

Conestoga Township B.O.S Minutes
November 7th 2017

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

PRESENT- Supervisors, Craig Eshleman, John Berry, and Robert Hershey Jr, Secretary Naomi Little, Citizens; Attendance list attached.

MINUTES- The Supervisors approved the October meeting minutes on a motion by Berry, second by Hershey Jr. All in favor none opposed.

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

TREASURER'S REPORT- Report was provided by Terry Shepps on table for review. Approved on a motion by Berry, second by Hershey Jr. All in favor none opposed.

ZONING REPORT- Read by Eshleman, for W. Lampeter: there were 5 permits issued and 3 permits in review.

ROAD MASTER REPORT- Road Crew spent time doing general maintenance, milling and patching potholes. Laid black top:18 tons on Orchard lane, 24 tons on Stoney Lane, 10 tons on Colemanville Rd, and 7 tons on River Rd. Finished measuring road width and right a ways for Penn Dot. Cut and cleaned up trees on Stoney Lane and Duck Hill Rd. Replaced a lot of damaged signs on Pequea Creek Rd and Sickman's Mill Rd. Road signs damaged by Williams were replaced and documented for reimbursement.

POLICE REPORT- Read by Officer Gary.

CONDITIONAL USE

MARTIN- Conditional Use and Lot Add On were approved on a motion by Berry, second by Hershey Jr. All in favor none opposed.

KYPER- Conditional Use was approved with restrictions of no outside displays or storage, no outside lighting, hours of operation would be from 10-5 Thursday Friday Saturday and 12-5 Sunday. Also any signs would need to be permitted by Zoning. Motioned by Eshleman, second by Berry. All in favor none opposed.

OLD BUSINESS

GRANT INCREASE FOR RINEER RD- Grant for Rineer Rd was increased an extra \$1,500.00 to total the amount of \$9,539.30 in grant funds to work on the project.

COLMANVILLE SEWER UPDATE- Residents that are hooked up to the Colemanville sewer system have been notified with a letter from the Twp Solicitor to make arrangement to pay any past fees for service. All 8 houses have responded and are complying with payments and or payment arrangements.

537 PLAN UPDATE- The Twp is collecting information for the 537 task action report along with exploring options for grant and low interest loans to help cover future costs of the 537 plan.

TOWNSHIP BUDGET- Budget was approved on a motion by Berry, second by Hershey Jr. All in favor none opposed.

SRPC UPDATE- Berry has met with Conestoga Solicitor, Pequea Solicitor, Pequea Supervisor Cynthia Evans, Commission board member Steve Yinger, and Commission Solicitor to discuss information on options on closing Commission and handling liability tail insurance along with final pay, payouts for sick time, and possible unemployment compensations. The Board asked for Berry to continue further discussion on contracting police services and headquarter lease with Fire Dept. along with the other addressed topics. The 2016 audit and late pension issues will be addressed once the final audit and response from Attorney General is received.

POLICE SERVICE- More information about options for police services was discussed. Some of the options were: buying service hours from other departments, state police, SRPD, or a hybrid of both state and contracted services.

NEW BUSINESS:

UCC EDUCATION FEE- Fee increase of 50cents was approved on a motion by Eshleman, second by Berry. All in favor none opposed.

BARD LETTER OF CREDIT- Credit letter for Bard was no longer needed after review from Twp Engineer. Release was approved on a motion by Eshleman, second by Berry. All in favor none opposed.

INSPECTION LETTERS- Letter for septic inspection reminders was approved on a motion by Eshleman, second by Hershey Jr. All in favor none opposed.

Gambling Resolution- Eshleman would like to have the resolution to prohibit gambling in the Twp put on next month agenda for review.

GENERAL PUBLIC

Robin Maquire asked why the Twp Road crew would have to upkeep with issues from Williams such as knocked down road signs ect. Berry and Hershey Jr. answered that it is the Twp responsibly to repair and upkeep any issues to stay with in code and provide a safe environment for the Twp. Any costs incurred from Williams will be noted and reimbursed to the Twp. Also the Board will remind Williams to stay on the roads that are bonded.

Tim Buyers and Ben Vonderhide inquired about the progress with the police services. Berry stated that he is currently in meetings with the Twp Solicitor and Pequea to discuss options with services and also closing of the SRPC. Berry said that issues will need to be addressed regarding the 2016 audit not being done yet and the late pension aid paperwork, if the pension is not approved by the Auditor General it could result in the Twp having to pay in a portion.

