

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

Minutes of the Pequea Township Board of Supervisors Meeting held at 7:00PM on December 18, 2019 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

Others present:

Kimberly S. Ulaky, Secretary
John R. Michener, Chief of Police
Michael J. Pykosh, Solicitor
Sign-in Sheet Attached

Cynthia Evans-Herr was not able to attend this meeting as she is quite ill and hospitalized at LGH. Please keep her in your thoughts and prayers.

CALL TO ORDER

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

ANNOUNCEMENTS

- An Executive Session was held November 14, 2019 to discuss a legal matter.
- An Executive Session was held December 9, 2019 to interview a candidate for Treasurer

MINUTES OF PREVIOUS MEETING(S):

Chair Purdum moved to approve the minutes of the October 16, 2019 Board of Supervisors Meeting. It was seconded by Supervisor Edwards. The motion was passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

Chair Purdum moved to approve the minutes of the November 20, 2019 Board of Supervisors Meeting, It was seconded by Vice Chair Cazillo, who also wanted to include the Heap L. Ngo letter that is referenced in those minutes, but hadn't been included. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

TREASURER'S REPORT: Chair Purdum moved to approved checks 12466-12491 from the General Fund, and checks 1696-1699 from the Recreation Fund. Vice Chair Cazillo seconded the motion. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote. A copy of the bill list is on the table.

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

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

on the agenda and items not on the agenda will be taken prior to the start of the Business Meeting.

Items on the agenda:

Chair Purdum gave a quick run-down of items 1. through 10. on the agenda:

We're going to hire a new part-time Treasurer, Nancy Keebler. Nancy, in my opinion is more than highly qualified for the position. She has a B.S. degree in accounting and a Masters in Business Administration. She was a Manheim Township Commissioner (elected official) in the past, so she understands both sides of the table, very well. I think she will be a great addition to our team.

We have a few housekeeping items to do this evening. There will be a resolution to appoint our Assistant Treasurer Kim, in the interim, to be the signatory for the Southern Regional Police Commission until Nancy comes on board 1/6/20. Two other resolutions will also appoint Kim to be the Chief Administrative Officer of the Uniformed and Non Uniformed Employees' Pension Plans, until the new Treasurer starts 1/6/20, assuming she is hired this evening. Number 5.-we have to revise the Minimum Municipal Obligation for the (Police) Uniformed Employees' Pension Plan, to show the change of the number of police officers on the force.

6. We want to add a donation fund called the Pequea Township Police Dept. to the all-purpose Donation Fund, with a new G/L account#. This will give a designated account for those that want to donate to the police department. The intent is so the Chief can utilize those monies however he sees fit or if the donator singles out a specific purpose for the money, he can honor that as well.

7. It's a request for a Letter of Credit Reduction for Willow Run, Phase II and II at the recommendation of the Township Engineer.

8. We want to consider appointing the County of Lancaster as Tax Collector for Pequea Township Municipal and County Real Estate Taxes. We must do so by 12/20/2019; normally we would this at the re-organization meeting but we're forced to do so tonight.

9. We want to consider hiring an "on call, as needed basis" snow plow operator. Supervisor Edwards will have more information on that item.

10. We need to authorize the secretary to advertise the 2020 Board of Supervisors Meetings as per the 2nd class Township Code.

So with that, I'll go ahead and open it up for Public Comments on items that are on the agenda:

Jackie Johns, Pequea Township: When you hire the part time treasurer, will you say her name again and state what you're going to pay her, correct? *Yes, the motion will include that information.*

Will you state what the new G/L# will be for the police department fund within the Donation Fund. *Yes, the motion will state that we'll ask the treasurer to create a new G/L# for this fund for the police and it will be in their budget.*

Meredith Cooke, 15 Lark Ln.: In addition to that fund, the police fund will be a separate donation fund that the township will manage but will come in to the police and will be aligned with the police budget, correct? *Yes* Is there something like that for Silver Mine Park? *To my knowledge, I don't believe there is – No one has ever given a donation just to the park, that I know of but that doesn't mean we can't create one.* If that's something that you need someone to spearhead; I'd be happy to spearhead that kind of program. Perhaps set something up on the website to have interested people sign up to be volunteers for certain events, fire company, police and also Silver Mine Park. Perhaps the Spring would be a good

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

time to go over that again, and again I'd be happy to spearhead that for the Township in good faith. Wren would be happy to help too!

