

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.



AGENDA JANUARY 2, 2018

CALL MEETING TO ORDER:

- Mr. Shaffer opens meeting at 7:00 P.M. with the Pledge of Allegiance followed by a moment of silence.

ELECTION OF OFFICERS:

- **Motion** to nominate Chairman.....
- **Motion** to nominate Vice Chairman...
(Chairman will then conduct Meeting)

PUBLIC HEARING:

- This is the time and place that has been advertised to consider the addition of a parcel of land to become part of the Providence Township Agricultural Security Area. This parcel consists of 64.6 acres of land located at 121 Pennsy Road, New Providence and is owned by Jesse B. and Elizabeth K. Esch. The Providence Township Agricultural Security Advisory Committee and the Providence Township Planning Commission are in favor of this addition. *If so desired*, **MOTION** to add the 64.6 acre property located at 121 Pennsy Road, New Providence which is owned by Jesse B. and Elizabeth K. Esch to the Providence Township Agricultural Security Area.

MINUTES:

- **MOTION** to approve the written minutes of the December 11, 2017 Board of Supervisors Meeting as presented.

FINANCIAL REPORT:

- Secretary, Vicki Eldridge will read the Treasurer's Report
- Entertain a **MOTION** to ratify payment of December bills in the amount of \$219,132.82 from the general account.

REVIEW OF BUDGET:

- Budget vs. Actual (for 2017)

PUBLIC COMMENT:

- Chairman calls for questions or comments from people in attendance.

ROAD MASTER REPORT:

PARKS/RECREATION REPORT:

- The parks/recreation committee will not begin meeting until Thursday, February 8, 2018, at 7:00 p.m.

- Official naming of the Groff Trailhead for signage
- Discussion regarding the entrance at Groff Trailhead.

OLD BUSINESS:

- **DISCUSSION** regarding replacing a retiring road crew member.

NEW BUSINESS:

- **ANNOUNCE** the Elected Auditor's Organizational Meeting will be held on Wednesday, January 3, 2018, at 4:00 p.m.
- **Motion** to reappoint Vicki Eldridge as Secretary to the Board of Supervisors.
- **Motion** to appoint Heidi Martinez as Secretary to the Zoning Hearing Board.
- **Motion** to appoint Kara Kalupson as Secretary to the Planning Commission.
- **Motion** to reappoint C. William Shaffer as 2018 Township Treasurer.
- **Motion** to reappoint Melvin Newcomer as Solicitor.
- **Motion** to reappoint Tom Goodman of Goodman and Kenneff as Counsel for Zoning Hearing Board.
- **Motion** to appoint Solanco Engineering as township engineer.
- **Motion** to appoint Arro Consulting as alternate engineer.
- **Motion** to appoint J. L. Brendel Cleaning Service as the cleaning service for the Township.
- **Motion** to appoint _____ as Chief Administrative Officer for the non-uniform employee pension plan.
- **Motion** to reappoint Marvin Stoner as Sewage Enforcement Officer.
- **Motion** to reappoint Mark Deimler as alternate Sewage Enforcement Officer.
- **Motion** to appoint Heidi Martinez as Recycling Enforcement Officer.
- **Motion** to reappoint Vicki Eldridge as Open Records Officer.
- **Motion** to reappoint Abby Odell as Chairman of the Vacancy Board.
- **Motion** to reappoint James Herr as Emergency Management Coordinator.
- **Motion** to appoint _____ as official delegate to PSATS State Convention at Hershey, to be held in April, 2018.
- **Motion** to reappoint Omar Smoker, Lester Wiker, Nancy Zimmerman-Clayton, David Gerhart, and Kenneth Harnish as members of the Agricultural Security Area Advisory Committee.
- **Motion** to reappoint Tony Nardella to a four year term as a member of the Planning Commission.
- **Motion** to reappoint Brad Duvall to a three year term as a member of the Zoning Hearing Board.
- **Motion** to reappoint John Schroeder and C. William Shaffer to the Lancaster County Redevelopment Authority Regional Advisory Council.
- **Motion** to hold Supervisors Meetings on the following dates at 7:00 p.m.: February 5, March 5, April 2, May 7, June 4, July 11 (Wednesday), August 6, September 10, October 1, November 5, December 10.
- **Motion** to hold Zoning Hearing Board the second Tuesday of each month at 7:00 p.m.
- **Motion** to hold Planning Commission meeting 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 on January 16 (Tuesday) and February 20 (Tuesday) at 7:00 p.m.
- **Motion** to hold the Parks/Recreation Committee meetings on the second Thursday of February, March, May, July September, and November at 7:00 p.m.
- **Motion** to permit Treasurer to transfer monies between checking and savings accounts as needed.