Dianna Good asked who was responsible for the paperwork and what will be done to remedy the issue. The Board answered that the Pension Plan Administrator and Commission Board are responsible and will need to follow up on paperwork to ensure timely responses to the problem.

Dianna Good and Tim Buyers asked that if funds needed would be extracted from the budgeted amount for the police services or cost the Twp extra money? Berry and Hershey Jr. replied that if the funds were needed for the pension they would come out of the budgeted money.

Ben Vonderhide- Announced he has taken papers regarding issues with the police dept. to the Attorney General for review. He suggested that taking a year apart from SRPD services would give the dept. time to clear up any issues and be better prepared to contract service with the Twp at a later date.

Dianna Good inquired if there was any progress on the ambulance services. Eshleman stated that he had given the ambulance dept. a call a few days ago and did not get a response yet.

Fred Warfel stated that the ambulance dept. should have a log to show where the ambulance is and times they are servicing the area.

Tim Buyers asked that if the ambulance dept. does not get back to the Board with answers to these questions would the Board look into getting the Solicitor involved.

Gaye Denlinger asked to find out if the ambulance dept. will still honor the service that people have paid dues for.

John Wiker- Asked to have an issue with the rail trail near his farm reviewed by the Twp. Berry said he would get in contact with the Twp Engineer to meet with Wiker and look into a solution that will suit everyone.

ADJOURN- @ 8:45pm

Motioned by Eshleman, second by Berry. All in favor none opposed.

*Respectively Submitted by,
Naomi Little - Secretary*

ATTENDANCE ROSTER

DATE: NOV. 7th 2017 MEETING: BOS

PLEASE PRINT YOUR NAME & ADDRESS:

1. Paolo Rinner 3470 main st. CONESTOGA
2. Eve Donovan 4 Campside Circle Rd Conestoga
3. Patricia Collins 3170 main st.
4. Andy Collins 3170 Main st Conestoga
5. John T. W. W. 322 River Hill rd
6. Stephen Bublitz 18 Woods Rd
7. Paul Spangler 312 RIVER CORNER
8. Garry Eub 415 Hilltop Drive
9. KARL LOFFELZ 250 VALLEY RD.
10. Cathy Kuper 23 Peach Ln
11. FRED WARREN 39 SANDHILL RD.
12. Dianne Good 4000 Main Street
13. Bill Rankin 179 Hilltop Drive
14. Kim Mann 4240 Main St
15. Gaye Denlinger 3477 Main St.
16. Paul Thomas 3347 Main St
17. STEVE GERGELY HARBOR ENGINEERING
18. Robert Maguire Sandhill Rd.
19. Jeff Landis 4240 Main
20. JEFF STONER 985 GREEN HILL RD CONESTOGA
21. Ray Hess 349 Peguoa Creek Rd.

ATTENDANCE ROSTER

DATE: _____ MEETING: _____

PLEASE PRINT YOUR NAME & ADDRESS:

1. Bill Goss 8 Campside Circle
2. Terry Shepps 125 Valley Rd Conestoga PA
3. Jonathan Aument 3171 Main St. Conestoga PA
4. Sara Harrell 3171 Main St Conestoga PA
5. Bob Wiggins 21 Peach Conestoga
6. TIM BYERS 6 ORCHARD LANE
7. Doug & Lydia Martin 7376 River Rd
8. Elaine Jones 34 Whipperwill Dr. 17603
9. DADDY JUSTICE VALLEY RD
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____

