

Conestoga Township B.O.S Minutes

May 3, 2016

CALL TO ORDER- The Supervisors meeting was called to order at 7 pm by Eshleman.

PRESENT- Supervisors; Craig Eshleman, John Berry, and , Secretary Naomi Little, Citizens; Bill & Beth Birchall, Terry Shepps, John Wiker, Becky & Drew Miles, Dolores Warfel, Kathy Sangrey, Kim Kann, Jeff Landis, Parke Rineer, Ray Hess, Kerry Clements, Judy Leaman, Wes Bruckno, Gary Erb, Diane Carter, Scott Kriner, Robin Maquire, Daniel Henson, Lynda Like, Elaine Jones, Nancy Pechiro, Leslie Bunting, Pat Hindes, John Leakway, Fred & Doris Warfel, Larry Frankford Jr., Rich Graham, Carl Cramer, Paul Thomas, Leroy Eshleman, Andy Collins, Derek Good, Eric Doman, Stephan Bublilz, Todd Ream, Bob & Donna Wiggins, Gaye Denlinger, Don & Cheryl Linton, Carol Blom, Rick Huber, Karl Lefever Jr., Bonnie Yowler, John Fisher, and Dianna Good.

MINUTES- The Supervisors approved the April 2016 meeting minutes on a motion by Berry, second by Eshleman. All in favor none opposed.

TREASURER'S REPORT- The Treasurer's report for the month of April was accepted on a motion by Berry, second by Eshleman. All in favor none opposed.

APPROVE BILLS- The Supervisors approved all bills paid during the month of April on a motion by Eshleman, second by Berry. All in favor none opposed.

POLICE REPORT- Officer Carter presented report.

ZONING REPORT- Eshleman presented for Jim Caldwell, the Supervisors are in the process of looking for a Zoning officer, they will be talking to individuals, and companies as well as West Lampeter Township.

ROAD MASTER REPORT- John Berry gave update on the roads for the past month. Road Crew has replaced pipe and end wall on Boy Scout Road, repaired dirt road to the wild flower preserve, the road crew had gotten the stone from Manor Township from their left over materials from the Trestle Bridge for free. They also repaired and cleaned gutters on Pequea Creek and Stone Hill Roads.

Patched pot holes, trimmed brush on River Road and Shenks Ferry Road, mowed office and sewer plant twice, replaced road signs down on Colemanville, put a new fuel tank on the International dump truck, got the 550 truck inspected, replaced hydraulic line on front end loader, changed the fuel filter on the skid loader, also greased and performed regular maintenance on the other equipment.

Becky Miles asked if the stone came in for the Rails, Berry replied, no the Rails stone did not come in and that Manor Township had taken the ballast off of their Trestle and the road crew had asked to use the stone for the road to the wild flower preserve.

Kathy Sangrey asked how many people are on the Road Crew. Berry replied that the Township is down to himself and one part-time employee on Mondays and Wednesday. Berry has a person in mind named Jason McCracken, but Jason would like to be fulltime. Berry stated that he would be a good fit for the position due to his experience and knowledge of the job requirements. The Supervisors will need to discuss further and verify that the Township will have enough funds in the budget to accommodate a full time employee. Terry Shepps stated that he thinks it is important that we know where the Township is in its budget and he appreciates that the Supervisors are mindful in considering the budget constraints. Shepps also asked for the month that the Township last had a fulltime employee. Eshleman stated that the previous Road Master Corey Collins had left his fulltime position in September/ October of last year. Shepps suggested that the Supervisors review how the last full time employee fit into the budget and use it as a reference for the current budget.

Rich Graham from the Friends of the Force announced that they would like the approval of the Supervisors to close Main Street Conestoga from Kendig to Rineer Road for the Conestoga Car Show September 24th 2016 from 8-4. The Supervisors are happy to show their support. Motioned by Eshleman, second by Berry. All in favor none opposed.

