

# BOARD OF SUPERVISORS MEETING MINUTES | MAY 17, 2017

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Minutes of the Pequea Township Board of Supervisors hearings held at 6:45 PM and 6:50 PM and regular meeting held at 7:00 PM on May 17, 2017 at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

**Present at the meetings were:**

Robert Race, Jr., Supervisor  
Cynthia Evans-Herr, Supervisor  
E. John Hlavacek, Supervisor

**Others present:**

Lori Ann Leitch, Secretary-Treasurer  
Sign-in sheet attached

**HEARING #1 of 2** called to order at 6:45 PM.

Cable Franchise Ordinance

**PUBLIC COMMENTS:** Jackie Johns of 23 Pine Lane inquired about the Homes Passed List, which is a catalog of Comcast customers in Pequea Township. Vice-Chair Evans-Herr explained the Township discovered misclassified properties during its audit of Comcast's records. A revised list has not yet been received.

Vice-Chair Evans-Herr moved to adopt Ordinance 202-2017, an Ordinance of the Township of Pequea, Lancaster County, Pennsylvania, authorizing execution of a Cable Franchise Agreement between the Township and Comcast of Southeast Pennsylvania, LLC for a ten-year term beginning February 8, 2017. Supervisor Race seconded the motion. All voted in favor; none opposed.

The hearing closed at 6:49 PM.

**HEARING #2 of 2** called to order at 6:50 PM.

Southern Regional Police Commission Termination Ordinance

**PUBLIC COMMENTS:** Ben Vonderheide, a Conestoga resident, clarified this Ordinance terminates the Southern Regional Police Commission at the end of the year. Jackie Johns of 23 Pine Lane confirmed Conestoga Township is contributing three hundred fifty thousand dollars (\$350,000.00) to the police budget this year.

Vice-Chair Evans-Herr moved to adopt Ordinance 203-2017, an Ordinance authorizing the Township of Pequea, Lancaster County, Pennsylvania, to enter into the Intermunicipal Agreement with the Township of Conestoga, Lancaster County, Pennsylvania, terminating the Southern Regional Police Commission and effectuating the execution thereof. Supervisor Race seconded the motion. All voted in favor; none opposed.

The hearing closed at 6:53 PM.

**REGULAR MEETING** called to order at 7:00 PM.

**Pledge of Allegiance**

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## ANNOUNCEMENTS

- Vice-Chair Evans-Herr congratulated Supervisor Race and Supervisor Hlavacek on their primary election victories. Supervisor Race is seeking a four-year term, and Supervisor Hlavacek is seeking a six-year term.
- 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 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.
- Open seat on the Board of Auditors
- Vice-Chair Evans-Herr encouraged residents to consider serving as Judge of Elections or Inspector of Elections. Interested parties are needed for these elected positions.

## RE-ORGANIZATION

1. Nominate Chair of the Board of Supervisors – Supervisor Hlavacek moved to nominate Robert Race, Jr. as Chair of the Board of Supervisors. Supervisor Race seconded the motion. Supervisors Hlavacek and Race voted aye; Vice-Chair Evans-Herr voted nay.
2. Nominate Vice-Chair of the Board of Supervisors – Chair Race moved to nominate Cynthia Evans-Herr as Vice-Chair of the Board of Supervisors. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
3. Nominate Public Works Department Liaison – Chair Race moved to nominate E. John Hlavacek Public Works Department Liaison. Vice-Chair Evans-Herr moved to table the nomination of a Public Works Department Liaison until Item 6 under New Business. Chair Race seconded Vice-Chair Evans-Herr's motion. All voted in favor; none opposed.

## CONSENT AGENDA

Vice-Chair Evans-Herr moved to exclude the Southern Regional Police Department report from the Consent Agenda since an officer was present to deliver it. Chair Race seconded the motion. All voted in favor; none opposed.