Tim Weaver, Baumgardner Road: Just something to note on volunteers for the Park. I volunteered hundred of hours to the Park, and it never did anything for me. I had 6 volunteers from Sierra Club lined up to help with a project, that we had to give the grant money back, because the Supervisors felt that the project wasn't warranted. I also had another list of volunteers to come and help with trail work, but was told that no more work was needed on the trails, so my area volunteer list dried up. You won't get many volunteers for down there after what went down this year and that's a fact.

Items not on the agenda:

Jackie Johns, Pequea Township: I know we've been all through the budget, but I wanted to remind you that there was an agenda item for the Township to charge people that work in the township – that's would not be all residents, it would be working people in Pequea Township that reside in other townships, but you didn't want to do that. And I see in the newspaper that a lot of the townships, right now, with the interest rates are getting those low interest rate loans. Why don't you think about that to get a new salt shed, or other items that you want to spend 50K or 100K dollars on, that's what low interest loans are for and God forbid that we should raise the municipal tax a small bit to get some money together for the township; it wouldn't be much but you could have your cake and eat it too. There's never any talk about any of those 3 things, maybe you should rethink those options. Also, enough about this previous Board and the police bill that we were stuck with everything when Conestoga left the agreement, and we were stuck spending some extra money. That Board negotiated that and the reason they did was because Conestoga Township was going to sue Pequea Townshi. That 3 member board determined that a lawsuit would have cost the township quite a bit more money than was spent by Pequea Twp to let them out of the agreement. So enough already about how much money the township wasted. The 3rd thing is why did you let Heap ramble on and on about Supervisor Evans-Herr, when he has had multiple code violations over the years and some really bad code violations. That was one side of the story and quite unfair. The last thing is I hope you all will thank Cynthia Evans-Herr for her 6 years of service to the Township. She single handedly ran the Township when Rob Reidenbach and Don Flick resigned at the same time. She was instrumental in the police transfer, she knew what was going on with the budget, especially the Park which was greatly improved. Yes, there were some problems; maybe she wasn't the most tactful, but she doesn't suffer fool's language, and it always takes 2 to have problems.

Meredith Cooke, 15 Lane Ln.: Just three things, I wonder if you can answer any of these 3 questions. Why isn't Cindy here Jackie Johns responded that she's in the hospital and has been for the last 3 days, but she knows what's going on. Second question, how come the Daddy Justice guy didn't come? I don't know if anyone can answer that question; I just wanted to know why he didn't come this evening? And the 3rd question is regarding the balance sheet; but you haven't hired the new treasurer as of yet this evening, correct? So, is Connie still doing the job part time, correct? Yes. So for the total number of current assets, is this number correct on the balance sheet? Is this the final number for the year or not? No. When we will have the final numbers for the year? *I would say sometime in January.* So, do you have a guesstimate of what the final number will be? *No, because I don't know what bills are yet to be paid or what invoices will come in after the end of the year that will need to be credit to 2019.*

For the Operating Reserve Fund, is this the fund that you were referring to back in June – there was a number from PSATS that every township should have in one of these funds, a certain percentage? No,

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

the Operating Reserve Fund is a separate fund, but it's part of the General Fund and every township should strive to have \$300,000.00 in that fund. Ideally it should be \$400,000.00 and that's your rainy day fund that can be used for disasters that might occur, things like that...we will know when it happens!

