

# BOARD OF SUPERVISORS SPECIAL MEETING MINUTES | JUNE 6, 2019

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Minutes of the Pequea Township Board of Supervisors Special Meeting held at 6:30 PM on June 6, 2019 at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

## **Present at the meeting were:**

Donald R. Purdum, Jr., Chair  
Anthony Cazillo, III, Vice-Chair  
Cynthia T. Evans-Herr, Supervisor  
E. John Hlavacek, Supervisor  
K. Scott Edwards, Supervisor

## **Others present:**

Kimberly S. Ulaky, Assistant Secretary  
Craig M. Muir, Patrol Officer  
Sign-in Sheet Attached

## **CALL TO ORDER**

Chair Purdum called the meeting to order at 6:30 PM and led the recitation of the Pledge of Allegiance.

## **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.
- An opportunity for public comment will be given before the Board takes official action on agenda items, Public comment for items not on the agenda will be taken before New Business. When the Chair opens the floor, please come to the lectern, state your name and address, and limit your comments to three minutes. Additional time may be granted at the Board's discretion.
- Executive Sessions were held on May 27, 2019 and May 31, 2019 to discuss the negotiation of a collective bargaining agreement and personnel issues.

## **PUBLIC COMMENTS:** Items not on the agenda

None

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Chair Purdum gave a brief overview of each item on the agenda. No public comments.

## **NEW BUSINESS:**

### **1. Consider appointing a Treasurer**

Chair Purdum moved to appoint Connie M. Kauffman as the interim treasurer until the end of August 2019. The hours would be 30 max per week. Her schedule at this time will be a full day (9a-4:30p) on Tuesdays and at least a ½ day on Thursdays. Supervisor Evans-Herr commented that an immediate search should be started for a permanent, preferably a full time treasurer, or a part time treasurer, immediately. Chair Purdum said that will be on the June 19 BOS mtg. agenda. Supervisor Evans-Herr also asked her fellow board members to discuss what "platforms" to post the vacancy be decided, i.e. Monster.com or whatever other platforms they may want to post to. She stated that when this search was last done for a full time treasurer, 100 applications/resumes were received. However, when the search was done for a part time treasurer, they only received a few. Chair

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Purdum made a motion to appoint Connie M. Kauffman as Interim Treasurer; Vice-Chair Anthony Cazillo seconded the motion. The motion passed with all voting in favor; none opposed.

## **2. Consider a resolution appointing a Treasurer for signing of depository accounts**

Chair Purdum made a motion to approve above resolution. Resolution 513-2019 was drafted to appoint Connie M. Kauffman as Treasurer for Pequea Township, effective immediately. Chair Purdum stated that Connie is already bonded as Treasurer for Strasburg Township and has previously worked for Pequea Township in the capacity of Township Secretary.

Supervisor Evans-Herr stated that a previous resolution, 511-2019, established the appointed signatories for specifically, the Police Commission. Resolution 511-2019 of Pequea Township should be repealed and replaced with a new resolution removing Lori A. Leitch, Secretary-Treasurer and replacing with Connie M. Kauffman, Treasurer, to issue and execute drafts to be drawn against the Checking Account in payment of certain financial responsibilities with respect to the operation of the Commission and the Department. The 4 named signatories with joint authority, Conestoga Township and Pequea Township will require execution by all. This superseded resolution should then be mailed to Ed Browne (Commission solicitor).

Chair Purdum called for the vote to approve Resolution 513-2019. The motion passed with all voting in favor; none opposed.

## **3. Consider a resolution appointing Chief Administrative Officer of the Non-Uniformed Employees' Pension Plan**

Chair Purdum stated that is the same as a resolution done at 2019 Re-Org meeting only this resolution, will replace the name Lori A. Leitch with Connie M. Kauffman. Chair Purdum called for the vote to approve Resolution 514-2019. The motion was passed with all voting in favor; none opposed.

## **4. Consider a resolution appointed Chief Administrative Officer of the Uniformed Employees' Pension Plan**

Chair Purdum made a motion to accept and approve Resolution 515-2019. It was seconded by Vice-Chair Cazillo. The motion was passed with all voting in favor; none opposed. Supervisor Evans-Herr noted that this is a "housekeeping" function.

## **5. Consider appointing Treasurer as Benecon Benefits Administrator**

Supervisor Evans-Herr noted that this is also a "housekeeping" function. Chair Purdum requested a motion to appoint the Treasurer as Administrator of Benecon Benefits. Supervisor Evans-Herr, "so moved". Vice-Chair Anthony Cazillo seconded the motion. The motion was passed with all voting in favor; none opposed.