Conestoga Township Balance Sheet by Class As of September 30, 2017

	Capital Reserves	General	Pension	Railroad	Recreation	State Hwy	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
100.000 . Petty Cash	0.00	0.00	0.00	0.00	150.00	0.00	150.00
100.010 . Gen #7762 Fulton Checking	0.00	646,442.24	0.00	0.00	0.00	0.00	646,442.24
100.023 . St Hwy #7988 Fulton Checking	0.00	0.00	0.00	0.00	0.00	4,555.95	4,555.95
100.030 . Rec #7787 FultonChecking	0.00	0.00	0.00	0.00	20,018.22	0.00	20,018.22
100.040 . RBC Wealth Management							
Capital Reserves#70605	112,841.50	0.00	0.00	0.00	0.00	0.00	112,841.50
Pension Fund #71969	0.00	0.00	369,830.04	0.00	0.00	0.00	369,830.04
RailRaod Fund #70617	0.00	0.00	0.00	51,574.14	0.00	0.00	51,574.14
Total 100.040 . RBC Wealth Management	112,841.50	0.00	369,830.04	51,574.14	0.00	0.00	534,245.68
1072 . Bill.com Money Out Clearing	0.00	28,777.14	0.00	0.00	928.85	0.00	29,705.99
Total Checking/Savings	112,841.50	675,219.38	369,830.04	51,574.14	21,097.07	4,555.95	1,235,118.08
Total Current Assets	112,841.50	675,219.38	369,830.04	51,574.14	21,097.07	4,555.95	1,235,118.08
TOTAL ASSETS	112,841.50	675,219.38	369,830.04	51,574.14	21,097.07	4,555.95	1,235,118.08
LIABILITIES & EQUITY							
Liabilities							
Long Term Liabilities							
231.000 . Resident Deposit	0.00	153,409.16	0.00	0.00	0.00	0.00	153,409.16
Total Long Term Liabilities	0.00	153,409.16	0.00	0.00	0.00	0.00	153,409.16
Total Liabilities	0.00	153,409.16	0.00	0.00	0.00	0.00	153,409.16
Equity							
Operating Bal Equity	112,841.50	0.00	369,830.04	51,574.14	0.00	0.00	534,245.68
270.000 . Unreserved Fund Balance	0.00	521,792.63	0.00	0.00	18,630.01	40,162.63	580,585.27
Net Income	0.00	17.59	0.00	0.00	2,467.06	-35,606.68	-33,122.03
Total Equity	112,841.50	521,810.22	369,830.04	51,574.14	21,097.07	4,555.95	1,081,708.92
TOTAL LIABILITIES & EQUITY	112,841.50	675,219.38	369,830.04	51,574.14	21,097.07	4,555.95	1,235,118.08

Conestoga Township Profit & Loss Budget vs. Actual September 2017

	State Hwy		TOTAL	
	\$ Over Bud...	Sep 17	Budget	\$ Over Bud...
Ordinary Income/Expense				
Income				
301 . TAXES				
301.010 . Real Estate Tax - Current Year	0.00	1,078.62	0.00	1,078.62
310.010 . Real Estate Transfer Tax	0.00	18,622.45	0.00	18,622.45
310.020 . Earned Income Tax (1/2 of 1%)	0.00	16,385.15	0.00	16,385.15
Total 301 . TAXES	0.00	36,086.22	0.00	36,086.22
330 . FINES & FORFEITS				
331.000 . Police Fines & Fees Collected	0.00	667.69	0.00	667.69
Total 330 . FINES & FORFEITS	0.00	667.69	0.00	667.69
361 . CHARGES FOR SERVICES				
361.010 . Zoning /Subdiv/Land Dev -GenGov	0.00	400.00	0.00	400.00
362.020 . Zoning - Building Permits	0.00	2,799.22	0.00	2,799.22
364.110 . Colemanville Sewer User Charges	0.00	1,500.00	0.00	1,500.00
364.130 . Sanitation Fees Collected/Sewer	0.00	135.00	0.00	135.00
367 . POOL				
367.010 . Pool-Daily Admission	0.00	114.50	0.00	114.50
367.040 . Pool-Snack Bar	0.00	97.25	0.00	97.25
Total 367 . POOL	0.00	211.75	0.00	211.75
Total 361 . CHARGES FOR SERVICES	0.00	5,045.97	0.00	5,045.97
390 . OTHER REVENUE				
389.000 . Other Grants & Reimbursements	0.00	25,642.93	0.00	25,642.93
Total 390 . OTHER REVENUE	0.00	25,642.93	0.00	25,642.93
Total Income	0.00	67,442.81	0.00	67,442.81
Gross Profit				
Expense				
400 . GENERAL GOVERNMENT				
400.010 . Elected Supervisors Salary	0.00	468.75	0.00	468.75
402.100 . Outside Accounting Services	0.00	1,717.62	0.00	1,717.62
405.000 . Secretary/Clerk Salaries	0.00	4,123.62	0.00	4,123.62
406.000 . Office Supplies & Operating	0.00	360.10	0.00	360.10
409.010 . Mun. Bldg-Utili., Operating .	0.00	326.08	0.00	326.08
Total 400 . GENERAL GOVERNMENT	0.00	6,996.17	0.00	6,996.17
406.00 . Miscellaneous Expense	0.00	466.10	0.00	466.10
410 . PUBLIC SAFETY				
410.010 . Police Service Payments	0.00	29,166.00	0.00	29,166.00

