

# BOARD OF SUPERVISORS ORGANIZATIONAL MEETING MINUTES

## JANUARY 2, 2018

Minutes of the Board of Supervisors Meeting held at 7:00 PM on January 2, 2018 at the New Danville Fire Company, 43 Marticville Road, Lancaster, PA 17603.

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

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

### **Others present:**

Lori Ann Leitch, Secretary-Treasurer  
Sign-in Sheet Attached

### **CALL TO ORDER**

#### **Pledge of Allegiance**

### **ANNOUNCEMENTS:**

- The first and foremost priority of this meeting is to publicly conduct Pequea Township business. In that effort, I 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.

### **ORGANIZATION:**

#### **BOARD OF SUPERVISORS**

1. **Nominate Chair of the Board of Supervisors** – Supervisor Evans-Herr moved to appoint Supervisor Race as Chair of the Board of Supervisors. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
2. **Nominate Vice-Chair of the Board of Supervisors** – Chair Race moved to appoint Supervisor Evans-Herr as Vice-Chair of the Board of Supervisors. Supervisor Evans-Herr seconded the motion. All voted in favor; none opposed.
3. **Appoint Volunteer Fire Company Liaison** – Chair Race moved to appoint Supervisor Hlavacek as the Volunteer Fire Company Liaison. Motion died due to lack of a second. Supervisor Hlavacek moved to appoint Chair Race as the Volunteer Fire Company Liaison. Motion died due to lack of a second. Vice-Chair Evans-Herr moved to not have a Volunteer Fire Company Liaison. Chair Race seconded the motion. All voted in favor; none opposed.
4. **Appoint Road Crew Liaison** – Vice-Chair Evans-Herr moved to table this until the appointment of a Roadmaster is considered (agenda item #11). Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
5. **Appoint Voting Delegate for PSATS Conference** – Vice-Chair Evans-Herr moved to appoint Supervisor Hlavacek as the Voting Delegate for the annual PSATS Conference. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

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6. **Appoint Community Block Grant Program Representative** – Supervisor Hlavacek moved to appoint Vice-Chair Evans-Herr to represent Pequea Township for the Community Block Grant Program in 2018. Chair Race seconded the motion. All voted in favor; none opposed.
7. **Approve Lancaster Inter-Municipal Committee membership and appoint Representative** – Supervisor Hlavacek moved to approve Pequea Township’s membership in the Lancaster Inter-Municipal Committee and appoint Vice-Chair Evans-Herr to represent Pequea Township at the meetings. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
8. **Appoint Ag Security Committee Chair** – Supervisor Hlavacek moved to appoint Vice-Chair Evans-Herr as Chairperson of the Ag Security Committee. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

**TOWNSHIP ADMINISTRATION & PERSONNEL**

9. **Set Township hours for 2018** – Chair Race moved to keep the Township office hours Monday through Friday 9:00 AM - 4:30 PM. Vice-Chair Evans-Herr seconded the motion.

Rob Reidenbach of 330 Pleasant View Drive inquired about the hours of the office staff. Vice-Chair Evans-Herr replied the Secretary-Treasurer is a salaried employee, and the Assistant Secretary works part-time.

All voted in favor; none opposed.

10. **Resolution - Set Township Fees for 2018** – Vice-Chair Evans-Herr moved to adopt Resolution 469-2018 setting the fees associated with the administration of the Township for the year 2018. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

11. **Appoint Roadmaster** – Vice-Chair Evans-Herr moved to have the Board of Supervisors oversee the Road Crew. Motion died due to lack of a second. Supervisor Hlavacek moved to leave the Roadmaster position unfilled. Chair Race seconded the motion.

Ken Adams of 39 Cobblestone Drive believes having three people in charge of the Road Crew would lead to miscommunication.

Harry Lehman of 21 Silver Mine Road advocates having a Road Crew Liaison. Vice-Chair Evans-Herr supports having a Liaison as long as the Liaison functions as a conduit of information and not a Department Head.

All voted in favor of leaving the Roadmaster position unfilled; none opposed.

4. **Appoint Road Crew Liaison** – Supervisor Hlavacek moved to appoint Chair Race as Road Crew Liaison. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

12. **Authorize Representative for the Declaration of Snow and Ice Emergencies** – Chair Race moved to appoint the Chair of the Board of Supervisors, or the Road Foreman, to be Duly Authorized Representatives for the Declaration of Snow and Ice Emergencies as described in Section 304 of Ordinance 197-2016.

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**13. Appoint Secretary-Treasurer** – Vice-Chair Evans-Herr moved to appoint Lori Ann Leitch as the Secretary-Treasurer. Chair Race seconded the motion. All voted in favor; none opposed.

