

# BOARD OF SUPERVISORS MEETING MINUTES | JANUARY 18, 2017

---

Minutes of the Pequea Township Board of Supervisors meeting held at 7:00 PM on January 18, 2017 at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

## Present at the meeting were:

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

## Others present:

Lori Ann Leitch, Secretary-Treasurer  
Kim Ulaky, Assistant Secretary  
Sign-in sheet attached

## Pledge of Allegiance

## ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- The Township is seeking an individual to fill an open seat on the Board of Auditors.
- The Department of Environmental Protection (DEP) is urging Pennsylvanians to test their homes for radon in January as part of National Radon Action Month.
- The first and foremost priority of this meeting is to publicly conduct Pequea Township business. In that effort, the Supervisors sincerely ask everyone in attendance to stay focused on what is of the 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.

## MINUTES OF PREVIOUS MEETING(S):

Chair Schall moved to approve the minutes of the December 21, 2016 Board of Supervisors regular meeting. Supervisor Race seconded the motion. All voted in favor; none opposed.

Chair Schall moved to approve the minutes of the January 3, 2017 Board of Supervisors organizational meeting with the correction being addressed under New Business item 8. Supervisor Race seconded the motion. All voted in favor; none opposed.

## TREASURER'S REPORT:

Chair Schall moved to approve checks 10665-10705 from the General Fund, checks 1318-1328 from the Recreation Fund, check 1068 from the Street Light Fund, and check 1027 from the Park Donation Fund. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

## OLD BUSINESS:

1. Document retention and destruction plan for 2016 – No action taken
2. Establish Capital Reserve and Operating Reserve Accounts – No action taken
3. Review Municipal Trash Haulers Ordinance – No action taken
4. Review Burning Ordinance – No action taken
5. Pequea Township seat on the Suburban Lancaster Sewer Authority – No action taken
6. Radcliff Road Bridge – No action taken
7. Comcast Franchise Fee Agreement Renewal – The Solicitor is reviewing the proposed agreement received from Comcast

# BOARD OF SUPERVISORS MEETING MINUTES | JANUARY 18, 2017

---

8. Review Noise Ordinance – No action taken
9. Review Curfew Ordinance – No action taken

## NEW BUSINESS:

1. Review Traffic Ordinance – Chair Schall moved to authorize Solanco Engineering Associates, LLC to conduct a traffic study regarding traffic calming measures to determine the feasibility of allowing parking on one or both sides of the following roadways within the township borders: Nolt Avenue, Carol Lynn Drive, Casey Drive, and Pleasant View Drive. Supervisor Race seconded the motion.

Jackie Johns of 23 Pine Lane would like the residents of Willow Gardens who oppose the parking prohibition to pay for the traffic study.

Richard Cummings of 320 Pleasant View Drive feels his rights are being taken away by the parking prohibition. He questioned the purpose.

Vice-Chair Evans-Herr responded the prohibition was enacted as a public safety measure. A member of the West Willow Fire Company requested it.

Chair Schall asked for input from Jason Topper, Chief of the West Willow Fire Company. Chief Topper said he is not aware of any issues with maneuvering emergency vehicles through Willow Gardens. He does not believe the member who requested a parking prohibition was authorized to represent the Fire Company.

Dennis Miller of 336 Pleasant View Drive informed the Board the box truck parked on Nolt Avenue is only there temporarily.

All voted in favor of authorizing Solanco Engineering Associates, LLC to conduct a traffic study regarding traffic calming measures; none opposed.

2. Discuss expiring Lease Agreement for 12 acres of Silver Mine Park – Chair Schall moved to authorize the Secretary-Treasurer to advertise the solicitation of sealed bids for the lease of twelve acres of farmland at Silver Mine Park for a term of nine years and to set the bid opening for February 7, 2017 at 10:00 AM. Supervisor Race seconded the motion. All voted in favor; none opposed.
3. Consider increase for full-time Road Crew employee Craig A. Mellinger – Supervisor Race moved to increase the hourly rate of full-time Road Crew employee Craig A. Mellinger seven percent (7%) from \$19.50 to \$20.87. Chair Schall seconded the motion. All voted in favor; none opposed.
4. Consider authorization of events planned by Volunteer Fire Companies – Chair Schall moved to approve and authorize the events planned by the West Willow and New Danville fire companies as submitted. Supervisor Race seconded the motion. All voted in favor; none opposed.
5. Discuss emergency response on State Roads – Vice-Chair Evans-Herr led a discussion on the procedure followed when an emergency occurs on a state road within the Township. State roads

## BOARD OF SUPERVISORS MEETING MINUTES | JANUARY 18, 2017

---

are the responsibility of the Pennsylvania Department of Transportation (PennDOT), but the fire companies are being dispatched to clear hazards. Brad Shenk, Chief of the New Danville Fire Company, informed the Board the number of incidents is minimal. In light of the low volume, the Supervisors agreed to keep the current protocol in place.

6. **Consider purchase of a Boom Mower** – Supervisor Race read an email from the Acting Roadmaster itemizing repairs needed on the boom mower. Considering the relatively low number of hours on it, the Supervisors agreed to repair the boom mower instead of replacing it. Funds are budgeted for equipment maintenance, so no action was taken.
7. **Consider purchase of a Plow Mount** – Supervisor Race will direct the Acting Roadmaster to gather quotes for a plow to mount on the 2016 Chevrolet Silverado. This item was tabled pending that information.
8. **Appoint Duly Authorized Representative to declare Snow Emergency** – Chair Schall moved to appoint Bill Schall, Chairman of the Board of Supervisors, or Scott Edwards, Roadmaster effective February 1, 2017, or Acting Roadmaster, to be duly authorized representatives for the declaration of snow or ice emergencies as described in Section 304 of Ordinance 197-2016. Supervisor Race seconded the motion. All voted in favor; none opposed.

### DEPARTMENTAL REPORTS:

Pequea Township Road Crew – November and December reports

Zoning/Code Officer – Report on file

Southern Regional Police Department – Report on table

Southern Regional Police Commission – Meeting held January 4, 2017

Southern Lancaster County Inter-Municipal Council – Meeting held January 17, 2017, anticipate increase in membership dues attributable to insurance premium

Pequea Township Zoning Hearing Board – No hearing held in January

### ADVISORY BOARD REPORTS:

Pequea Township Planning Commission – No meeting held in December

Pequea Township Park and Recreation Board – Tim Weaver, Chair of the Park and Recreation Board, provided an update on the projects in progress

### PUBLIC COMMENTS:

Public comment will be taken at this time. Please come to the lectern and limit your comments to three minutes so that others can speak if they wish. Please give your name and address for the minutes. Additional time may be granted at the Board's discretion.

Jackie Johns of 23 Pine Lane asked for the salt spreaders to be recalibrated because the excess is an environmental hazard.

Ms. Johns then notified the assembly of solicitation calls she received to support firefighters. The calls are not from New Danville Fire Company or West Willow Fire Company.

## BOARD OF SUPERVISORS MEETING MINUTES | JANUARY 18, 2017

---

Lastly, Ms. Johns encouraged the Board to have the municipal building tested for radon.


Supervisor Race moved to appoint Bill Schall the Southern Regional Police Commissioner for Pequea Township.

Chair Schall moved to add the Police Commissioner appointment to the agenda.

Chair Schall seconded Supervisor Race's motion to appoint Bill Schall to the Southern Regional Police Commission. Chair Schall and Supervisor Race voted aye; Vice-Chair Evans-Herr voted nay.

**MEETING ADJOURNED** at 8:37 PM

Respectfully Submitted,

  
\_\_\_\_\_  
Secretary-Treasurer