Conestoga Township Profit & Loss Budget vs. Actual September 2017

	State Hwy		TOTAL	
	\$ Over Bud...	Sep 17	Budget	\$ Over Bud...
411.010 . Vol. Fire Co - Allocation	0.00	10,000.00	0.00	10,000.00
414.000 . Zoning				
414.030 . Zoning Planning Expenses	0.00	125.00	0.00	125.00
Total 414.000 . Zoning	0.00	125.00	0.00	125.00
Total 410 . PUBLIC SAFETY	0.00	39,291.00	0.00	39,291.00
426 . PUBLIC WORKS - SANITATION				
429.020 . Sanitation Officer-Salary	0.00	631.91	0.00	631.91
Total 426 . PUBLIC WORKS - SANITATION	0.00	631.91	0.00	631.91
430 . HIGHWAYS & STREETS				
430.010 . Road Crew Salary	0.00	8,670.33	0.00	8,670.33
430.030 . Shop Work Salary	0.00	821.25	0.00	821.25
433.010 . Street Signs & Markings-St Hwy	0.00	59.00	0.00	59.00
434.010 . Street Lighting	0.00	722.02	0.00	722.02
437.000 . Repairs Tools & Machinery	0.00	773.67	0.00	773.67
437.020 . Hand-Held Tools & Minor Equip.	0.00	295.85	0.00	295.85
Total 430 . HIGHWAYS & STREETS	0.00	11,342.12	0.00	11,342.12
450 . CULTURE & RECREATION				
452.103 . Pool Administration	0.00	1,350.00	0.00	1,350.00
452.123 . Pool Payroll-Lifeguards	0.00	2,119.26	0.00	2,119.26
452.223 . Pool - Snack Bar Expenses	0.00	106.93	0.00	106.93
452.233 . Pool - Utilities	0.00	57.00	0.00	57.00
452.303 . Pool - Repairs & Maintenance	0.00	271.25	0.00	271.25
452.503 . Pool - Regular Operating	0.00	228.45	0.00	228.45
452.603 . Pool - Office Expenses	0.00	4.78	0.00	4.78
Total 450 . CULTURE & RECREATION	0.00	4,137.67	0.00	4,137.67
480 . EMPLOYER BENEFITS				
481.010 . Employers Portion-FICA	0.00	1,342.89	0.00	1,342.89
483.000 . Pension-Non Uniform	0.00	-4,588.25	0.00	-4,588.25
486.010 . Twp Insurance Coverages	0.00	11,649.00	0.00	11,649.00
Total 480 . EMPLOYER BENEFITS	0.00	8,403.64	0.00	8,403.64
Total Expense	0.00	71,268.61	0.00	71,268.61
Net Ordinary Income	0.00	-3,825.80	0.00	-3,825.80
Net Income	0.00	-3,825.80	0.00	-3,825.80

General

INCOME

	2018	
	Budget	%
301 · TAXES		
301.010 · Real Estate Tax - Current Year	251,000	25%
301.020 · Real Estate Tax - Prior Year	3,500	0%
301.030 · Real Estate Tax - Delinquent	1,000	0%
301.040 · Real Estate Tax - Interim	900	0%
310.010 · Real Estate Transfer Tax	50,000	5%
310.020 · Earned Income Tax (1/2 of 1%)	530,900	54%
Total 301 · TAXES	837,300	85%
320 · LICENSES & PERMITS		0%
321.010 · Cable TV Permit	48,000	5%
Total 320 · LICENSES & PERMITS	48,000	5%
330 · FINES & FORFEITS		0%
331.000 · Police Fines & Fees Collected	10,000	1%
Total 330 · FINES & FORFEITS	10,000	1%
354 · STATE		0%
354.000 · State Grants		0%
Conservation Grants (need to create)	24,800	3%
354.020 · Road Equipment Grant	10,000	1%
354.030 · Snow Removal	-	0%
Total 354.000 · State Grants	34,800	4%
355.010 · PURTA (Pub. Util. Realty Tax)	-	0%
355.020 · Motor Vehicle Fuel Taxes	-	0%
355.030 · Turn Back Funds	-	0%
355.050 · General FDS Mun. Pension Reimb.	-	0%
Total 354 · STATE	34,800	4%
361 · CHARGES FOR SERVICES		0%
361.000 · General Government.	1,200	0%
361.010 · Zoning /Subdiv/Land Dev.-GenGov	-	0%
362.010 · Zoning Hearing Board Fee	1,000	0%
362.020 · Zoning - Building Permits	30,000	3%
364.110 · Colemanville Sewer User Charges	5,600	1%
364.120 · 537 Plan/OLDS Income	-	0%
364.130 · Sanitation Fees Collected/Sewer	10,390	1%
Total 361 · CHARGES FOR SERVICES	48,190	5%
390 · OTHER REVENUE		0%
389.010 · Old Equipment Sold	2,500	0%
389.000 · Miscellaneous Income - Other	6,000	1%
Total 390 · OTHER REVENUE	8,500	1%
Total Income	986,790	100%

