

BOARD OF SUPERVISORS RE-ORGANIZATION MEETING MINUTES | January 6, 2020 7:00 PM

Minutes of the Pequea Township Board of Supervisors Meeting held at 7:00PM on January 6, 2020 at the New Danville Fire Company, 43 Marticville Rd., Lancaster, PA 17603

Present at the meeting were:

Donald R. Purdum, Jr., Chair
Anthony Cazillo, III, Vice-Chair
E. John Hlavacek, Supervisor
K. Scott Edwards, Supervisor
Eric H. Lucas, Supervisor

Others present:

Kimberly S. Ulaky, Secretary
John R. Michener, Chief of Police

Sign-in Sheet Attached

CALL TO ORDER

Chair Purdum called the meeting to order at 7:00 PM and led the recitation of the Pledge of Allegiance.

ANNOUNCEMENTS

- Public Comments for items on the agenda will be taken immediately after the Chair and Secretary have been appointed.

PUBLIC COMMENTS:

- Public comments are encouraged and welcomed from Pequea Township residents and taxpayers, only. Please come to the lectern and limit your comments to three (3) minutes. If the conversation dictates more than three (3) minutes, time may be extended. When your 3 minutes are up, the Chair will tap the gavel to signal that time is up. By having organized public comments, we will be allowing more of our citizens to express their views. Comments for items on the agenda and items not on the agenda will be taken prior to the start of the Business Meeting.

ORGANIZATION

BOARD OF SUPERVISORS

1. Appoint Chair of the Board of Supervisors

Vice Chair moved to appoint Don Purdum as Chairman of the Pequea Township Board of Supervisors. It was seconded by Supervisor Edwards. The motion was passed with all voting in favor; none opposed.

2. Appoint Permanent Part Time Secretary

Chair Purdum moved to appoint Kim Ulaky as the Permanent Part Time Secretary. Vice Chair Cazillo seconded the motion. The motion passed with all voting in favor; none opposed.

Public Comments for items on the agenda:

None

3. Appoint Vice-Chair of the Board of Supervisors

Supervisor Edwards moved to appoint Anthony Cazillo as Vice-Chairman of the Pequea Township Board of Supervisors. It was seconded by Supervisor Lucas. The motion passed with all voting in favor; none opposed.

4. Appoint Road/Park Crew (Public Works) Liaison

Supervisor Cazillo moved to appoint Supervisor Edwards as the Road/Park Crew Liaison. It was seconded by Supervisor Lucas. The motion passed with all voting in favor; none opposed.

5. Appoint Legal Liaison

Supervisor Edwards moved to appoint Chair Purdum as Legal Liaison. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

6. Appoint Police Liaison

Chair Purdum moved to appoint Supervisor Lucas as Police Liaison. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

7. Appoint Administrative Liaison

Vice Chair Cazillo moved to appoint Chair Purdum as Administrative Liaison. It was seconded by Supervisor Edwards. The motion passed with all voting in favor none opposed.

8. Appoint Volunteer Fire Company Liaison

Supervisor Edwards moved to appoint Vice-Chair Cazillo as the Volunteer Fire Company Liaison. It was seconded by Supervisor Lucas. The motion passed with all voting in favor; none opposed.

9. Appoint Voting Delegate for PSATS Conference

Supervisor Edwards moved to appoint Supervisor Lucas to be the Voting Delegate for the PSATS Conference in 2020. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

10. Appoint Community Block Grant Program Representative

Chair Purdum moved to appoint Supervisor Hlavacek to represent Pequea Township at the meetings of the Community Block Grant Program. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

TOWNSHIP ADMINISTRATION & PERSONNEL

11. Authorize Representative for the Declaration of Snow and Ice Emergencies

Supervisor Edwards moved to authorize Chair Purdum and Jeff Fry, Roadmaster to be Duly Authorized Representatives for the Declaration of Snow and Ice Emergencies as described in Section 304 of Traffic Ordinance 215-2019. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

12. Appoint Permanent Part Time Treasurer - Resolution

Chair Purdum moved to approve Resolution 539-2020 to appoint Nancy M. Keebler as Permanent Part Time Treasurer. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

13. Set amount of Treasurer Bond

Chair Purdum moved to set the amount of the Treasurer Bond at \$2 Million - \$1 Million each for Treasurer and Assistant Treasurer. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

14. Resolution – Appoint Chief Administrative Officer of the Non-Uniformed Employees’ Pension Plan

Chair Purdum moved to adopt Resolution 532-2020 appointing Nancy M. Keebler, Treasurer as Chief Administrative Officer of the Pequea Township Non-Uniformed Employees’ Pension Plan for the purpose of carrying information to the Department of the Auditor General and to administer funds with the Principal Financial Group. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

