

# BOARD OF SUPERVISORS MEETING November 16, 2016

Minutes of the Pequea Township Board of Supervisors meeting held at 7:00 PM on November 16, 2016 at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

## Present at the meeting were:

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

## Others present:

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

**REGULAR MEETING** called to order by Vice-Chair Schall at 7:02PM.

## Pledge of Allegiance

## ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- Individuals interested in filling the vacant seat on the Board of Auditors should submit a letter of intent to the Township.
- The budget adoption hearing is scheduled for December 12, 2016 at 7PM.
- An Executive Session was held from 6–8PM on November 14, 2016 to discuss personnel matters. The results of that meeting will be addressed tonight under New Business Items 6 and 7.

## MINUTES OF PREVIOUS MEETING(S):

Vice-Chair Schall moved to approve the minutes of the October 19, 2016 Board of Supervisors meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.

Vice-Chair Schall moved to approve the minutes of Budget Workshop I held October 25, 2016. Supervisor Race seconded the motion. All voted in favor; none opposed.

Vice-Chair Schall moved to approve the minutes of Budget Workshop II held November 3, 2016. Supervisor Race seconded the motion. All voted in favor; none opposed.

**TREASURER'S REPORT:** A copy of the bill list is on the table.

Chair Evans-Herr moved to approve checks 10578-10624 from the General Fund, checks 1299-1308 from the Recreation Fund, check 1026 from the Park Donation Fund, checks 1064-1065 from the Street Light Fund, and checks 0002-0003 from the Escrow Fund. Supervisor Race seconded the motion. All voted in favor; none opposed.

## 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 lectern and limit your comments to three minutes so that others can speak if they wish. Additional time may be granted at the Board's discretion. 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 towards 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:

Richard Cummings of 320 Pleasant View Drive presented the Board with a petition signed by seventy residents of Willow Gardens protesting the parking prohibition on Casey Drive, Nolt Avenue, and

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Pleasant View Drive pursuant to the Pequea Township Traffic Ordinance 197-2016 passed September 21, 2016. Mr. Cummings urged the Supervisors to reconsider the restriction.

Chair Evans-Herr responded the governing body is charged with public safety, and the Board received requests from the West Willow Fire Company to limit parking on these narrow roads to ease the navigation of emergency vehicles.

Kimberly Sager of 21 West Penn Grant Road said she has observed fire trucks travelling on the roads without incident.

Dennis Miller of 336 Pleasant View Drive commented that speeding has increased now that vehicles are not parked along the road.

Township Engineer Mark Deimler stated the speed limit signs are legally enforceable. However, a traffic study is required to erect official traffic control devices such as No Parking signs. He offered to visit the site and make recommendations for the Board to consider.

Robert Burns of 305 Nolt Avenue suggested a compromise of allowing parking on one side of the road.

Vice-Chair Schall moved to immediately and indefinitely suspend violations on Bauer Avenue, Carol Lynn Drive, Casey Drive, Nolt Avenue, and Pleasant View Drive until the Board of Supervisors reviews the results of a traffic study conducted by the Township Engineer. Supervisor Race seconded the motion. All voted in favor; none opposed.

**POLICE REPORT:** Corporal Michener delivered the Southern Regional Police Department report for the month of October.

### OLD BUSINESS:

1. Document retention and destruction plan for 2016 - Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
2. Establish Capital Reserve and Operating Reserve Accounts – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
3. Municipal Trash Haulers Ordinance - Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
4. Burning Ordinance – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
5. Pequea Township seat on the Suburban Lancaster Sewer Authority – Chair Evans-Herr provided an update on her efforts to have a representative of Pequea Township on the Board of the Suburban Lancaster Sewer Authority (SLSA). She met with Frank Mincarelli, SLSA's Solicitor, on Monday, November 14, 2016 to discuss a possible opening. Chair Evans-Herr moved to keep this

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item as Old Business on the agenda. Supervisor Race seconded the motion. All voted in favor; none opposed.

6. Radcliff Road Bridge – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
7. Comcast Franchise Fee Agreement Renewal – Update – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
8. Review Noise Ordinance – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.
9. Review Curfew Ordinance – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.

### NEW BUSINESS:

1. Koch Stormwater Management Plan – Chair Evans-Herr moved to accept the Hannah S. Koch Stormwater Management Plan SEA #SWMPT2016-4 subject to the satisfaction of all comments in Solanco Engineering Associates, LLC's Review #3 dated October 27, 2016 and a financial security in the amount of one hundred twenty thousand eight hundred seven dollars and seventy-two cents (\$120,807.72). Supervisor Race seconded the motion. All voted in favor; none opposed.
2. 2952 Willow Street Pike Waiver of Land Development – Vice-Chair Schall moved to approve the waiver of Section 301 of the Pequea Township Subdivision and Land Development Ordinance for the project located at 2952 Willow Street Pike subject to the satisfaction of all comments in Solanco Engineering Associates, LLC's letter dated October 6, 2016. Supervisor Race seconded the motion. All voted in favor; none opposed.

