

PROVIDENCE TOWNSHIP BOARD OF SUPERVISORS

Lori L. Crossen • John E. Schroeder • 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 MEETING **January 2, 2024**

The annual reorganizational meeting of the Providence Township Board of Supervisors was held in the Township Municipal Office on Tuesday, January 2, 2024, at 7:00 p.m. Present were John Schroeder, J. Pepper Goslin, Lori Crossen, Township Manager Vicki Eldridge and nine (9) observers.

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

ELECTION OF OFFICERS

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

Mrs. Crossen explained that each Supervisor received a copy of the written minutes from the December 11, 2023 board of supervisors meeting as presented. Mrs. Crossen made a motion, seconded by Mr. Goslin to approve the minutes. The motion was carried unanimously.

FINANCIAL REPORT

- Vicki Eldridge read the financial report.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to ratify the payment of December bills in the amount of \$62,552.25 from the general fund. The motion was carried unanimously.

REVIEW OF BUDGET

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

PUBLIC COMMENT

- There were no public comments at this time.

ROADMASTER REPORT

Vicki Eldridge, Township Manager, reported the following for the roadmaster. During the month of December the road crew worked on the following:

- Leaf clean up;
- Salted spots for two different storms;
- Checked pipes and inlets after 4" rain, cleared as needed, chipped up two trees that had closed roads, removed flood debris from Byerland Church and Radcliff Road Bridges;
- Recertified on flagger training;

- Serviced two dump trucks;
- Finished underdrain at Oak Bottom Road and Route 222;
- Started biomass boiler and bled zones as needed;
- Assisted Quarryville Boro in getting pipe temporarily open at Groff Parking area;
- Started sign reflectivity check in morning (dark);

During the month of January, the following work is planned:

- Remove debris from Radcliff Road Bridge;
- Service trucks and equipment;
- Tree trimming;
- Continue sign reflectivity inventory;
- Chip fallen trees along trail;
- Worked on equipment and building maintenance;
- Cut problem bamboo on Sawmill and Schoolhouse Roads;
- Salted for 3 different events;
- Continued with leaf clean up on 4 different roads; and
- Chipped trees downed from wind on multiple roads.

PARKS/RECREATION REPORT

- Mrs. Crossen announced that the parks/recreation committee meeting will be held on Thursday, March 14, 2024, at 7:00 p.m.
- Mrs. Eldridge discussed the pipe collapse at the Groff Trailhead.

OLD BUSINESS

- There was no old business to discuss at this time.

NEW BUSINESS

- Mrs. Crossen announced that the Elected Auditor's Organization Meeting will be held on Wednesday, January 3, 2024, at 4:00 p.m.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to reappoint Vicki Eldridge as Secretary to the Board of Supervisors. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to appoint Heidi Martinez as Secretary to the Zoning Hearing Board. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to appoint Kara Kalupson as Secretary to the Planning Commission. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to appoint Vicki Eldridge as 2024 Township Treasurer. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to reappoint Melvin Newcomer as Solicitor. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to reappoint Joseph Kenneff of Goodman and Kenneff as Counsel for Zoning Hearing Board. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder, to appoint Solanco Engineering as township engineer. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder, to appoint Arro Consulting as alternate engineer. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to appoint the Cleaning Crusade Company as the cleaning service for the township. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to appoint J. Pepper Goslin as Chief Administrative Officer for the non-uniform employee pension plan. The motion was carried unanimously.

- Mr. Goslin made a motion, seconded by Mr. Schroeder to reappoint Mark Deimler as Sewage Enforcement Officer. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to appoint Douglas Cwienk as alternate Sewage Enforcement Officer. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to appoint Traci Frantz as Recycling Enforcement Officer. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint Vicki Eldridge as Open Records Officer. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint Abigail Odell as Chairman of the Vacancy Board. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint James Herr as Emergency Management Coordinator. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder to appoint John Schroeder as official delegate to PSATS State Convention at Hershey, to be held in April 2024. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder reappoint Omar Smoker, Lester Wiker, Nancy Zimmerman-Clayton, David Gerhart and J. Pepper Goslin as members of the Agricultural Security Area Advisory Committee. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder to reappoint Samuel Blank and Ken Wiker to a four-year term as a member of the Planning Commission. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder to appoint Brent Siegrist as an alternate member of the Planning Commission. This is a four-year appointment. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder to reappoint Bradford Duvall to a three-year term as a member of the Zoning Hearing Board. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Schroeder to reappoint John Schroeder and J. Pepper Goslin to the Lancaster County Redevelopment Authority Regional Advisory Council. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to permit treasurer to transfer monies between checking and savings accounts as needed. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to appoint the township manager, township roadmaster and township road foreman as authorized individuals to open any or all sealed bids submitted to the township unless otherwise directed by the Board of Supervisors. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to continue to utilize Univest Bank and Trust as the depository for the township's funds. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mr. Goslin to establish mileage rate of \$0.67 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 2024 is 0.67 cents per mile. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to recommend to auditors that the Township Manager/Secretary/Treasurer's Bond be set at \$1,000,000. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder to recommend to auditors that the hourly rate of \$18.50 be paid to Supervisors for plowing snow within the Township. The motion was carried unanimously.

