

PROVIDENCE TOWNSHIP BOARD OF SUPERVISORS

David J. Gerhart • C. William Shaffer • John Schroeder

Monday through Thursday, closed Friday | Hours: 6:30 a.m. – 4:30 p.m. | Meeting: First Monday, 7:00 p.m.



SUPERVISORS ORGANIZATIONAL MEETING **January 3, 2017**

The Organizational Meeting of the Providence Township Board of Supervisors was held in the Township Municipal Office on Tuesday, January 3, 2017. Present were David Gerhart, C. William Shaffer, John Schroeder, Manager Vicki Eldridge, and five (5) observers.

The meeting was called to order by Mr. Gerhart at 7:00 P.M followed by the Pledge of Allegiance. Mr. Gerhart offered prayer.

ELECTION OF OFFICERS

- Mr. Schroeder made a motion, seconded by Mr. Shaffer, to nominate Mr. Gerhart as Chairman of the Board of Supervisors. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart, to nominate Mr. Shaffer as Vice Chairman of the Board of Supervisors. The motion carried unanimously.

PUBLIC HEARING

- Mr. Gerhart announced that this is the time and place that has been advertised to consider the adoption of an ordinance of Providence Township authorizing the execution of an agreement granting the school resource officer of the Quarryville Borough Police Department jurisdiction while performing duties as a school resource officer. This public hearing was advertised in the Lancaster Newspapers on Wednesday, December 21, 2016. Mr. Gerhart opened the floor for public comments. With no comments being heard at this time, Mr. Shaffer made a motion, seconded by Mr. Schroeder to adopt Ordinance No. 17-01 adopting an ordinance of Providence Township authorizing the execution of an agreement granting the school resource officer of the Quarryville Borough Police Department jurisdiction while performing duties as a school resource officer. The motion was carried unanimously.

BID AWARDS

- Mr. Gerhart announced that the township offered a Monroe Plow and a 1990 Ford 6610 Tractor with side mount mower for sale on an internet auction site known as Municibid. The bidding ended on December 29, 2016.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to award the bid for the Monroe 10' plow to the highest bidder, Martic Township in the amount of \$2,161.00. The motion was carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to award the bid for the 1990 Ford 6610 Tractor with side mount mower to the highest bidder, Todd Parson in the amount of \$8225.00. The motion was carried unanimously.

Mr. Gerhart explained that each Supervisor received a copy of the written minutes from the December 5, 2016 Board of Supervisors Meeting. With no additions or corrections to the minutes, Mr. Gerhart made a motion, seconded by Mr. Shaffer to approve the minutes. The motion was carried unanimously.

FINANCIAL REPORT

- Vicki Eldridge read the financial report.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to ratify payment of December bills in the amount of \$98,870.60 from the general account. The motion was carried unanimously.

REVIEW OF BUDGET

- There were no comments about the budget at this time.

PUBLIC COMMENT

- Merv Conrad expressed concern regarding the maintenance budget and the funds budgeted for equipment purchases.
- Pepper Goslin expressed his appreciation to the roadmaster for changing the storm inlet grate on Main Street. He also thinks the board needs to be judicious about equipment purchases.

PARKS/RECREATION REPORT

- There was no parks/recreation report given. Mr. Gerhart stated that Parks/Recreation Meeting is scheduled for Thursday, March 9, 2017 at 7:00 p.m.
- Following discussion regarding a possible grant application to DCNR to develop the Groff Trailhead, the board directed the manager to gather a little more information before making a decision.

OLD BUSINESS:

- Following discussions regarding the Enola Low Grade Trail Pedestrian Bridge Project, Mr. Gerhart made a motion, seconded by Mr. Shaffer to approve the construction plans for the Route 222, ELGT Pedestrian Bridge and authorize the project to be advertised through PennDOT ECMS program. The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to authorize the chairman to sign the cover page of the bridge construction plans for bid. The motion was carried unanimously.

NEW BUSINESS:

- Mr. Gerhart announced the Elected Auditor's Organizational Meeting will be held on Wednesday, January 4, 2017 at 4:00 p.m.
- Mr. Gerhart announced the Zoning Workshop will be held on Monday, January 9, 2017 at 7:00 p.m. to review the proposed changes to the zoning ordinance.
- Following a brief discussion, Mr. Gerhart made a motion, seconded by Mr. Schroeder to work with a company to create a municipal directory and map for the township residents at no cost to the township or residents. The motion was carried unanimously.
- Following a brief discussion regarding scheduling a meeting of a newly formed committee to discuss rebuild and permitting after a disaster, the manager was directed to schedule a meeting date of February 15 or February 22, whichever most can attend.
- A brief discussion was held regarding a dust collection system that is needed to handle the dust from the bio-mass boiler.