The money market account, what budget is that part of? The money market account is an account where funds sit to gain interest. When money is needed in the checkbook for payroll or bills, that amount is transferred to the checking account (no interest) where a check will be cut for vendors or electronically deposited to each employee's bank for payroll. What is the interest on that Money Market Account. We will have to get that information for the next meeting.

I would like to request a forensic audit of the monies in the Money Market Account from May to December. There will be full audit of all the books in January. The auditor is RKL CPA. Their report will come back to the Township probably late February or early March.

OLD BUSINESS: None

NEW BUSINESS:

1. Consider hiring a new permanent part-time Treasurer

Chair Purdum made a motion to hire Nancy Keebler as the permanent part time Treasurer, starting on 1/6/2020 – not to exceed 30 hours per week at a starting rate of \$25.00/hour. It was seconded by Vice Chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

2. Consider a motion to adopt Resolution to appoint Assistant Treasurer as Signatory for Southern Regional Police Commission (SRPC) checking account with PNC Bank

Chair Purdum made a motion to adopt Resolution 528-2019 to appoint Kimberly Ulaky as the Signatory for the Southern Regional Police Commission (SRPC) checking account with PNC Bank. It was seconded by Supervisor Edwards. The motion was passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

3. Consider a motion to adopt Resolution appointing Chief Administrative Officer of the Uniformed Employees' Pension Plan

Chair Purdum made a motion to adopt Resolution 529-2019 appointing Kimberly Ulaky as the Chief Administrative Officer of the Uniformed Employees' Pension Plan. It was seconded by Vice Chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

4. Consider a motion to adopt Resolution appointing Chief Administrative Officer of the Non-Uniformed Employees' Pension Plan

Chair Purdum made a motion to adopt Resolution 530-2019 to appoint Kimberly Ulaky as the Chief Administrative Office of the Non-Uniformed Employees' Pension Plan. It was seconded by Supervisor Edwards. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

5. Consider revised MMO for Uniformed Employees' Pension Plan

Chair Purdum made a motion to approve the revision of the Minimum Municipal Obligation (MMO) for the Uniformed Employees' Pension Plan to \$59,593.00 per the Treasurer's recommendation. It was seconded by Vice Chair Cazillo. The motion passed with all voting in faov; none opposed. Supervisor Evans-Herr was not present to vote.

6. Consider a motion to approve adding a donation fund called Pequea Township Police Department to the all-purpose Donation Fund

Chair Purdum made a motion to authorize the Treasurer to create a G/L Account for a police donation fund. It was seconded by Vice chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote. Chief Michener interjected that he'd like to explain to the people so they know how this request originated. Based off a very unfortunate incident in the beginning of November; Officer Vital was dispatched around 4:00 AM to an address on Rawlinsville Rd. for a cardiac arrest. A male, only 46 years old, Leif Anderson – don't know how many of you know the Anderson family, or Leif.. He suffered a very serious and unforeseen medical emergency. Officer Vital was there within a few minutes and started CPR – actually shocked him with AED Device (twice) and continued CPR until West Willow Firemen arrived and helped with the CPR and may have shocked him another time until the LEMSA people arrived and took over. Unfortunately, despite all they did for him, he did pass away. Completely unforeseen, several kids at home just a very unfortunate incident. That family was very gracious in that "in lieu of flowers" they requested that donations in Leif's name be made to the Pequea Township Police Department and the Wet Willow Fire Department. They started a "Go Fund Me" account ad I received a few checks because of that. We obviously needed a place to put this money; so I reached out to Chairman Purdum and that us to today and creating this donation account. It's obviously a good thing for the township and I wanted to make it sure it was stated in the minutes so that it was memorialized as to where the money came from and it's Leif Anderson and his family that started this process.

