

PROVIDENCE TOWNSHIP BOARD OF SUPERVISORS

John E. Schroeder • C. William Shaffer • J. Pepper Goslin

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 2, 2018**

The Organizational Meeting of the Providence Township Board of Supervisors was held in the Township Municipal Office on Tuesday, January 2, 2018. Present were C. William Shaffer, John Schroeder, J. Pepper Goslin, Roadmaster Jason McClune, Manager Vicki Eldridge, and four (4) observers.

The meeting was called to order by Mr. Shaffer at 7:00 P.M followed by a moment of silence and the Pledge of Allegiance.

J. Pepper Goslin took his Oath of Office before District Magistrate Stuart Mylin on December 13, 2017.

ELECTION OF OFFICERS

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

PUBLIC HEARING

- Mr. Schroeder announced that 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. At this time, Mr. Schroeder opened the floor for public comment. Mrs. Eldridge explained the Agricultural Security Area. With no additional public comments, Mr. Schroeder made a motion, seconded by Mr. Goslin 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. The motion was carried unanimously.

Mr. Schroeder explained that each Supervisor received a copy of the written minutes from the December 11, 2017 Board of Supervisors Meeting. With no additions or corrections to the minutes, Mr. Shaffer made a motion, seconded by Mr. Schroeder to approve the minutes. The motion was carried unanimously.

FINANCIAL REPORT

- Vicki Eldridge read the financial report.

- Mr. Schroeder made a motion, seconded by Mr. Goslin to ratify payment of December bills in the amount of \$219,132.82 from the general account. The motion was carried unanimously.

REVIEW OF BUDGET

- Mr. Schroeder had several questions regarding various expense line items.

ROADMASTER REPORT

- The month of December was the start of our winter season. In between prepping the equipment and salting the roads, the road crew was able to get some work done. We removed a down tree in Quarry Ridge that fell from the trail property. We burned the weeds on the hillside at our trailhead and spread a granular herbicide to keep the invasive weeds from growing back in the spring. Cleaned up the excess stone on our trail crossing at Fairview Rd. Mowed the storm basins according to our MS-4 plan. Finished the final mowing of the trail. Created identification tags for our inlet boxes that were documented this fall. Changed all the oil and fuel filters on our equipment and replaced several signs in our maintenance area that did not meet the retro reflectivity requirements. We watched a video on our safety topic "Winter Operations Training Program".
- During the month of January, the road crew will begin tree trimming and working through any winter storms that we may face.

PUBLIC COMMENT

- Merv Conrad asked if the new supervisor, Mr. Goslin, was sworn into office.

PARKS/RECREATION REPORT

- Mr. Schroeder stated the Parks/Recreation Committee will not begin meeting until Thursday, February 8, 2018 at 7:00 p.m.
- Following discussion regarding naming the Groff Trail Property, the supervisors decided the new name for this trailhead will be "Quarryville East State Street Trailhead"

OLD BUSINESS

- Following discussions and various motions that failed regarding replacing a retiring fulltime road crew member, Mr. Goslin made a motion, seconded by Mr. Shaffer to suspend hiring a new fulltime road crew worker for a period of three months at which time we will revisit this subject to evaluate the township needs. In the meantime, the manager was directed to solicit applicants to work part-time as needed to work with the road crew. The motion was carried with two favorable votes. Mr. Schroeder opposed the motion.

NEW BUSINESS

- Mr. Schroeder announced the Elected Auditor's Organizational Meeting will be held on Wednesday, January 3, 2018 at 4:00 p.m.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to reappoint Vicki Eldridge as Secretary to the Board of Supervisors. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to appoint Heidi Martinez as Secretary to Zoning Hearing Board. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to reappoint Kara Kalupson as Secretary to the Planning Commission. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to reappoint C. William Shaffer as the 2018 Township Treasurer. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to reappoint Melvin Newcomer as Solicitor. The motion carried unanimously.

- Mr. Goslin made a motion, seconded by Mr. Shaffer to reappoint Tom Goodman of Goodman and Kenneff as counsel for the zoning hearing board. The motion carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to appoint Solanco Engineering as Township Engineer. The motion carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Shaffer to reappoint Arro Consulting as Alternate Engineer. The motion carried unanimously.
- Mr. Goslin 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. Goslin to appoint John Schroeder as Chief Administrative Officer for the Non-Uniform Employee Pension Plan. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin 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. Schroeder to appoint Heidi Martinez as Recycling Enforcement Officer. The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to reappoint Vicki Eldridge as Open Records Officer. The motion carried unanimously.
- Mr. Shaffer 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. Shaffer made a motion, seconded by Mr. Goslin to appoint John Schroeder as official delegate to PSATS State Convention at Hershey, to be held in April 2018. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin 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. Schroeder to reappoint Tony Nardella to a four year term as a member of the Planning Commission. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin to reappoint Brad Duvall to a three year term as a member of the Zoning Hearing Board. The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint John Schroeder and J. Pepper Goslin to the Lancaster County Redevelopment Authority Regional Advisory Council. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin 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, August 6, September 10, October 1, November 5 and December 10. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin 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. Goslin 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 16 and Tuesday, February 20. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin to hold the Parks/Recreation Committee meetings on the second Thursday of the months of February, March, May, July, September and November at 7:00 p.m. The motion carried unanimously.