## **6. Consider appointing the Solicitor as Right-to-Know Officer**

Chair Purdum made a motion to appoint the Solicitor as the Right-to-Know Officer. Supervisor Edwards seconded the motion. Supervisor Evans-Herr asked that the Board keep the Solicitor as the permanent Right-to-Know Officer for the future, due to staffing problems in the municipal office. The motion was passed with all voting in favor; none opposed.



**7. Consider a resolution on public comments**

Chair Purdum commented on the fact that a previous resolution in January, on public comments, was only to re-arrange the agenda for Public Comments. Public Comments for items, not on the agenda were taken after New Business meeting. The resolution moved Public Comments for items, not on the agenda, prior to "Old Business". Public Comments for items on the agenda would be taken prior to the start of the "New Business Meeting". Supervisor Evans-Herr objects to not hearing Public Comments for items on the agenda after deliberation and before the official vote. Chair Purdum commented that this is not uncommon in other townships in the County nor in the State of PA, according to PSATS. He attended a Martic Township BOS meeting and went through their minutes, as well as talked with their Secretary. They do not take public comments prior to the official vote but do allow public comment prior to the close of the meeting for 3 minutes per resident. Supervisor Evans-Herr feels this is a violation of the Second Class Township Code. Resident Jackie Johns asked Chair Purdum if he will read all of the agenda items and explain each one of them so that at the close of the meeting, residents can ask questions and voice their concerns on New Business items. She also asked if after the BOS hears the township residents concerns, would this influence the official vote/decision based on those discussions? Chair Purdum responded with absolutely, he will explain all the agenda items and the Board would entertain a re-vote based on those discussions, if warranted. Supervisor Evans-Herr questioned how residents can be put on an agenda; she often has residents request this of her and she would like to comply. Supervisor Hlavacek commented that he feels Public Comment after deliberation and prior to the official vote can help resolve an issue. He has changed his thoughts on an agenda item after hearing what the public has to say and has changed his vote from what he previously considered based on those comments and discussions. Resident Tim Weaver stated that there must be public comments prior to the official vote so the public has an opportunity to voice concerns prior to the official BOS vote. Resident Walt Ruhl commented that Public Comment after deliberation could actually change a resident's mind as well on a particular issue. Rob Reidenbach stated that when Harry Leaman was Chair, he had the format of reading the agenda items, commenting on each for 30 seconds, and then asking for Public Comments that were limited to 1 minute per resident followed by the official vote. Rob said that this helped streamline the meeting. Chair Purdum then stated that this Resolution 516-2019 actually does replace the Resolution passed in January 2019. Vice-Chair Cazillo believes that Public Comment after Board deliberation and prior to the official vote, is how the Business Meeting should be conducted and this is what he saw after visiting other Township BOS meetings prior to be elected to this Board. Chair Purdum called for the vote on Resolution 516-2019; Supervisor Edwards seconded the motion. The motion passed with Chair Purdum, Vice-Chair Cazillo and Supervisor Edwards voting in favor; Supervisor Evans-Herr and Supervisor Hlavacek were opposed.

**8. Consider closing the Township office on Fridays**

Chair Purdum made a motion to have the Township office closed on Fridays. At this point in time, there is no administrative staff in the office on Fridays, so it doesn't make sense to have the office open. A lot of townships are currently closed on Fridays – Martic is one of them. They have "walk-in" hours of 9a-1p Mon-Thurs, but the Secretary is a full time employee. Vice-Chair Cazillo asked about the forms on the website that can be filled out for complaints and road concerns. He asked where these forms go – they go to the Assistant Secretary/Secretary. He asked if on Fridays, these forms could go to the Supervisors? He also asked about having one day Mon-Thurs that the office be open early and/or late for residents to conduct their business. Supervisor Evans-Herr was concerned that the taxpayers were not getting what they were paying for if the office was not open

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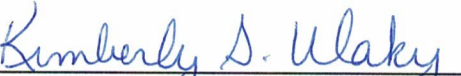
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five days a week. Chair Purdum called for the vote. Supervisor Edwards seconded the motion. The motion was passed with Chair Purdum, Vice-Chair Cazillo, Supervisor Edwards, and Supervisor Hlavacek voting in favor; Supervisor Evans-Herr was opposed.

### ADJOURNMENT

Chair Purdum adjourned the meeting at 7:02pm

Respectfully Submitted,

  
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Kimberly S. Ulaky, Assistant Secretary



# Lequea Township

Board of Supervisors Special Mtg. 6/6/19

1. Jackie Johns
2. Rob Reinhardt
3. ~~Mark Hall~~
4. Elaine & Ethan Jones
5. ~~Donna Jones~~
6. Eric Lucas
7. Tim Weaver & wife

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