**14. Set Treasurer Bond for 2018** – Vice-Chair Evans-Herr moved to set the Treasurer Bond for 2018 at one million dollars (\$1,000,000.00). Chair Race seconded the motion.

Scott Edwards of 98 Baumgardner Road asked if the police budget is included in the amount covered by the bond. Vice-Chair Evans-Herr responded affirmatively.

Mr. Adams asked if the Township balances have approached the bond limit. The Treasurer recalled reaching \$800,000.00 at one point, but 2017 ended with less than \$600,000.00 in the General Fund.

All voted in favor of setting the Treasurer Bond at one million dollars (\$1,000,000.00); none opposed.

**15. Resolution - Appoint Chief Administrative Officer of the Non-Uniformed Employees' Pension Plan** – Vice-Chair Evans-Herr moved to adopt Resolution 470-2018 appointing Lori Ann Leitch, Secretary-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. Chair Race seconded the motion. All voted in favor; none opposed.

**16. Resolution - Appoint Chief Administrative Officer of the Uniformed Employees' Pension Plan** – Vice-Chair Evans-Herr moved to adopt Resolution 471-2018 appointing Lori Ann Leitch, Secretary-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 Pennsylvania Municipal Retirement System (PMRS). Chair Race seconded the motion. All voted in favor; none opposed.

**17. Resolution - Appoint Depositories for 2018** – Chair Race moved to adopt Resolution 472-2018 appointing PNC Bank, Citizens Bank, and Pennsylvania Local Government Investment Trust (PLGIT) as depositories for the year 2018. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

**18. Appoint Assistant Secretary** – Chair Race moved to appoint Kimberly Ulaky as Assistant Secretary. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

**19. Personnel Policy benefits for 2018** – Chair Race moved to keep the Personnel Policy benefits for 2018 the same as in the Personnel Policy adopted March 19, 2015 until a new one is printed. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

**20. Set Mileage Reimbursement Rate for 2018** – Chair Race moved to authorize mileage reimbursement for employees, Supervisors, and volunteers who use their personal vehicles for approved Township business at the rate of 54.5 cents per mile set by the Internal Revenue Service for 2018. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

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### PLANNING & ZONING

- 21. Appoint Zoning Officer and Code Enforcement Officer** – Vice-Chair Evans-Herr moved to appoint Mark Deimler of Solanco Engineering Associates, LLC as Zoning Officer and Code Enforcement Officer for Pequea Township and set pay according to the 2018 Rate Schedule. Chair Race seconded the motion. All voted in favor; none opposed.
- 22. Appoint Building Code Official** – Vice-Chair Evans-Herr moved to appoint Mark Deimler as Building Code Official for Pequea Township and set pay according to the 2018 Rate Schedule. Chair Race seconded the motion. All voted in favor; none opposed.
- 23. Resolution - Appoint Zoning Hearing Board member** Vice-Chair Evans-Herr moved to adopt Resolution 473-2018 appointing Thomas Haas to the Pequea Township Zoning Hearing Board for a five-year term ending January 2023. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
- 24. Set Zoning Hearing Board members' rate of pay** – Vice-Chair Evans-Herr moved to set the rate of pay for Zoning Hearing Board members at forty dollars (\$40.00) per meeting attended. Chair Race seconded the motion. All voted in favor; none opposed.
- 25. Set Zoning Hearing Board Solicitor's rate of pay limit** – Vice-Chair Evans-Herr moved to set the rate of pay for the Zoning Hearing Board Solicitor not to exceed one hundred fifty-five dollars (\$155.00) per hour. Chair Race seconded the motion.
- Mr. Adams inquired about the Zoning Hearing Board Solicitor. Vice-Chair Evans-Herr explained the Zoning Hearing Board chooses its own Solicitor. The Board of Supervisors merely sets a limit on the rate of pay.
- All voted in favor; none opposed.
- 26. Appoint Planning Commission member** – Chair Race moved to appoint Robert Heckrote to the Pequea Township Planning Commission for a four-year term ending January 2022. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
- 27. Appoint Municipal Representative to Route 272 Study Advisory Committee** – Vice-Chair Evans-Herr moved to appoint Supervisor Hlavacek to serve as a Municipal Representative to the Route 272 Study Advisory Committee for 2018. Chair Race seconded the motion. All voted in favor; none opposed.
- 28. Appoint UCC Inspection Agencies** – Chair Race moved to appoint Commonwealth Code Inspection Services, Inc and Code Administrators, Inc as the Unified Construction Code (UCC) Inspection Agencies for Pequea Township for the year 2018. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

### ENGINEERING

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- 29. Appoint Township Engineer** – Chair Race moved to appoint Solanco Engineering Associates LLC as Engineer for Pequea Township for all general purposes and set pay according to the 2018 Rate Schedule. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
- 30. Appoint Alternate Engineer** – Vice-Chair Evans-Herr moved to appoint Hanover Engineering as Alternate Engineer for Pequea Township and set pay according to the 2018 Rate Schedule. Chair Race seconded the motion. All voted in favor; none opposed.
- 31. Appoint Engineer for Municipal Separate Storm Sewer System (MS4)** – Vice-Chair Evans-Herr moved to appoint Hanover Engineering as Engineer for Pequea Township’s Municipal Separate Storm Sewer System (MS4). Chair Race seconded the motion. All voted in favor; none opposed.