- Mr. Shaffer made a motion, seconded by Mr. Goslin to permit the Treasurer to transfer monies between checking and saving accounts as needed. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Shaffer to appoint Vicki Eldridge and the Roadmaster 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 Univest Bank and Trust as the depository for the township's funds. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to establish mileage rate of fifty-four and ½ (0.545) 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 2018 is 54.5 cents per mile. The motion carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to observe the following township holiday schedule in 2018: January 15, Martin Luther King Day, February 19, President's Day; May 28, Memorial Day; July 4, Independence Day, September 3, Labor Day; November 12, Veterans Day; November 22, Thanksgiving; December 24 and December 25 for Christmas. 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. Goslin made a motion, seconded by Mr. Shaffer to recommend to auditors that the Township Manager/Secretary's Bond be set at \$1,000,000. The motion carried unanimously.
- Mr. Goslin 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.
- Mr. Shaffer made a motion, seconded by Mr. Shaffer 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. Goslin 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. Goslin made a motion, seconded by Mr. Shaffer 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. The motion carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Shaffer to continue to charge a rate of \$25.00/hour for extensive research of open records documents. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to appoint Bill Shaffer to supervise and retain control of all Township personnel records. The motion carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Shaffer to adopt Resolution No. 18-01 authorizing the destruction of specific records (attached to Resolution as Exhibit A). The motion was carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Schroeder to appoint Bill Shaffer as the Township representative to the Southern Lancaster County Intermunicipal Council. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin to appoint John Schroeder as the township representative to the Solanco Safety Committee. The motion carried unanimously.
- Mr. Shaffer made a motion, seconded by Mr. Goslin to appoint Bill Shaffer to the Quarryville Borough Wellhead Steering Committee. The motion was carried unanimously.

- Following discussion regarding appointing an elected auditor, Mr. Goslin made a motion, seconded by Mr. Shaffer to appoint Harry Gossert as an elected auditor. The motion was carried unanimously.
- Following discussions, Mr. Shaffer made a motion, seconded by Mr. Goslin 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 motion was carried unanimously.
- Mr. Shaffer announced the township has received a letter of resignation from Laura Findley, elected tax collector. Mr. Shaffer made a motion, seconded by Mr. Goslin to authorize the County of Lancaster to collect the township and county real estate taxes. The motion was carried unanimously.
- Following a brief discussion, Mr. Shaffer made a motion, seconded by Mr. Goslin to adopt Resolution No. 18-03 in opposition to House Bill 1620 (PN 2146), entitled the "Wireless Infrastructure Deployment Bill". The motion was carried unanimously.
- Following a brief discussion it was decided to hold a blood drive for Lancaster General Hospital at the township offices in April or May for the community.
- Following a brief discussion regarding a "State of the Township Meeting", Mr. Schroeder made a motion, seconded by Mr. Goslin to advertise for this meeting to be held on Wednesday, January 31, 2018 at 7:00 p.m. The motion was carried unanimously.

SEWAGE OFFICER

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

ZONING REPORT

- **Stormwater escrow release:** David Glick: \$5,366.15. A motion was made by Mr. Shaffer and seconded by Mr. Goslin to authorize the release of subdivision escrow in the total amount of \$5,366.15. The motion was carried unanimously.
- **David Haines, 447 Sawmill Road, Renewal "Granny Flat Agreement":** After review, a motion was made by Mr. Goslin and seconded by Mr. Shaffer to renew the "Granny Flat Agreement" with David Haines, pertaining to 447 and 445 Sawmill Road, for another year or until January 31, 2019. The motion was carried unanimously.
- **Enforcement Notice, Kenneth E. Dommel and Tyler J. Dommel, 146 Snyder Hollow Road:** A second driveway was installed without obtaining the required permits. Compliance Date: 12/21/2017. Request for an extension of time was received on December 15, 2017 from Strausser Surveying and Engineering, Inc. to submit a storm water management plan addressing the violations until May 1, 2018. A motion was made by Mr. Schroeder, seconded by Mr. Shaffer to extend the time for submitting a storm water management plan addressing the violations until May 1, 2018. The motion was carried unanimously.

MONTHLY REPORTS

Secretary:

- Receipts totaling \$47,157.90 were recorded in December.

The township manager shared the quotes the township received for a fire detection system for the office building and the maintenance building. Following a brief discussion, the manager was asked to get at least one more quote to review.

Mr. Shaffer stated that he was planning to meet with the one company that offered a dust collection system for the maintenance building tomorrow. They will review the actual proposed system and try to reduce costs if possible.

EXECUTIVE SESSION

- At approximately 8:52 p.m., Mr. Schroeder made a motion, seconded by Mr. Shaffer to enter into an executive session. The motion was carried unanimously.
- At approximately 9:26 p.m., Mr. Schroeder made a motion, seconded by Mr. Shaffer to exit the executive session.

ADJOURNMENT

- With no further business, Mr. Schroeder made a motion, seconded by Mr. Goslin, to adjourn the meeting at 9:26 p.m. The motion was carried unanimously.

PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS

ATTEST: _____
Vicki L. Eldridge, Secretary

John E. Schroder, Chairman

C. William Shaffer, Vice Chairman

J. Pepper Goslin, Member