- Mr. Schroder made a motion, seconded by Mr. Gerhart to reappoint Vicki Eldridge as Secretary to the Board of Supervisors. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to reappoint Connie Peiffer as Secretary to Zoning Hearing Board. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to appoint Kara Kalupson as Secretary to the Planning Commission. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to appoint C. William Shaffer as the 2016 Township Treasurer. The motion was carried with two favorable votes. Mr. Shaffer abstained.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to reappoint Melvin Newcomer as Solicitor. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to appoint Tom Goodman of Goodman and Kenneff as counsel for the zoning hearing board. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to appoint Solanco Engineering as Township Engineer. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to reappoint Arro Consulting as Alternate Engineer. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to reappoint J. L. Brendel Cleaning Service as the cleaning service for the Township. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to appoint David Gerhart as Chief Administrative Officer for the Non-Uniform Employee Pension Plan. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to reappoint the County of Lancaster as tax collector for Providence Township. The motion was carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to reappoint Marvin Stoner as Sewage Enforcement Officer. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to reappoint Mark Deimler as Alternate Sewage Enforcement Officer. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint Heidi Martinez as Recycling Enforcement Officer. The motion was carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to reappoint Vicki Eldridge as Open Records Officer. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to reappoint Abigail Odell as Chairman of the vacancy board. The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint James Herr as Emergency Management Coordinator. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to appoint John Schroeder as official delegate to PSATS State Convention at Hershey, to be held in April 2017. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to reappoint Omar Smoker, Lester Wiker, Nancy Zimmerman-Clayton, David Gerhart, and Kenneth Harnish as members of the Agricultural Security Area Advisory Committee. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to reappoint Andrew Odell to a four year term as a member of the Planning Commission. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to reappoint Albert Warfel to a three year term as a member of the Zoning Hearing Board. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to reappoint Anna Hipple to a three year term as a member of the Zoning Hearing Board. The motion carried unanimously.

- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint John Schroeder and Dave Gerhart to the Lancaster County Redevelopment Authority Regional Advisory Council. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to hold Supervisors Meetings on the following dates at 7:00 p.m.: February 6, March 6, April 3, May 1, June 5, July 5, August 7, September 11, October 2, November 6 and December 4. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to hold Zoning Hearing Board the second Tuesday of each month at 7:00 P.M. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroder to hold Planning Commission Meetings the third Monday of each month at 7:00 P.M except in January and February due to holidays. The January and February Planning Commission Meetings will be held at 7:00 p.m. on Tuesday, January 17 and Tuesday, February 21. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to hold the Parks/Recreation Committee meetings on the second Thursday of the months of March, May, July, September and November at 7:00 p.m. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to permit the Treasurer to transfer monies between checking and saving accounts as needed. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to appoint Jason McClune and Vicki Eldridge as authorized individuals to open any or all sealed bids submitted to the Township unless otherwise directed by the Board of Supervisors. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to continue to utilize BB&T Bank as the depository for the township's funds. The motion carried unanimously. Mrs. Eldridge is looking to switch banks from BB & T to Univest due to the fee structures of BB&T.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to establish mileage rate of fifty-three and ½ (0.535) cents per mile for using personal vehicles to do Township business as per Federal Government. Mileage must be reimbursed during the calendar year it is incurred. The federal mileage allowance for 2017 is 53.5 cents per mile. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to observe the following township holiday schedule in 2017: January 16, Martin Luther King Day, February 20, President's Day; May 29, Memorial Day; July 4, Independence Day, September 4, Labor Day; November 9, Veterans Day; November 23, Thanksgiving; December 25 and December 26 for Christmas. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to adopt Resolution No. 17-01 to continue to provide benefits for vision and dental services to fulltime employees and supervisors of Providence Township in the amount of \$2,000.00. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to recommend to auditors that the Treasurer's Bond be set at \$1,000,000. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to recommend to auditors that the Township Manager/Secretary's Bond be set at \$1,000,000. The motion carried unanimously.
- Following discussion, Mr. Schroeder made a motion, seconded by Mr. Shaffer to recommend to auditors that the hourly rate of \$17.50 be paid to Supervisors for plowing snow within the Township. The motion carried unanimously.
- Following discussion, Mr. Shaffer made a motion, seconded by Mr. Schroeder to recommend to auditors that the hourly rate of \$15.00 be paid to Supervisors when employed as part time laborers within the Township. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to continue the policy of requiring an appointment, during regular working hours, to view any Township records or documents.

