

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 4, 2016**

The Organizational Meeting of the Providence Township Board of Supervisors was held in the Township Municipal Office on Monday, January 4, 2016. Present were David Gerhart, C. William Shaffer, John Schroeder, Manager Vicki Eldridge, and twelve (12) 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. Shaffer made a motion, seconded by Mr. Schroeder, to nominate Mr. Gerhart as Chairman of the Board of Supervisors. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder, 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 allowing for the use and maintenance of existing and new holding tanks in Providence Township. This public hearing was advertised in the Lancaster Newspapers on Saturday, December 26, 2015. Mr. Gerhart opened the floor for public comments. David Beiler asked if this ordinance applies to existing septic systems. With no other comments, Mr. Gerhart made a motion, seconded by Mr. Shaffer to adopt Ordinance No. 16-01 adopting an ordinance of Providence Township allowing for the use and maintenance of existing and new holding tanks in Providence Township. The motion was carried unanimously.

Mr. Gerhart explained that each Supervisor received a copy of the written minutes from the December 7, 2015 Board of Supervisors Special Meeting. With no additions or corrections to the minutes, Mr. Shaffer made a motion, seconded by Mr. Gerhart to approve the minutes. The motion was carried unanimously.

FINANCIAL REPORT

- Vicki Eldridge read the financial report.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to ratify payment of January bills in the amount of \$107,117.71 from the general account and \$2,554.53 from the state account. The motion was carried unanimously.

REVIEW OF BUDGET

- Mr. Gerhart commended the township manager and roadmaster for working to keep the budget within its parameters in 2015.

PUBLIC COMMENT

- Ron Monroe asked if the holding tank ordinance will be online.
- Lori Crossen had questions regarding the 2015 budget.
- Merv Conrad expressed concern regarding employee raises. He also had questions regarding the 2016 budget.

PARKS/RECREATION REPORT

- There was no parks/recreation report given. Mr. Gerhart stated that Parks/Recreation Meeting is scheduled for Thursday, January 14, 2016 at 7:00 p.m.

SOUTHERN LANCASTER COUNTY INTERMUNICIPAL COUNCIL

- The Southern Lancaster County Intermunicipal Council will meet on January 19, 2016 at 7:00 p.m. This meeting is held at the East Drumore Township Municipal Office.

OLD BUSINESS:

- The township manager was directed to schedule a meeting with the property owners bordering the Radcliff Road Bridge.
- Repairs have been completed on Old Road.

NEW BUSINESS:

- Mr. Gerhart announced the township has hired Jason McClune to be the township roadmaster. Jim Grube will be the road foreman.
- Mr. Gerhart announced that the County of Lancaster has permanently closed Herrville Road Bridge between Pequea and Providence Townships. The commissioners and county engineers will consider the possible removal of the bridge at their January meeting.
- Following discussion regarding applying for another Transportation Alternatives Program grant, Mr. Shaffer made a motion, seconded by Mr. Gerhart to apply for an additional \$1 million state TAP grant to continue work on the Enola Low Grade Trail. The motion was carried unanimously.
- Following discussion regarding the fee resolution, Mr. Shaffer made a motion, seconded by Mr. Gerhart to adopt Resolution No. 16-01, establishing fees to be charged in connection with various ordinances enacted in Providence Township. The motion was carried unanimously.
- Mr. Gerhart announced the Elected Auditors Organizational Meeting will be held on Tuesday, January 5, 2016 at 4:00 p.m. Mr. Shaffer stated he will be in attendance.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder 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 and Secretary to the Planning Commission. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to appoint C. William Shaffer as the 2016 Township Treasurer. The motion was carried unanimously.
- 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. Shaffer to appoint Solanco Engineering as Township Engineer. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to reappoint Arro Consulting as Alternate Engineer. The motion carried unanimously.