BUSINESS

2015 AUDIT REPORT WITH BERTZ -HESS- Auditors Matt Whittaker and Tom Wobber were present at the meeting to field any questions on the Townships 2015 audit. Tom Wobber was the Partner in Charge (PIC) who oversaw the audit done

by Matt Whittaker and other auditors. The audit was completed in March of this year and it was submitted to the state in a timely manner. The auditors gave an unmodified opinion which meant there were no issues with the Financial Statements in accordance with the DCED basis of accounting that the Township uses. Terry Shepps inquired about the audit and wanted more detail on the manager letter that was created for the audit. Tom Wobber went through the final communications required for the audit. The First was a (sass-114) which goes through the basics of what the auditors incur or do not incur. He summarized the sass- 114 by saying they did not have any difficulties attaining needed information. No disagreements with managements. No formal consultations by management on specified issues. The second letter was a (sass-115) which covers any deficiency in the controls of the Township, the auditors did find 2 control deficiencies that were considered to be significant. The level of which the deficiency was in is Orange, issues found as evaluated controls. Review of bank statements should be reviewed by someone other than the person who is preparing the bank reconciliation. Suggest a separate person such as an assistant treasurer have a duplicate of bank statement for review. The second deficiency was the Recordation of Investment Accounts; they suggested having more regular bookkeeping on investment activity.

A citizen asked how much distance should there be between the reviewer and the preparer of the bank statements. Tom Wobber said there is no required distance it depends on the comfort level of the Township.

Deloris Warfel inquired about the yellow light issue, which Matt Whittaker clarified that it was about old checks that were not cashed in by employees. The checks will need to be issued to the employee or taken off the books.

Steve Bublitz asked if the second copy of the statements would be sent out, Eshleman and Berry explained that there is only one original that will be sent directly to the Township. Matt Whittaker explained that once the original is obtained by the Township the Secretary will make a copy for someone to review.

Terry Shepps asked for the Auditors to render an opinion on the financial strength or weakness of the audit. Tom Wobber replied that they would not render an opinion and that it is not a requirement of the audit. Tom Wobber went on to say that they have no going concerns for the next year. He stated that their job is to

look into the past and see if the financial statements as they have been presented are reasonable.

Terry Shepps asked the Auditor what their opinion is on the future finances of the Township considering the issues with the Police Budget and the condition of the roads. The Auditors would not give an opinion on the matter.

ROAD BIDS- Bids are being advertised in Lancaster Newspaper on May 2nd and 16th. The opening of sealed bids will be done on the June 7th meeting.

FLOOD ORDINANCE HEARING 2016-03- Motioned by Eshleman to adopted the amendment for the Flood Ordinance, second by Berry. All in favor none opposed.

DEP PLANNING MODULE FOR TIMOTHY SEARCH- Resolution for the Tim Search Subdivision Project for planning modules for sewer. Motioned by Eshleman, second by Berry. All in favor none opposed.

CONESTOGA ELEMENTARY SCHOOL- Signing of Storm Water Management & Memorandum of Understanding for plans on the improvements for the school. Motioned by Eshleman, second by Berry. All in favor none opposed.

POSSIBLE GRANTS- John Berry and Naomi Little have been looking for grants that will aid the Township in repairing the roads. They are working on applying for grants that include dirt and gravel, low volume road repair and drainage solutions.

GENERAL PUBLIC

Doris Warfel would like to see the Townships minutes, resolutions and Ordinances books from the past years brought up to date. Berry announced he will take charge of getting the minutes up to date and accurate with the current Secretary. Wes Bruckno inquired about a Zoning Ordinance; Eshleman stated that the Supervisors will be reviewing it with the Solicitor before they proceed.

Dianna Good and Eric Doman would like to see more discussion on the upcoming budget and how it will be spent.

Terry Shepps submitted the 2011BOS meeting minutes that had the reoccurring issue of the police budget. Shepps would like to see the Township address the budget and seriously consider what the Township can afford.

ADJOURN- @ 8:55 pm motion by Eshleman, second by Berry. All in favor none opposed.

Respectively Submitted by; Naomi Little - Secretary