The motion carried unanimously.

- Mr. Schroeder made a motion, seconded by Mr. Gerhart to continue to charge the rate of twenty-five cents (\$0.25) each for copies of documents or records. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to continue to charge a rate of \$25.00/hour for extensive research of open records documents. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to appoint David Gerhart to supervise and retain control of all Township personnel records. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to adopt Resolution No. 17-02 authorizing the destruction of specific records (attached to Resolution as Exhibit A). The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to appoint David Gerhart as the Township representative to the Southern Lancaster County Intermunicipal Council. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to appoint John Schroeder as the township representative to the Solanco Safety Committee. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to appoint Bill Shaffer to the Quarryville Borough Wellhead Steering Committee. The motion was carried unanimously.

SEWAGE OFFICER

- Marvin Stoner issued 2 sewage permits, completed 3 perc and probe tests and reviewed 1 sewage planning module with a total of \$750.00 remitted for the month of December.

ZONING REPORT:

- **Subdivision escrow release:** Hoover Building Specialist LLC (Susquehanna Truck Service): \$1,065.00. A motion was made by Mr. Gerhart and seconded by Mr. Shaffer to authorize the release of subdivision escrow in the total amount of \$1,065.00. The motion was carried unanimously.
- **J. Pepper & Diane Goslin Lot Add-On plan extension:** The Board noted and acknowledged a 180 day extension of time for the Board to take action on this plan. This extends the time for the Board to act on the plan until August 7, 2017.
- **David Haines, 447 Sawmill Road, Renewal "Granny Flat Agreement":** After review, a motion was made by Mr. Gerhart to renew the "Granny Flat Agreement" with David Haines, pertaining to 447 and 445 Sawmill Road, for another year or until January 31, 2018. The motion was seconded by Mr. Schroeder and carried unanimously.
- **Michael J. Troop, 143 Miller Road, former "Granny Flat Agreement":** The "Granny Flat Agreement" is no longer valid in this situation, as both of the original residents named in the agreement are deceased. However, another occupant will be residing in the mobile home at 145 Miller Road, in accordance with the ECHO housing criteria provided for in the 2014 Township Zoning Ordinance. A signed, notarized statement will be provided by Michael Troop, to fulfill the requirements for ECHO housing criteria.
- **Zoning Hearing Board request for Primax Properties, LLC, 475 and 479 W. Fourth Street:** This is a request to be heard by the Zoning Hearing Board on January 10, 2017 for several variances pertaining to the construction of an Advanced Auto Parts store. Ms. Eldridge reviewed with the Board of Supervisors comments on the proposed development from the Township Engineer, Mark Deimler. These comments were from a memo dated December 23, 2016.

MONTHLY REPORTS

Secretary:

- Receipts totaling \$47,157.90 were recorded in December.
- The 2016 audit is scheduled for the week of January 16th.
- Hanover Engineering has submitted our pre-approval waiver application to DEP for our MS4 waiver.
- The roadmaster and manager have an interview scheduled with the Redevelopment Authority of Lancaster County to discuss a Community Development Block Grant to make improvements to Truce Road from Hollow Road to Main Street.

Road Master:

- The month of December brought our first brush with winter. We laid two rounds of salt on our roads and plowed once on December 17, 2016. The rest of the month the road crew, cleaned side gutters of leaves, trimmed trees and brush at intersections and fixed several things around the shop. We cleaned and removed all equipment from mechanical room and vacuumed the dust from the room. We bought material to start making benches for our trail. Our safety topic was brush chipper safety. We watched a safety video, "Vermeer Brush Chipper Operation Safety Video" and discussed how we use our chipper.

ADJOURNMENT

- With no further business, Mr. Gerhart made a motion, seconded by Mr. Shaffer, to adjourn the meeting at 8:33 p.m. The motion was carried unanimously.

PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS

ATTEST: _____
Vicki L. Eldridge, Secretary

David J. Gerhart, Chairman

C. William Shaffer, Vice Chairman

John E. Schroeder, Member