- Mr. Goslin made a motion, seconded by Mr. Schroeder to recommend to auditors that the hourly rate of \$16.00 be paid to Supervisors when employed as part time laborers within the Township. The motion was carried unanimously.
- Mr. Goslin made a motion, seconded by Mr. Schroeder 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. The motion was carried unanimously.
- Mr. Goslin 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; and \$4.00/page for large scale copies. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mrs. Crossen to continue to charge \$25.00/hour for extensive research of open records documents. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mrs. Crossen to appoint John Schroeder to supervise and retain control of all township personnel records. The motion was carried unanimously.
- Mr. Schroeder made a motion, seconded by Mrs. Crossen to reappoint J. Pepper Goslin as the township representative to the Southern Lancaster County Intermunicipal Council. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint John Schroeder as the township representative to the Solanco Safety Committee. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint Lori Crossen as the township representative to the Rawlinsville Fire Company Safety Committee. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to reappoint John Schroeder to the Quarryville Borough Wellhead Steering Committee. The motion was carried unanimously.
- Mrs. Crossen made a motion, seconded by Mr. Goslin to authorize Providence Township and Lancaster County real estate taxes to be collected by the County of Lancaster. The motion was carried unanimously.

SEWAGE OFFICER

- Mark Deimler issued one sewage permit with a total of \$525.00 remitted to the township for the month of December.

MONTHLY REPORTS

Secretary:

- Receipts totaling \$76,665.75 were recorded in the month of December.
- Maher Duessel will begin our audit on January 11.

ZONING REPORT

- **Aaron Smucker, Second dwelling unit request, 198 Clearfield Road:** A request to build a new dwelling while living in current dwelling at 198 Clearfield Road. After the new dwelling is built, turn existing dwelling into a storage building. Mr. Smucker was not in attendance; therefore, no action was taken on this request.
- **Thomas Ball, 194 Main Street Garage, PT-331FP-23, Waiver of Plan Processing:** The plan proposes changing the garage into a Pierogi shop. Following discussion, Mrs. Crossen made a motion, seconded by Mr. Schroeder to grant a waiver of Article III Plan Processing for the 194 Main Street- Tom Ball project subject to the review comments contained within the December 6, 2023, Solanco Engineering Associates review letter and any subsequent review letters. The motion was carried unanimously.

- **BB's Warehouse Expansion Final Land Development Plan, PT-334FP-23, 581 Camargo Road, Extension of Time:** Request for extension of time to complete compliance with the conditions of the approval of the plan for another 120 days. This would give until May 1, 2024, to complete the conditions and record the plan. Mr. Goslin made a motion, seconded by Mrs. Crossen to grant an extension of time for another 120 days for the completion of compliance of all conditions for the BB's Warehouse Expansion Final Land Development Plan, PT-334FP-23, 581 Camargo Road. This would give until May 1, 2024, to record the plan. The motion was carried unanimously.
- **Jacob Blank, 23 Farmington Way, Second Driveway Request:** Jacob Blank is requesting a second driveway at 23 Farmington Way. Following discussion, Mrs. Crossen made a motion, seconded by Mr. Goslin to grant approval of a second driveway at 23 Farmington Way. The motion was carried unanimously.
- **Tamarack Phase 3, Letter of Credit Reduction:** The original amount of the Letter of Credit is \$196,744.30. Solanco Engineering Associates, LLC performed a letter of credit reduction inspection and submitted a review letter dated December 7, 2023. The recommendation per the review letter is to reduce the letter of credit by \$181,713.80 and establish the new amount of \$15,030.50. Mrs. Crossen made a motion, seconded by Mr. Schroeder to reduce the Letter of Credit No. 416 from Centric Bank from \$196,744.30 by \$181,713.80 and establish the new amount of \$15,030.50. The Letter of Credit is in the name of Frederick and Beverly Steudler to secure completion of the improvements for the Mobile Home Park located at 321 Lancaster Pike. The motion was carried unanimously.
- **David Haines, 447 Sawmill Road, Renewal "Granny Flat Agreement":** Mr. Haines verified the terms of the "Granny Flat Agreement" are still in compliance. Mr. Schroeder made a motion, seconded by Mrs. Crossen to renew the "Granny Flat Agreement" with David Haines, pertaining to 447 and 445 Sawmill Road, for another year or until January 31, 2025. The motion was carried unanimously.
- **David Funk, 49 Cherokee Road, Enforcement Notice:** An enforcement notice was issued on October 9, 2023, for a camper with occupants on the property for more than thirty (30) days. **Compliance Date: November 8, 2023.** Following discussion, the board authorized the township solicitor to send a final letter to the property owner before any legal action would commence.
- **Rose Cooper, 520-95044-0-0000 Schoolhouse Road, Enforcement Notice:** An enforcement notice was issued on May 31, 2023, for a paving contractor business operating on the property. **Compliance Date: July 1, 2023.** The property owner went to ZHB and was denied on July 11, 2023. Township Solicitor, Mel Newcomer sent a letter dated December 5, 2023, with a compliance date of December 22, 2023. The township manager reported that the property appeared to be cleaned up at this time. No other action was taken.
- **David Z and Lydia F Glick, 175 Main Street, Enforcement Notice:** An enforcement notice was issued on September 5, 2023, for a sawmill business operating on the property. **Compliance Date: October 5, 2023.** The property owner went to ZHB and was denied on October 10, 2023. Following discussion, the board authorized the township solicitor to send a letter to the property owner to cease operations.

EXECUTIVE SESSION

- At approximately 8:06 p.m., Mrs. Crossen made a motion, seconded by Mr. Goslin to enter into an executive session to discuss a personnel matter. The motion was carried unanimously.
- At approximately 8:24 p.m., Mrs. Crossen made a motion, seconded by Mr. Schroeder to come out of the executive session. The motion was carried unanimously.

ADJOURNMENT

- With no further business, Mrs. Crossen made a motion, seconded by Mr. Schroeder, to adjourn the meeting at 8:24
- p.m. The motion was carried unanimously.

PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS

ATTEST: _____
Vicki L. Eldridge, Secretary

Lori L. Crossen, Chairman

J. Pepper Goslin, Vice Chairman

John E. Schroeder, Member