**SEWAGE ENFORCEMENT**

- 32. Appoint Sewage Enforcement Officer** – Chair Race moved to appoint Mark Deimler as Sewage Enforcement Officer for Pequea Township and set pay according to the 2018 Rate Schedule. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
- 33. Appoint Alternate Sewage Enforcement Officer** – Vice-Chair Evans-Herr moved to appoint Scott Brown as Alternate Sewage Enforcement Officer for Pequea Township and set pay according to the 2018 Rate Schedule. Chair Race seconded the motion. All voted in favor; none opposed.

**LEGAL**

- 34. Appoint Township Solicitor** – Chair Race moved to appoint Mike Pykosh of Dethlefs-Pykosh Law Group LLC as Solicitor for Pequea Township for all general purposes and set pay according to the 2018 Rate Schedule. Vice-Chair Evans-Herr seconded the motion.

Mr. Adams confirmed the Solicitor’s hourly rate is charged for both physical attendance and research.

Chair Race and Vice-Chair Evans-Herr voted in favor of appointing Attorney Pykosh; Supervisor Hlavacek voted nay.

- 35. Appoint Open Records Officer** – Chair Race moved to appoint Mike Pykosh of Dethlefs-Pykosh Law Group LLC as Open Records Officer for Pequea Township. Vice-Chair Evans-Herr seconded the motion. Chair Race and Vice-Chair Evans-Herr voted in favor; Supervisor Hlavacek voted nay.

- 36. Appoint Special Counsel** – Chair Race moved to appoint McNees Wallace & Nurick LLC as Special Counsel for Pequea Township and set pay according to the 2018 Rate Schedule. Supervisor Hlavacek seconded the motion.

Mr. Adams asked if this is the same firm that advised the Board on the termination of the Police Commission. Chair Race responded yes. Mr. Adams vehemently disagrees with reappointing them.

All voted in favor; none opposed.

**AUDITING**



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37. **Appoint Board of Auditors member** – Chair Race moved to appoint Jason Kreider to the Pequea Township Board of Auditors for a term expiring January 2020. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

### EMERGENCY MANAGEMENT

38. **Appoint Emergency Management Coordinator** – Chair Race moved to appoint Anthony Williams as Emergency Management Coordinator for Pequea Township. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
39. **Appoint Deputy Emergency Management Coordinator** – Chair Race moved to appoint John Michener as Deputy Emergency Management Coordinator for Pequea Township. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
40. **Appoint Assistant Emergency Management Coordinator** – Chair Race moved to appoint William Birchall as Assistant Emergency Management Coordinator for Pequea Township. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

### OTHER APPOINTMENTS

41. **Appoint Real Estate Tax Collector** – Chair Race moved to appoint the County of Lancaster to collect real estate tax for Pequea Township for the year 2018. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.
42. **Appoint Vacancy Board Chair for 2018** – Chair Race moved to appoint Kenneth Stark as Chair of the Pequea Township Vacancy Board for 2018. Vice-Chair Evans-Herr seconded the motion. All voted in favor; none opposed.

### **PUBLIC COMMENTS:**

Public comment for items not on the agenda will be taken at this time. Please come to the lectern, state your name and address, and limit your comments to three minutes so that others can speak if they wish. Additional time may be granted at the Board's discretion.

Mr. Lehman inquired whether the Tax Resolution had been adopted. The Treasurer informed him it was passed in December.

Mr. Adams asked for the status of the potential unionization of the non-uniformed employees. Supervisor Hlavacek replied the first letter of the educational campaign had been mailed. Mr. Adams expressed concern about the Board trying to influence the votes.

Mr. Adams questioned why an agreement was not in place for Conestoga Township to purchase police services prior to the termination of the Articles of Agreement.

Mr. Reidenbach reiterated his recommendation to the Board to appoint Supervisor Hlavacek as a Legal Liaison.

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**ADJOURNMENT**

Chair Race adjourned the meeting at 8:19 PM.

Respectfully Submitted,



Lori Ann Leitch  
Lori Ann Leitch, Secretary



2018-01-02 Board of Supervisors Organizational Meeting

~~Jim Topp~~  
Kim Adams

Michael Keatz

Scott Edwards

Pauline M. Minded

Barrig Edwards

Rob Kestelady

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