**Vice-Chair Schall, a volunteer firefighter for the West Willow Fire Company, was excused at 8:33PM to respond to an emergency call.**

3. Consider Park Board's Proposal for Picnic Tables and Grills – Chair Evans-Herr moved to approve the Park Board's proposal to purchase picnic tables and grills for Silver Mine Park not to exceed six thousand dollars (\$6,000.00) of the unencumbered funds in the Park Donation account. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.
4. Consider CPA Proposals for Annual Audit – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.
5. Set Hearing for Articles of Agreement – Chair Evans-Herr moved to not set a hearing to sign the revised Articles of Agreement with Conestoga Township governing the Southern Regional Police Department. Supervisor Race seconded the motion. Ken Adams of 39 Cobblestone Drive

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implored the Board to request financial statements from Conestoga Township. Chair Evans-Herr and Supervisor Race voted in favor of not setting a hearing to sign the revised Articles of Agreement; Vice-Chair Schall was absent due to a fire call.

6. Consider Hiring Roadmaster and Review Job Description – Chair Evans-Herr moved to table this item until the next meeting. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.
7. Final Review of Road Crew and Park Crew Staffing for 2017 – Chair Evans-Herr moved to employ four full-time Road Crew members and eliminate permanent part-time Road Crew and Park Crew positions. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.
8. Revise General Fund Budget and Recreation Fund Budget – Chair Evans-Herr moved to approve the 2017 proposed budgets for the General Fund and Recreation Fund as amended by the Treasurer to reflect the staffing changes. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.

### ADDENDA:

1. Consider Well Waiver Request for 820 Baumgardner Road – Chair Evans-Herr moved to approve the Isolation Distance Waiver as applied for by Christine Quigley and Robert Lichty, in accordance with the conditions set forth in the SEO's written recommendation, dated November 14, 2016, conditioned upon the lot owner(s) executing a Release and Indemnification Agreement drafted by our Solicitor which will be recorded at the Lancaster County Courthouse, recording fees to be the responsibility of the applicant. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.
2. Consider Well Waiver Request for 417 Long Lane -- Chair Evans-Herr moved to approve the Isolation Distance Waiver as initially applied for by previous owner Tiera Graver, and assumed by current owners Derek and Krista Groff, in accordance with the conditions set forth in the SEO's written recommendation, dated November 14, 2016, conditioned upon the lot owner(s) executing a Release and Indemnification Agreement drafted by our Solicitor which will be recorded at the Lancaster County Courthouse, recording fees to be the responsibility of the applicant. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.

### DEPARTMENTAL REPORTS:

#### Route 272 Advisory Committee

Road Crew -- Supervisor Race presented the monthly report.

Zoning/Code Officer -- Report on file

Southern Regional Police Department -- Corporal Michener presented the monthly report.

Southern Regional Police Commission

Southern Lancaster County Inter-Municipal Council

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**Pequea Township Zoning Hearing Board** – Fleming Tile & Marble Special Exception and Variance Request for a Dynamic Display Sign – Hearing scheduled for December 6, 2016

Chair Evans-Herr moved to take no action on this matter. Supervisor Race seconded the motion. Chair Evans-Herr and Supervisor Race voted aye; Vice-Chair Schall was absent due to a fire call.

### ADVISORY BOARD REPORTS:

**Pequea Township Planning Commission** – Next meeting scheduled for November 30, 2016.

**Pequea Township Park and Recreation Board** – Next meeting scheduled for December 14, 2016.

MEETING ADJOURNED at 9:28 PM.

Respectfully submitted,



Lori Ann Leitch, Secretary-Treasurer



Sign-In Sheet - Board of Supervisors Meeting 11/16/16  
Scott Stokes

Mumma Jones  
Larry Herold  
George Hewitt  
Pauline M. Munder  
Randy Byrnes

Elaine Jones  
Pat James  
B. Shank

Pat Cummings  
Kenneth Adams  
Angie G  
Kimi Sapp  
Lynn Miller  
Richard Cummins  
Helen + John Miller  
Scott Edwards

Joan Reed  
Andy Miller  
Earl + Edna Hafton

LZ-Andy Rhine  
Diana Gathens

Tina W. Carr

Eddie  
Elizabeth Baldwin

Jackie Jones  
Tina High

Anita D. High  
Joel Scarlett

Brian Burton

Justin High