15. Resolution – Appoint Chief Administrative Officer of the Uniformed Employees’ Pension Plan

Chair Purdum moved to adopt Resolution 533-2020 appointing Nancy M. Keebler, Treasurer as Chief Administrative Officer of the Pequea Township Uniformed Employees’ Pension Plan for the purpose of carrying information to the Department of the Auditor General and to administer funds with the Principal Financial Group. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

16. Resolution – Appoint Depositories for 2020 – PNC Bank and PLGIT Accounts

Chair Purdum moved to adopt Resolution 535-2020 appointing PNC Bank and Pennsylvania Local Government Investment Trust (PLGIT) as depositories for the year 2020. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

17. Resolution – Appoint Treasurer as Signatory for SRPC Checking Account

Chair Purdum moved to adopt Resolution 534-2020 appointing Nancy M. Keebler as a Pequea Township signatory for the Southern Regional Police Commission Checking Account. It was seconded by Supervisor Lucas. The motion passed with all voting in favor; none opposed.

18. Resolution – Authorize revision of Fee Schedule for fees charged in connection with the Township Zoning Ordinance Applications and other fees associated with the administration of the Township.

Chair Purdum moved to adopt Resolution 536-2020 authorizing the change of fees in the Pequea Township 2020 “Fee Schedule” associated with Township Zoning Ordinance Applications and other fees associated with the administration of the Township, as recommended by the Township Zoning Officer. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

19. Appoint Benecon Benefits Administrator

Chair Purdum moved to appoint Nancy Keebler as the Benecon Benefits Administrator. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

20. Appoint Permanent Part Time Assistant Treasurer

Chair Purdum moved to appoint Kim Ulaky as the permanent part time Assistant Treasurer. The motion was seconded by Supervisor Edwards. The motion passed with all voting in favor none opposed.

21. Appoint Permanent Part Time Assistant Secretary

Chair Purdum moved to appoint Nancy Keebler as the permanent part time Assistant Secretary. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

22. Appoint Roadmaster

Supervisor Edwards moved to appoint Jeff Fry as the Roadmaster as a rate of \$28.00/hour effective 01/06/2020. The motion was seconded by Supervisor Hlavacek. The motion passed with all voting in favor; none opposed.

Supervisor Edwards also moved to amend Item 11, changing "Road Foreman/Roadmaster" to simply "Roadmaster". Chair Purdum seconded the motion. The motion passed with all voting in favor; none opposed.

23. Set Township hours for 2020

Chair Purdum moved to set the Township hours for 2020 as 9:00am – 4:30pm, Monday through Thursday; closed Friday. The motion was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

24. Set Mileage Reimbursement Rate for 2020

Chair Purdum moved to authorize mileage reimbursement for employees, supervisors, and volunteers who use their personal vehicles for approved township business at the rate of 57.5 cents per mile set by the Internal Revenue Service for 2020. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

PLANNING & ZONING

25. Appoint Zoning Officer

Chair Purdum moved to appoint Solanco Engineering Associates, LLC as Zoning Officer for Pequea Township and set pay according to the 2020 Rate Schedule. The motion as seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

26. Appoint Building Code Official and Code Enforcement Officer

Chair Purdum moved to appoint Mark Deimler as Building Code Official and Code Enforcement Officer for Pequea Township and set pay according to the 2020 Rate Schedule. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

27. Resolution – Appoint Zoning Hearing Board member

Supervisor Edwards moved to adopt Resolution 537-2020 appointing Jeffrey G. Kreider_ to the Pequea Township Zoning Hearing Board for a five-year term ending January 2024. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

28. Set Zoning Hearing Board members' rate of pay

Chair Purdum moved to set the rate of pay for Zoning Hearing Board members at \$40.00 per meeting attended. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

29. Set Zoning Hearing Board Solicitor's rate of pay limit

Chair Purdum moved to set the rate of pay for the Zoning Hearing Board Solicitor not to exceed \$155.00 dollars per hour. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

30. Appoint Planning Commission member

Chair Purdum moved to appoint Neil Freidly to the Pequea Township Planning Commission for a four-year term ending January 2023. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

31. Appoint Municipal Representative to Route 272 Study Advisory Committee

Chair Purdum moved to appoint Supervisor Hlavacek to serve as a Municipal Representative to the Route 272 Study Advisory Committee for 2020. It was seconded by Supervisor Edwards. Supervisor Hlavacek noted that this study committee is winding down and the study is mostly complete. The motion passed with all voting in favor; none opposed.

