

BOARD OF SUPERVISORS MEETING MINUTES | JUNE 21, 2017

Minutes of the Pequea Township Board of Supervisors hearing held at 6:50 PM and regular meeting held at 7:00 PM on June 21, 2017 at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

HEARING called to order at 6:50 PM
Road Opening Ordinance

Present at the hearing were:

Robert Race, Jr., Chair
E. John Hlavacek, Supervisor/Roadmaster

Others present:

Lori Ann Leitch, Secretary-Treasurer

PUBLIC COMMENTS: Jackie Johns of 23 Pine Lane thanked the Board for enacting this Ordinance.

Chair Race moved to adopt Ordinance 204-2017, an Ordinance of the Board of Supervisors of the Township of Pequea, Lancaster County, Pennsylvania, establishing requirements for opening or installing facilities within public streets; requiring a permit for road openings, excavations, and pavement cuts and regulating such activities, imposing fees in connection therewith, and imposing penalties for violations thereof. Supervisor Hlavacek seconded the motion. Chair Race and Supervisor Hlavacek voted in favor; Vice-Chair Evans-Herr was absent.

HEARING CLOSED at 6:53 PM

REGULAR MEETING called to order at 7:00 PM

Present at the meeting were:

Robert Race, Jr., Chair
Cynthia T. Evans-Herr, Vice-Chair
E. John Hlavacek, Supervisor/Roadmaster

Others present:

Lori Ann Leitch, Secretary-Treasurer

ANNOUNCEMENTS

- 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.
- The Board of Supervisors met with employees on May 22, 2017 and June 8, 2017 to discuss personnel matters. The Chief of Police and Sergeant attended the June 8th session along with all of the full-time and part-time employees of the Township.
- The Board of Supervisors held an Executive Session on June 15, 2017 to review the personnel policy.

CONSENT AGENDA

Vice-Chair Evans-Herr moved to approve the following items by consent agenda:

- Minutes of the May 17, 2017 Board of Supervisors meeting
- Checks 10196-10958 from the General Fund

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- Checks 1373-1383 from the Recreation Fund
- Check 1031 from the Park Donation Fund
- Checks 381-382 from the State Highway Fund

Chair Race seconded the motion. All voted in favor; none opposed.

OLD BUSINESS:

1. **Record Destruction Resolution** – Vice-Chair Evans-Herr moved to adopt Resolution 452-2017 authorizing the Secretary to destroy the public records listed on the attachment. Chair Race seconded the motion. All voted in favor; none opposed.
2. **Review Municipal Trash Haulers Ordinance** – Chair Race moved to authorize the Secretary to submit the current Municipal Trash Haulers Ordinance 94-1995 to the Township Solicitor for review. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
3. **Review Curfew Ordinance** – Vice-Chair Evans-Herr moved to leave the current Uniform Curfew Ordinance 119-2001 as is. Chair Race seconded the motion. All voted in favor; none opposed.
4. **Consider draft Burning Ordinance** – Vice-Chair Evans-Herr moved to authorize the Secretary to submit the draft Burning Ordinance to the Township Solicitor for review. Chair Race seconded the motion. All voted in favor; none opposed.
5. **Consider Plow Purchase** – Vice-Chair Evans-Herr moved to remove this item from the agenda. Chair Race seconded the motion. All voted in favor; none opposed.
6. **Consider bids for 1994 Chevy Truck** – Chair Race moved to accept the bid of Jeffrey Lilley in the amount of one thousand one hundred fifty-two dollars (\$1,152.00) for the 1994 Chevy Truck. Vice-Chair Evans-Herr seconded the motion and amended it to authorize the Chair to sign the title, the Secretary to facilitate the transfer, and the Treasurer to remove the truck from the insurance policy. All voted in favor; none opposed.
7. **Consider revisions to draft Personnel Policy** – Vice-Chair Evans-Herr moved to table this item until the next meeting. Chair Race seconded the motion. All voted in favor; none opposed.
8. **Consider process to fill Roadmaster vacancy** – Vice-Chair moved to remove this item from the agenda and for it to be reconsidered during the budget process. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
9. **Consider hourly wage for Road Foreman position** – Chair Race referenced the 2016 PSATS Wages and Benefits Survey for the Southcentral Region which shows an average hourly rate of a Road Foreman as \$23.88/hr. Vice-Chair Evans-Herr suggested the Mechanic rate of \$21.66/hr based on her observations of the employee's work. Supervisor Hlavacek moved to increase Jeffrey Fry's wages as Road Foreman from \$23.50/hr to \$23.88/hr effective the next pay period. Chair Race seconded the motion. Chair Race and Supervisor Hlavacek voted aye; Vice-Chair Evans-Herr voted nay.