Chair Race moved to approve the following items by consent agenda:

- Minutes of the April 19, 2017 Board of Supervisors regular meeting
- Minutes of the May 3, 2017 Board of Supervisors special meeting
- Minutes of the May 8, 2017 Board of Supervisors special meeting
- Checks 10868-10915 from the General Fund
- Checks 1365-1372 from the Recreation Fund
- Check 1030 from the Park Donation Fund
- Check 380 from the State Highway Fund

Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

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**POLICE REPORT:** Officer Powell read the March report of the Southern Regional Police Department.

Ben Vonderheide, a Conestoga resident, asked why current information was not presented. Officer Powell explained the April report has not been approved by the Commission yet due to the rescheduling of their meetings to the fourth Tuesday of the month.

Jackie Johns of 23 Pine Lane asked for the report to include the number of police calls to Willow Run.

Chair Race moved to accept the Police Report. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

## OLD BUSINESS:

1. Consider changing planned Road Projects for 2017 – Supervisor Hlavacek moved to authorize the Secretary to advertise the road projects that were approved at the March meeting by Thursday, June 1<sup>st</sup> for a bid opening on Tuesday, June 13<sup>th</sup>. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
2. Silver Mine Park Mowing Schedule – Chair Race moved to approve the Silver Mine Park mowing schedule proposed by the Pequea Township Park and Recreation Board. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

## NEW BUSINESS:

1. Consider bids for 1994 Chevy Truck – Chair Race moved to reject the lone bid of one hundred dollars (\$100.00) for the 1994 Chevrolet truck. Supervisor Hlavacek seconded the motion. Vice-Chair Evans-Herr amended the motion to authorize the Secretary to advertise the acceptance of sealed proposals as written in Vice-Chair Evans-Herr's email dated May 13, 2017 and also post the advertisement on the home page of the township website. All voted in favor; none opposed.
2. Consider authorizing Park and Recreation Board to schedule and oversee the weekly mowing schedule of Silver Mine Park and the municipal complex – Chair Race moved to authorize Vice-Chair Evans-Herr to work with the Park and Recreation Board to coordinate the mowing schedule of the municipal grounds. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
3. Consider duties in the municipal park and municipal grounds for Public Works employees – Vice-Chair Evans-Herr moved to incorporate the list of duties she compiled in the Pequea Township Public Works Operations Manual. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
4. Consider hiring Part-time Public Works Employees – Chair Race moved to hire Tim Weaver as a part-time Public Works employee at an hourly rate of fourteen dollars (\$14.00) effective May 14, 2017 and authorize the Secretary to contact applicant Larry Dearolf to schedule an interview. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

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5. **Consider employment advertisement for Part-time Public Works Employees** – Chair Race moved to authorize the Secretary to draft a Part-Time Public Works employment advertisement to run on May 31, 2017. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
6. **Consider process to fill Roadmaster vacancy and appoint Temporary Roadmaster** – Vice-Chair Evans-Herr moved to appoint E. John Hlavacek as Temporary Roadmaster not to work more than twenty-five (25) hours per week and recommend an hourly rate of sixteen dollars (\$16.00) to the Board of Auditors. Chair Race seconded the motion. All voted in favor; none opposed.
7. **Consider Public Works Foreman Appointment** – Chair Race moved to appoint Jeffrey E. Fry to the position of Public Works Foreman effective May 28, 2017. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
8. **Consider revising Employee Personnel Policy and Position Descriptions** – Vice-Chair Evans-Herr moved to commence review of the personnel policy and for the final draft to be approved by December 31, 2017. Chair Race seconded the motion. All voted in favor; none opposed. Vice-Chair Evans-Herr moved to approve the Public Works Laborer and Public Works Equipment Operator job descriptions as written. Chair Race seconded the motion. All voted in favor; none opposed.
9. **Consider designated smoking area at municipal building and install signs to comply with Clean Indoor Air Act** – Vice-Chair Evans-Herr moved to designate a smoking area outside the garage on the South side of the building, approve the purchase of signage, and authorize the Secretary to solicit a quote for air duct cleaning. Chair Race seconded the motion. All voted in favor; none opposed.
10. **Consider quotes to install lighting package on 2016 Chevy Flatbed Truck** – Vice-Chair Evans-Herr moved to approve up to seven thousand dollars (\$7,000.00) to finish outfitting the 2016 Chevrolet flatbed. Chair Race seconded the motion. All voted in favor; none opposed.
11. **Consider purchase of a Rotary Cutter** – Chair Race moved to purchase the Quick Hitch compatible rotary cutter from E.M. Herr Farm and Home Center for one thousand ninety-nine dollars (\$1,099.00). Vice-Chair Evans-Herr seconded the motion.