7. Consider Letter of Credit Reduction (Request #4) for Willow Run Phase II and III based on the Township Engineer's recommendation in December 1, 2019, letter

Per the recommendation of the Township Engineer, Chair Purdum moved to approve the Letter of Credit Reduction request in the amount of \$103,271.345 for Willow Run Phase II and II. It was seconded by Supervisor Edwards. Supervisor Hlavacek has a concern that they planted grass seed and it didn't germinate. It's late in the year and may not germinate. Not knowing too much about grass, I do know that is very expensive to replant. Are we letting them off the hook to plant grass again in the Spring if it doesn't germinate? That's what I'm concerned about. Chair Purdum asked "Have you talked to the Engineer regarding this"? Supervisor Hlavacek repied no and Chair Purdum encouraged him to express his concerns to the Engineer to get his thoughts on this. The motion passed with the Chair Purdum, Vice Chair Cazillo and Supervisor Edwards voting in favor; Supervisor Hlavacek was opposed. Supervisor Evans-Herr was not present to vote.

8. Consider a motion to appoint the County of Lancaster, as Tax Collector for Pequea Township Municipal & County Real Estate Taxes

Chair Purdum made a motion to appoint the County of Lancaster as Tax Collector for Pequea Township Municipal & County Real Estate Taxes in 2020. It was seconded by Vice Chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

BOARD OF SUPERVISORS MEETING MINUTES | December 18, 2019 7:00 PM

9. Consider hiring an "On Call, as needed basis", Snow Plow Operator(s)

Supervisor Edwards made a motion to hire Ronald Stauffer as a "on call", as needed basis, Snow Plow Operator contingent on satisfactory background checks at a rate of \$18.54/hour. It was seconded by Vice Chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

10. The 2020 Board of Supervisors will meet every third Wednesday of each month, starting at 7:00pm.

The Re-Organization meeting will be on January 6, 2020 at 7:00pm.

The monthly meeting dates will be:

**January 15, 2020 | February 19, 2020 | March 18, 2020 | April 15, 2020 | May 20, 2020 | June 17, 2020 |
July 15, 2020 | August 19, 2020 | September 16, 2020 | October 21, 2020 | November 18, 2020 |
December 16, 2020**

Chair Purdum made a motion to set the Board of Supervisors Monthly Meetings in 2020 for every third Wednesday of each month at 7:00pm, to include the Re-organization meeting for January 6, 2020; also authorizing the Board Secretary to advertise this information in the newspaper. It was seconded by Vice chair Cazillo. The motion passed with all voting in favor; none opposed. Supervisor Evans-Herr was not present to vote.

REPORTS/UPDATES:

Pequea Township Police Department – Chief's Report is on the table

Pequea Township Public Works Department – Public Works October report on table

Lancaster Inter-Municipal Committee – Met last week; and the committee voted not to put any money into the Clean Water Consortium and at the end of next year, the dues would be re-evaluated.

Suburban Lancaster Sewer Authority – Representative's Update

Zoning/Code Enforcement Officer – Report on File

Pequea Township Zoning Hearing Board - January 7, 2020 ZHB Mtg.

Consider Variance – Property set-back for detached garage for 518 Byerland Church Rd

The first part of this meeting will be the re-organization mtg. for the Zoning Hearing Board

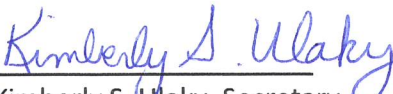
Pequea Township Planning Commission - none

Chair Purdum wished all a very Merry Christmas; be safe out there in your travels, and we'll see you all in 2020!

ADJOURNMENT

The meeting was adjourned at 7:50 PM

Respectfully Submitted,


Kimberly S. Ulaky, Secretary

Pequea Township Board of Supervisors Mtg - 7pm
and Budget Adoption Mtg - 6:30pm

Rob Reidenbach

December 18, 2019
Sign-in sheet

Gar Dellascio

Jackie Johns

Jim Wynn

Tom Killion

Jeff & Della Kreider

Eldine Jones

Meredith Cooke

Annell

Eric Lucas

Bonnie Lucas

Mary Brunge

B. Sherk

Keith Hawn

Wren Cooke