn Grant Road – Scot Stokes of 322 Nolt Ave addressed the Board about the use of loud brake retarders near his home. Chair Evans-Herr moved to authorize the Roadmaster to identify proposed locations for brake retarder restrictions throughout the Township. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

5. Consider bids for Base Repair on Penn Grant Road – The Roadmaster stated the bids for the base repair on Penn Grant Road were much lower than he anticipated. Therefore, he recommended rejecting the bids received and re-bidding the project with a larger scope of work. Vice-Chair Schall moved to accept the Roadmaster's recommendation to reject the Penn Grant Road bids. Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

6. Consider replacing pick-up truck for Road Crew – The Roadmaster informed the Board the 1994 Chevrolet pick-up truck is in need of approximately seven thousand dollars (\$7,000.00) in repairs. He recommended replacing it instead. Chair Evans-Herr moved to purchase a 2016 Chevrolet Silverado 3500HD 4WD Double Cab Chassis through Hondru Chevrolet and Reading Equipment & Distribution LLC, certified COSTARS dealers, for the total price of forty-four thousand six hundred eighty-six dollars (\$44,686.00) financed on a two-year lease agreement with Fulton Leasing Company with the first payment due in 2017 and the second payment due in 2018 with a one-dollar \$(1.00) buyout. Supervisor Race seconded the motion. All voted in favor; none opposed.

7. Discuss allocation of funds in Park Donation account – Chair Evans-Herr moved to repeal Resolution 204-1996 and adopt Resolution 438-2016 whereas the Board of Supervisors of Pequea Township desire to accept donations from citizens and businesses for activities associated only with the Silver Mine Park located at 200 Silver Mine Road in Pequea Township, Lancaster County, Pennsylvania. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

8. Resolution 439-2016 to authorize the Treasurer to obtain a credit card for township use – Chair Evans-Herr moved to approve Resolution 439-2016 whereas the Board of Supervisors wishes to participate in the Cash Rewards Visa Signature Business Credit Card program offered by PNC Bank, and whereas the PNC Cash Rewards Visa Signature Business Credit Card program is an unsecured line of credit with a pre-determined limit, and whereas, the Treasurer is charged with purchasing budgeted supplies and other nominal expenditures, as approved by the governing body, for township

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use, now therefore, be and it is hereby resolved by the Board of Supervisors of Pequea Township that in order for Pequea Township to avail itself of the benefits to be derived from participating in the PNC Cash Rewards Visa Signature Business Credit Card program, Lori Ann Leitch, Treasurer, shall be authorized to indebted the Township, not to exceed the limit set by the Board of Supervisors, for the purpose of purchasing budgeted supplies and other nominal expenditures, as approved by the governing body, for township use, and the balance of the authorized debt shall be paid in full each monthly billing cycle. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

9. Consider Tommy Kennedy for paid internship at Municipal Office – Chair Evans-Herr moved to hire Tommy Kennedy as a paid intern from June 13 – August 5, 2016 working 20-30 hours per week at a rate of eleven dollars (\$11.00) an hour. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

10. Consider a rate increase for Road Crew member Jeffrey E. Fry – Supervisor Race moved to approve a rate increase for Road Crew member Jeffrey E. Fry from twenty dollars (\$20.00) to twenty-one dollars and fifty cents (\$21.50) per hour. Vice-Chair Schall seconded the motion. All voted in favor; none opposed.

ADDENDA:

- The Board discussed an unpaid parking violation. Chair Evans-Herr will address the matter at the next Southern Regional Police Commission meeting.
- Chair Evans-Herr moved to add the authorization of the Engineer to obtain quotes for the New Danville sewage disposal study for DEP to the Agenda. Vice-Chair Schall seconded the motion.
Chair Evans-Herr moved to authorize the Engineer to obtain quotes for the New Danville sewage disposal study for DEP. Supervisor Race seconded the motion. All voted in favor; none opposed.

DEPARTMENTAL REPORTS:

Route 272 Advisory Committee – No update

Road Crew – Roadmaster Bruce Frymyer presented the Road Crew report to the Board.

Zoning/Code Officer – Report on file

Southern Regional Police Department – The March report and partial April report are on the table.

Southern Regional Police Commission – Due to the resignation of a Commissioner, the meeting was cancelled. An Executive Session was held with the new Solicitor.

Southern Lancaster County Inter-Municipal Council – Chair Evans-Herr attended the May 17, 2016 meeting. Representative Bryan Cutler was a guest.

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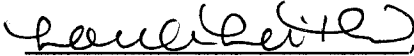
PEQUEA TOWNSHIP ZONING HEARING BOARD – No hearing held in May. Hearing scheduled for June 7, 2016.

ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – No hearing held in April. Meeting scheduled for May 25, 2016.

MEETING ADJOURNED at 9:36 PM.

Respectfully submitted,

 Township Secretary