Jason Kreider of 116 Marticville Road asked how often the rotary cutter will be used.  
Tim Weaver, Chair of the Park and Recreation Board, responded two times a year.

All voted in favor of purchasing the rotary cutter; none opposed.
12. **Consider changing Memorial Tree Policy** – Chair Race moved to authorize the Park and Recreation Board to oversee the planting of Memorial Trees after the requests have been approved by the Board of Supervisors. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
13. **Consider Road Opening Ordinance** – Vice-Chair Evans-Herr moved to authorize the Secretary to advertise a hearing at 6:50 PM on June 21, 2017 for the Board of Supervisors to consider the proposed Road Opening Ordinance. Chair Race seconded the motion. All voted in favor; none opposed.



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14. **Consider appointment to the Board of Auditors** – Vice-Chair Evans-Herr moved to appoint Stephen Hlavacek to the Board of Auditors. Chair Race seconded the motion. All voted in favor; none opposed.

15. **Consider letter to the Southern Regional Police Commission requesting K-9 retirement and disposition of the K-9 vehicle** – Vice-Chair Evans-Herr moved to authorize the Secretary to submit a letter to the Southern Regional Police Commission requesting K-9 retirement and disposition of the K-9 vehicle. Supervisor Hlavacek seconded the motion.

Officer Dianne Carter, the K-9 handler, provided suggestions for disposition. Chair Race asked her to attend the next Southern Regional Police Commission meeting.

All voted in favor of submitting the letter; none opposed.

## ADDENDUM:

1. **Consider unbudgeted expense of more extensive repairs to Boom Mower and John Deere tractor or subcontracting service for 2017 growing season** – Supervisor Hlavacek moved to approve up to two thousand two hundred dollars (\$2,200.00) to repair the Boom Mower and John Deere tractor. Chair Race seconded the motion.

Tom Haas of 2194 New Danville Pike suggested the township get out of the road business and subcontract the work.

Chair Race and Supervisor Hlavacek voted in favor of approving the expense; Vice-Chair Evans-Herr voted nay.

## REPORTS/UPDATES:

Pequea Township Road Crew

Southern Regional Police Commission – Meeting held April 25, 2017. Next meeting May 23, 2017

Southern Lancaster County Inter-Municipal Council – Next meeting June 20, 2017

Pequea Township Zoning Hearing Board – A request by Michael T. Lambert IV for a property located within the Agricultural Zoning District at 250 Marticville Road for the consideration of a Variance for the construction of an accessory structure in the front yard was denied since no unnecessary hardship exists.

Pequea Township Planning Commission – No meeting held in April. Next meeting May 31, 2017

Pequea Township Park and Recreation Board – Meeting held May 10, 2017. Next meeting June 14, 2017

## PUBLIC COMMENTS:

Public comments 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 when the smoking policy goes into effect and the signs will be posted. Chair Race responded the signs will be ordered promptly. Supervisor Hlavacek informed Ms. Johns the policy is already in effect.

## ADJOURNMENT

Chair Race adjourned the meeting at 9:45 PM.

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Respectfully submitted,



Lori Ann Leitch, Secretary-Treasurer



2017-05-17 Board of Supervisors Meeting Sign-in Sheet

Stephen Harvacek

Jackie Johns

Tin Weane

Ken Stoff - NDFC

Charlie Morris

Scott Edwards

Dianne Corty

Begie Edwards

Adam Lee

Das Thomas

Elaine Jones

Duane Thomas

Benjamin Vandenberg

Jason Kribben