NEW BUSINESS:

1. **Consider Escrow Reduction for Koch Property** – Chair Race moved to accept the Township Engineer's recommendation to reduce the escrow being held for the Koch Property at 135 Leaman Road by \$77,385.11 and establish the new amount equal to \$43,422.61 which includes

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the 10% contingency factor. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

2. **Consider execution of Echo Housing Unit Agreement** – Chair Race moved to authorize Vice-Chair Evans-Herr to sign the Echo Housing Unit Agreement for Elam Stoltzfus at 2293 New Danville Pike. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
3. **Consider draft Zoning Ordinance Amendments** – Vice-Chair Evans-Herr moved to authorize the Secretary to submit the proposed Zoning Ordinance and Subdivision and Land Development Ordinance amendments to the Lancaster County Planning Commission and the Pequea Township Planning Commission for their review and comments. Chair Race seconded the motion. All voted in favor; none opposed.
4. **Consider draft Ordinance to join the Southern Lancaster County Intermunicipal Council** – Vice-Chair Evans-Herr moved to not take any action on the draft Ordinance to join the Southern Lancaster County Intermunicipal Council (SLCIMC) and instead pursue an Intermunicipal Agreement with Conestoga Township and Strasburg Township solely for the purpose of Uniform Construction Code (UCC) appeals. Chair Race seconded the motion. All voted in favor; none opposed.
5. **Consider Vacation of Radcliff Rd Bridge** – Vice-Chair Evans-Herr moved to take no action on this agenda item. Chair Race seconded the motion. All voted in favor; none opposed.
6. **Consider Road Bids** – Supervisor Hlavacek moved to accept the bid of Pennsy Supply, Inc. in the amount of \$185,507.42 for a 3" wearing course on West Willow Road, West Kendig Road, and West Penn Grant Road; and to accept the bid of Long's Asphalt, Inc. in the amount of \$71,667.00 for the cartway widening on Carol Lynn Drive and Pleasant View Drive. No bids were received for the advertised cold in-place recycling project on Benedict Road. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
7. **Consider in-house Public Works projects** – Vice-Chair Evans-Herr moved to take no action on this agenda item. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
8. **Consider hiring part-time Public Works employees** – Vice-Chair Evans-Herr moved to hire Barry Breneman as a part-time Public Works employee at an hourly rate of fourteen dollars (\$14.00). Chair Race seconded the motion. All voted in favor; none opposed.
9. **Consider updates to the Public Works Operations Manual** – Vice-Chair Evans-Herr moved to move this item to Old Business. Chair Race seconded the motion. All voted in favor; none opposed.
10. **Consider authorizing Roadmaster to provide the Board with a plan and cost estimate to build a Salt Shed at the municipal complex** – Vice-Chair Evans-Herr moved to authorize the Roadmaster to provide the Board with a plan and cost estimate to build a new salt shed, remove the existing salt shed, add a wash bay, and add a service bay to the municipal complex. Chair Race seconded the motion. All voted in favor; none opposed.
11. **Consider authorizing Vice-Chair to provide the Board with a plan and cost estimate to bring the Stone House in Silver Mine Park into code compliance** – Chair Race moved to authorize the Vice-Chair to provide the Board with a plan and cost estimate to bring the Stone House in Silver Mine

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

12. **Consider authorizing Vice-Chair to pursue a grant from Kohl's for Silver Mine Park** – Chair Race moved to authorize the Vice-Chair to pursue a grant from Kohl's for Silver Mine Park. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
13. **Consider authorizing the release of unencumbered Community Day Event funds for projects in Silver Mine Park** – Chair Race moved to authorize the release of unencumbered Community Day Event funds in the amount of six hundred twenty-nine dollars and fifty-seven cents (\$629.57) from the Park Donation Account to be used for projects in Silver Mine Park. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
14. **Consider stenciling a crosswalk on Silver Mine Road and install Pedestrian Crosswalk signs** – Chair Race moved to purchase and install two Pedestrian Crossing signs on Silver Mine Road near the North Parking Lot of Silver Mine Park. Supervisor Hlavacek seconded the motion. The Township Engineer advised against stenciling a crosswalk which could give pedestrians a false sense of security. All voted in favor of the signs only, no pavement markings; none opposed.
15. **Consider approval of Southern Regional Police Officers' Association Contract 2018-2021** – Vice-Chair Evans-Herr moved to table this item until the next meeting. Chair Race seconded the motion. All voted in favor; none opposed.
16. **Consider approval of Chief of Police Contract 2018-2021** – Vice-Chair Evans-Herr moved to table this item until the next meeting. Chair Race seconded the motion. All voted in favor; none opposed.
17. **Consider location of Police Substation in Pequea Township** – Vice-Chair Evans-Herr moved to make the copy room of the Pequea Township municipal office a Southern Regional Police Department Substation and install appropriate signage by October 31, 2017. Chair Race seconded the motion.