32. Appoint UCC Inspection Agency (1 of 2)

Chair Purdum moved to appoint Commonwealth Code Inspection Service as a Uniform Construction Code (UCC) Inspection Agency for Pequea Township for the year 2020. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

33. Appoint UCC Inspection Agency (2 of 2)

Chair move to appoint Code Administrators, Inc. as a Uniform Construction Code (UCC) Inspection Agency for Pequea Township for the year 2020. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

ENGINEERING

34. Appoint Township Engineer

Chair Purdum move to appoint Solanco Engineering Associates, LLC –Mark Deimler as Engineer for Pequea Township for all general purposes and set pay according to the 2020 Rate Schedule. It was seconded by Vice-Chair Cazillo.

35. Appoint Alternate Engineer

Chair Purdum moved to table the item of appointing Alternate Engineer for Pequea Township and set pay according to the 2020 Rate Schedule. It was seconded by Vice-Chair Cazillo. The motion was passed with all voting in favor; none opposed.

36. Appoint Engineer for Municipal Separate Storm Sewer System (MS4)

Chair Purdum moved to table appointing the Engineer for Pequea Township's Municipal Separate Storm Sewer System (MS4) projects. It was seconded by Vice-Chair Cazillo. The motion was passed with all voting in favor; none opposed.

SEWAGE ENFORCEMENT

37. Appoint Sewage Enforcement Officer

Chair Purdum move to appoint Mark Deimler as Sewage Enforcement Officer for Pequea Township and set pay according to the 2020 Rate Schedule. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

38. Appoint Alternate Sewage Enforcement Officer

Chair Purdum moved to appoint Hanover Engineering as Alternate Sewage Enforcement Officer for Pequea Township and set pay according to the 2020 Rate Schedule. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

LEGAL

39. Appoint Township Solicitor

Chair Purdum move to appoint Dethlefs•Pykosh Law Group, LLC as Solicitor for Pequea Township for all general purposes and set pay according to the 2020 Rate Schedule. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

40. Appoint Open Records Officer

Chair Purdum moved to appoint Dethlefs•Pykosh Law Group, LLC as Open Records Officer for Pequea Township. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

41. Appoint Special Counsel

Chair Purdum move to appoint McNees, Wallace & Nurick LLC as Special Counsel for Pequea Township for personnel matters and set pay according to the 2020 Rate Schedule. The motion was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

AUDITING

42. Resolution – Appoint Certified Public Accountant to perform 2019 Audit

Chair Purdum moved to adopt Resolution 538-2020 appointing RKL LLP as the Certified Public Accountant to perform the audit of the Pequea Township books for 2019. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

43. Appoint Board of Auditors member

Chair Purdum moved to table this appointment to the Pequea Township Board of Auditors for a term expiring January 2021. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

Chair Purdum moved to accept the Letter of Resignation from Richard Cummings, the elected Auditor, due to personal health reasons. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

EMERGENCY MANAGEMENT

44. Appoint Emergency Management Coordinator

Chair Purdum moved to appoint Anthony Williams as Emergency Management Coordinator for Pequea Township. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed.

45. Appoint Deputy Emergency Management Coordinator

Chair Purdum moved to appoint Chief John Michener as Deputy Emergency Management Coordinator for Pequea Township. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

46. Appoint Assistant Emergency Management Coordinator

Chair Purdum moved to appoint Bill Birchall as Assistant Emergency Management Coordinator for Pequea Township. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

OTHER APPOINTMENTS

47. Appoint Real Estate Tax Collector

Chair Purdum moved to appoint the County of Lancaster to collect real estate taxes for Pequea Township for the year 2020. It was seconded by Vice-Chair Cazillo. The motion passed with all voting in favor; none opposed.

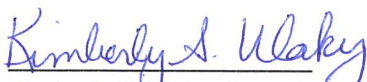
48. Appoint Vacancy Board Chair for 2020

Chair Purdum moved to appoint Christine Haas as Chair of the Pequea Township Vacancy Committee for 2020. It was seconded by Vice-Chair Cazillo. The motion passed with Chair Purdum, Vice-Chair Cazillo, Supervisor Edwards and Supervisor Lucas; Supervisor Hlavacek was opposed.

ADJOURNMENT

Chair Purdum adjourned the meeting at 7:45pm

Respectfully Submitted,


Kimbrrly S. Ulaky, Secretary

2020 Pequeta Township Board of Supervisors 11/6/2020
Re-org Mtg. Sign On
sheet

Rob Keegubal

Bonnie Jones

Jackie Johnson

W. Kreider

Carolyn Johnson

Donna Weaver