- Mr. Schroeder 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. Shaffer made a motion, seconded by Mr. Schroeder to appoint David Gerhart as Chief Administrative Officer for the Non-Uniform Employee Pension Plan. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to reappoint the County of Lancaster as tax collector for Providence Township. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to reappoint Marvin Stoner as Sewage Enforcement Officer. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to reappoint Mark Deimler as Alternate Sewage Enforcement Officer. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to appoint Connie Kauffman as Recycling Enforcement Officer.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to reappoint Vicki Eldridge as Open Records Officer. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to reappoint Abigail Odell as Chairman of the vacancy board. The motion was carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to appoint James Herr as Emergency Management Coordinator. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint Dave Gerhart as official delegate to PSATS State Convention at Hershey, to be held in April 2016. The motion carried unanimously.
- Mr. Gerhart 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 appoint Ken Wiker to a four year term as a member of the Planning Commission. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to appoint Pamela Minnick to a four year term as a member of the Planning Commission. The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to reappoint James Hess to a three year term as a member of the Zoning Hearing Board. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Shaffer to appoint John Schroeder and Bill Shaffer to the Lancaster County Redevelopment Authority Regional Advisory Council. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to hold Supervisors Meetings on the following dates at 7:00 p.m.: February 1, March 7, April 4, May 2, June 6, July 5, August 1, September 6, October 3, November 7 and December 5. The motion carried unanimously.
- Mr. Gerhart 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. Schroeder 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 Wednesday, January 20 and Tuesday, February 16. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to hold the Parks/Recreation Committee meetings on the second Thursday of the months of January, 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.
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- Mr. Schroeder 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. Gerhart to continue to utilize BB&T Bank as the depository for the township's funds. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Gerhart to establish mileage rate of fifty-four (0.54) 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 2016 is 54.0 cents per mile. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to observe the following township holiday schedule in 2016: January 18, Martin Luther King Day, February 15, President's Day; May 30, Memorial Day; July 4, Independence Day, September 5, Labor Day; November 10, Veterans Day; November 24, Thanksgiving; December 22, Christmas Eve; and December 26, Christmas. The motion carried unanimously.
- Following discussion, Mr. Gerhart made a motion, seconded by Mr. Shaffer to adopt Resolution No. 16-02 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. Gerhart 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 Secretary's Bond be set at \$1,000,000. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to recommend to auditors that the hourly rate of \$17.00 be paid to Supervisors for plowing snow within the Township. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Gerhart to recommend to auditors that the hourly rate of \$14.50 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, with a supervisor present, to view any Township records or documents. The motion carried unanimously.
- Mr. Gerhart made a motion, seconded by Mr. Schroeder to continue to charge the rate of twenty-five cents (\$0.25) each for copies of documents or records. The motion 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. 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.

SEWAGE OFFICER

- Marvin Stoner did not issue any sewage permits or complete any perc or probe tests for the month of December.

ZONING REPORT:

- **Ordinance to amend certain sections of the Providence Township Subdivision and Land Development Ordinance (SALDO):** After discussion and review a motion was made by Mr. Gerhart and seconded by Mr. Shaffer to advertise for the adoption of an Ordinance to amend the Subdivision and Land Development Ordinance of Providence Township by revising certain sections of that Ordinance. The motion was carried unanimously.
- **Benuel & Rachel Beiler, 123 Lancaster Pike, enforcement notice follow up:** David Beiler was in attendance at the meeting. A letter from the property owner, Benuel Beiler, to the Board of Supervisors was reviewed. The letter requested until January 31, 2016 to complete the cleanup of the property to correct the violation. After discussion, the Board agreed to give Mr. Beiler until January 31, 2016 to correct the violation at 123 Lancaster Pike. If the violation is not corrected by that time, the Township will proceed with legal action.
- **Ephraim Fisher, 12 Main Street, vehicles in violation:** The vehicles cited in an enforcement notice are still on the property owned by Mr. Fisher at 12 Main Street. After discussion, the Board authorized Mr. Newcomer to send a letter to Mr. Fisher concerning the continuing violation.
- **David Haines, 447 & 445 Sawmill Road, renewal of "Granny Flat Agreement":** A letter was received from Mr. Haines, confirming compliance with the original agreement. After review, a motion was made by Mr. Shaffer and seconded by Mr. Schroeder to renew the "Granny Flat Agreement" for another year or until January 31, 2017. The motion was carried unanimously.
- **State Line Stone/Lydell Nolt, release Letter of Credit, 645 Lancaster Pike:** The final inspection report from RAV Associates for the completion of site improvements at 645 Lancaster Pike was reviewed. A motion was then made by Mr. Gerhart and seconded by Mr. Shaffer to authorize the release of Letter of Credit No. 992007066, originally from Blue Ball Bank and then from Susquehanna Bank, in the entire remaining amount of \$10,832.19. The Letter of Credit is in the name of Lydell E. Nolt and was for the completion of site improvements at 645 Lancaster Pike. The authorization is approved with the condition the final billing from RAV Associates is paid when received. The motion was carried unanimously.
- **Mylin/Weaver PT-227LAO-15, Lot Add-On Deferral Request:** Jim Hillard, from LRHA, was in attendance to discuss this request. The property involved is owned by Larry Mylin and has acreage in Strasburg, Pequea and Providence Townships. The plan proposes to transfer the ownership of 5.5 acres of the property to the adjacent property, owned by Barry Weaver. All of this 5.5 acres is located in Strasburg Township. After discussion and review, a motion was made by Mr. Gerhart and seconded by Mr. Shaffer to grant the request to defer the approval process of Lot Add-On Plan, PT-227LAO-15, for Larry Mylin and Barry Weaver, to Strasburg Township and the Lancaster County Planning Commission. The motion was carried unanimously.

MONTHLY REPORTS

Secretary:

- Receipts totaling \$28,153.02 were recorded in December.
- The 2015 audit is scheduled for the week of January 25th.
- We received a letter from the Lancaster County Board of Assessment Office to inform residents that reassessment in Lancaster County will not occur until 2017. Reassessment was scheduled for 2016.

Road Master:

Mr. Grube reported that in January the road crew will continue with winter maintenance of tree trimming and skin patching. If fair weather remains, there are inlets and channels that need poured along with rip-rap work in various places. Vehicle maintenance will be completed as well as tree work on the trail over the tunnels and culverts.

The month of December was spent completing vehicle and building maintenance, cleaning side gutters, skin patching and trimming trees.

EXECUTIVE SESSION

- At approximately 8:23 p.m., Mr. Shaffer made a motion, seconded by Mr. Schroeder to enter into an executive session to discuss potential litigation. The motion was carried unanimously.
- At approximately 8:44 p.m., Mr. Shaffer made a motion, seconded by Mr. Schroeder to come out of the executive session. The motion was carried unanimously.

Following discussion with Mr. Jacob Stoltzfus of 2 Oak Bottom Road regarding a judgment against him for a zoning violation on his property, Mr. Gerhart made a motion to allow Mr. Stoltzfus to make \$1,000 monthly installments for the next 12 months to satisfy the judgment. With no second to the motion, it died. Mr. Shaffer made a motion, seconded by Mr. Schroeder to reduce the judgment amount to \$8,000 if the amount is paid to the township by May 1, 2016. In the event the judgment is not paid as of May 1, 2016, the judgment will revert back to the \$12,000. With two favorable votes, the motion carried. Mr. Gerhart opposed the motion.

Following discussion on the township's Beaver Valley Pike property, it was decided to have our engineer give us a cost estimate to delineate the flood plain on the property as well as the easement.

Mr. Shaffer suggested that we schedule a meeting with the supervisors, planning commission members, zoning hearing board members and parks/recreation committee to introduce new members as well as discuss concerns and goals for 2016. The meeting will be held on February 4, 2016 at 7 p.m.

Mr. Shaffer stated he feels we need to keep a tight monitor on the budget for 2016 as we did in 2015. Hopefully this will avoid any surprises in expenses to the township.

ADJOURNMENT

- With no further business, Mr. Shaffer made a motion, seconded by Mr. Gerhart, to adjourn the meeting at 9:34 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