EXPENSES**400 · GENERAL GOVERNMENT**

400.010 · Elected Supervisors Salary	5,625	1%
402.000 · Auditing Services/Financial Adm	8,250	1%
402.100 · Outside Accounting Services	17,940	2%
402.110 · Software Fees (bill.com, ADP)	2,400	0%
403.000 · Tax Collector Expense (postage to county)	800	0%
404.000 · Solicitor/Legal Services	32,000	3%
404.010 · Legal Advertising	5,000	1%
405.000 · Secretary/Clerk Salaries	37,000	4%
406.000 · Office Supplies & Operating	12,500	1%
407.010 · Office Capital Purchase - Compu	3,000	0%
408.000 · Engineer Services	10,000	1%
409.010 · Mun. Bldg-Util., Operating .	15,000	2%
409.020 · Mun. Bldg-Maintenance	8,000	1%

Total 400 · GENERAL GOVERNMENT 157,515 16%

410 · PUBLIC SAFETY

410.010 · Police Service Payments	350,000	35%
411.010 · Vol. Fire Co - Allocation	40,000	4%
411.020 · Vol Fire Co - Insurance	24,000	2%
413.010 · ACT537 Plan (UCC/Code Enforced)	15,000	2%
414.000 · Zoning		0%
414.010 · Zoning Officer Expense	15,285	2%
414.020 · Hearing Board Salary	1,200	0%
414.030 · Zoning Planning Expenses	2,500	0%
414.310 · Zoning Hearing Board Legal Exp.	1,200	0%
414.330 · Zoning Ordinance Book Update	500	0%

Total 414.000 · Zoning 20,685 2%

Total 410 · PUBLIC SAFETY 449,685 46%

426 · PUBLIC WORKS - SANITATION

429.010 · Colemanville Expense	3,000	0%
429.020 · Sanitation Officer-Salary	10,000	1%

Total 426 · PUBLIC WORKS - SANITATION 13,000 1%

430 · HIGHWAYS & STREETS

430.010 · Road Crew Salary	101,970	10%
430.020 · Road Crew Overtime	3,000	0%
430.030 · Shop Work Salary	6,446	1%
430.040 · Uniforms	3,172	0%
430.740 · Capital Purchase	40,000	4%
432.010 · Snow Removal	20,000	2%
433.010 · Street Signs & Markings-St Hwy	8,000	1%
434.010 · Street Lighting	9,000	1%
437.000 · Repairs Tools & Machinery	15,000	2%
437.002 · Road Dept-Maint to-Mach & Tools	-	0%
437.020 · Hand-Held Tools & Minor Equip.	2,000	0%

438.000 · Maintenance to Roads & Bridges		0%
438.001 · Enola Re-Stoning Project	-	0%
438.100 · RailTrail/Trestle Bridge	3,000	0%
438.000 · Maintenance to Roads & Bridges - Other	72,031	7%
Total 438.000 · Maintenance to Roads & Bridges	75,031	8%
439.002 · Construction to Roads & Bridges	-	0%
Total 430 · HIGHWAYS & STREETS	283,619	29%
450 · CULTURE & RECREATION		0%
453.540 · Conestoga Historical Society	-	0%
456.540 · Lanc. Co. Library - Allocation	1,200	0%
Total 450 · CULTURE & RECREATION	1,200	0%
461 · COMMUNITY DEVELOPMENT		0%
463.100 · Lancaster County Drug Task	3,776	0%
Total 461 · COMMUNITY DEVELOPMENT	3,776	0%
480 · EMPLOYER BENEFITS		0%
481.010 · Employers Portion-FICA	11,153	1%
481.020 · SUI Employers Portion	500	0%
483.000 · Pension-Non Uniform	22,852	2%
483.310 · Pension -Professional Services	2,500	0%
486.010 · Twp Insurance Coverages	25,991	3%
486.020 · Pool - Insurance Coverages	-	0%
487.000 Other Group Insurance Benefits	15,000	2%
487.010 · Payroll Clearing Account	-	0%
487.020 · Benefits Not Allocated	-	0%
480 · EMPLOYER BENEFITS - Other		0%
Total 480 · EMPLOYER BENEFITS	77,996	8%
480.000 · Miscellaneous Expense	-	0%
489.010 · Dog Expense	-	0%
Transfers to St Hwy Fund	-	0%
Total Expense	986,791	100%
Difference between Income & Expense	0	0