- **Motion** to appoint Vicki Eldridge and Roadmaster as authorized individuals to open any or all sealed bids submitted to the township unless otherwise directed by the Board of Supervisors.
- **Motion** to continue to utilize Univest Bank and Trust as the depository for the township's funds.
- **Motion** to establish mileage rate of 54.5 cents (\$0.545) 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.
- **Motion** to observe the following holiday schedule in 2018: January 15, Martin Luther King Day; February 19, President's Day; May 28, Memorial Day; Independence Day, July 4; September 3, Labor Day; November 12, Veterans Day; November 22, Thanksgiving, December 24 and 25 for Christmas.
- **Motion** to recommend to auditors that the Treasurer's Bond be set at \$1,000,000.
- **Motion** to recommend to auditors that the Township Manager/Secretary's Bond be set at \$1,000,000.
- **Motion** to recommend to auditors that the hourly rate of \$17.50 be paid to Supervisors for plowing snow within the Township.
- **Motion** to recommend to auditors that the hourly rate of \$15.00 be paid to Supervisors when employed as part time laborers within the Township.
- **Motion** to continue the policy of requiring an appointment, during regular working hours, with a supervisor present, to answer any questions or view any township records or documents.
- **Motion** to continue to charge the rate of twenty-five cents (0.25) each for copies of documents or records; and \$4.00/page for large scale copies.
- **Motion** to continue to charge \$25.00/hour for extensive research of open records documents.
- **Motion** to appoint _____ to supervise and retain control of all township personnel records.
- **Motion** to adopt Resolution No. 18-01 authorizing the destruction of specific records (attached as Exhibit A).
- **Motion** to appoint/reappoint _____ as the township representative to the Southern Lancaster County Intermunicipal Council.
- **Motion** to appoint/reappoint _____ as the township representative to the Solanco Safety Committee. (currently John)
- **Motion** to appoint _____ to the Quarryville Borough Wellhead Steering Committee. (currently John)
- **Discussion** regarding appointing an auditor. No one was elected to this position.
- **Discussion** regarding building code inspectors. Motion to adopt Resolution No. 18-02 appointing a building code official (Heidi Martinez), various construction code officials and adopting a schedule of fees for the construction code officials.
- The township has received a resignation letter from Laura Findley, elected tax collector. Motion to authorize township and Lancaster County tax to be collected by the County of Lancaster.
- **Motion** to adopt Resolution No. 18-03 in opposition to House Bill 1620 (PN 2146), entitled the "Wireless Infrastructure Deployment Bill".
- **Discussion** regarding holding a blood drive in the township office for Lancaster General Hospital.
- **Discussion** regarding a "State of the Township" meeting. If so desired, MOTION to address for such a meeting.

SEWAGE OFFICER:

- Marvin Stoner completed 1 perc and probe test with a total of \$300.00 remitted for the month of December.

MONTHLY REPORTS:

SECRETARY: Vicki Eldridge

- Receipts totaling \$137,577.72 were recorded in December.

ZONING OFFICER:

EXECUTIVE SESSION: To discuss a personnel matter.

ADJOURN: Chairman calls for a motion to adjourn the meeting.