Richard B. Imhoff, Jr. of 203 Erb Avenue asked if the police provide twenty-four (24) hour coverage. Vice-Chair Evans-Herr responded Pequea Township receives twenty-four (24) hour coverage from the Southern Regional Police Department.

All voted in favor of making the copy room a police substation; none opposed.

18. **Consider draft Pequea Pulse newsletter and mailing** – Chair Race moved to table this item until the next meeting. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
19. **Consider biweekly Board of Supervisors meetings** – Supervisor Hlavacek moved to take no action on this item. Vice-Chair Evans-Herr seconded the motion.

Jackie Johns of 23 Pine Lane feels the monthly meetings are too long and perhaps having meetings more often would make them shorter.

J. Martin Harnish of 56 West Willow Road said we are all busy, and he doesn't believe more would get accomplished with biweekly meetings.

All voted in favor of taking no action; none opposed.

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ADDENDA:

1. **Consider authorizing Eli Thomas Haddad II and Mark Conrad, Sr. to harvest the meadows at Silver Mine Park by July 31st, bale and remove the harvested grass** – Chair Race moved to authorize Eli Thomas Haddad II and Mark Conrad, Sr. to cut the meadows, bale and remove the harvested grass from Silver Mine Park; and to authorize the Solicitor to draft an agreement with no monetary exchange between the parties. Vice-Chair Evans-Herr seconded the motion.

Tim Weaver of 722 Baumgardner Road tentatively identified a poisonous plant which would need to be eradicated. He is seeking a second opinion.

All voted in favor of the harvesting; none opposed.

2. **Consider authorizing the execution of the Willow Valley Crossroads plans** – Vice-Chair Evans-Herr moved to not sign the Willow Valley Crossroads plans but to engage Hanover Engineering to pursue modifications at the intersection of Millwood Road and Long Lane to improve traffic safety. Chair Race seconded the motion. All voted in favor; none opposed.

REPORTS/UPDATES:

Pequea Township Road Crew – Supervisor Hlavacek provided the Board with the Roadmaster Report.

Southern Regional Police Department – Copies of the May report were on the table.

Southern Regional Police Commission – Vice-Chair Evans-Herr provided an update.

Southern Lancaster County Inter-Municipal Council – Vice-Chair Evans-Herr relayed the events of the June 20, 2017 Council meeting.

Pequea Township Zoning Hearing Board – On July 5, 2017, the Zoning Hearing Board will consider two requests for Special Exceptions:

J. Martin Harnish's request for a Special Exception to modify a previous decision for the expansion of the existing clean fill deposit area located at 105 West Penn Grant Road in the Commercial Zoning District. Vice-Chair Evans-Herr moved to instruct the Zoning Officer to limit the hours of operation due to noise complaints. Chair Race seconded the motion. All voted in favor; none opposed.

Herrville LLC's request for a Special Exception for a proposed mini-storage facility located at 3400 Willow Street Pike South in the Commercial Zoning District. The Board of Supervisors did not take a position on this matter.

Pequea Township Planning Commission – The Planning Commission reviewed the Sketch Plan of Penn Grant Commons Phase IV at their May meeting. Their next meeting is scheduled for June 28, 2017.

Pequea Township Park and Recreation Board – Tim Weaver, Chair of the Park and Recreation Board, provided an update. Their next meeting is scheduled for July 12, 2017.

PUBLIC COMMENTS: None

ADJOURNMENT at 9:25 PM

Respectfully Submitted,



Lori Ann Leitch, Secretary-Treasurer



2017-06-21

Board of Supervisors Meeting Sign-in Sheet

John & Helen Miller

J. Martin Harnish

Jackie John

Tim W. Swain

Scott Edwards

John Botter

B. Shenk

Walt Kuhl

Ken Stoff - NOFC

Richard Inhorn

Earl A. D.

Dan Meeh

Clare Jones

Deane Thomas

J. Krogue