

The 2312th meeting of the Upper Leacock Township Board of Supervisors was held on Thursday, December 5, 2019, at 6:30 p.m. Chairman Ron Simmons, Vice Chairman J. Harold Leaman, and Supervisor Nelson Bard were present. Also present was Michael Morris, Township Manager; Brian Kauffman, Township Engineer; John Leen, Public Works Director; Sam Huber, ULTMA Treasurer and Joy Witmer, Administrative Assistant.

Supervisor Simmons called the meeting to order and then asked all present to rise and recite the Pledge of Allegiance.

Supervisor Bard made a motion to **approve** the November 21, 2019 Supervisors meeting minutes **with corrections**. Supervisor Leaman seconded the motion. The motion passed.

Corrections to be made, December meeting date change to the 5th. Manager Michael Morris asked that the minutes reflect on the fact that Amanda Dioszeghy from Eurofins and Adriana Atencio from Common Wheels Bike Club did not call to cancel or attend the Board of Supervisors Meeting on November 21, 2019.

Recognition of Guests:

Eldon R. Stoltzfus Architect – attended meeting to help with work session.

Public Comments:

There were no public comments.

Old Business:

2019 Emergency Operations Plan for promulgation – Supervisor Bard made a motion to **adopt** Resolution number 2019-13 Emergency Operations Plan for Upper Leacock Township in Lancaster County, Pennsylvania, November 2019, Basic Plan. Supervisor Leaman seconded the motion. The motion passed.

New Business:

There was no new business.

Supervisors' Concerns:

There were no concerns.

Engineer's Report

There was no report.

Solicitor's Report:

There was no report.

Payment of Bills:

NOV 14, 2019 to DEC 3, 2019

GENERAL	\$167,014.36
WATER	\$19,301.83
SEWER	\$60,515.40
TOTAL	\$246,831.59
STATE/LIQUID FUELS PAYMENTS	\$11,497.84
Alpha Space Control	\$5,832.10
PPL Electric Utilities	\$5,599.49
Rettew / ULT Annual RD Projects	\$66.25
TOTAL GENERAL FUND RECEIPTS	\$228,216.10

Supervisor Leaman made a motion to **approve** and pay the bills totaling \$258,329.43, Supervisor Bard seconded the motion. The motion passed.

Correspondence:

There was no correspondence.

Manager's Report:

Work Session for Newport Road Office:

- Offices – 5
- Cubicles – 4
- Meeting room size to seat 100 people
- Two bathrooms in meeting room area
- Options for extra storage - basement, second floor, keep vault for storage
- IT – fiber is the way to go, it's faster and will be better for cloud storage
- If possible keep the meeting room closed off to help with heating and cooling costs
- Set up time lines – plans, bids, building, moving

The decision was unanimous to have Eldon R. Stoltzfus as the architect for the building.

On a motion by Supervisor Leaman and seconded by Supervisor Bard, the meeting adjourned at 8:50 p.m. The next meeting is scheduled for January 6, 2019 at 6:30 p.m. in the Community Building meeting room.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Michael Morris', with a long horizontal flourish extending to the right.

Michael Morris
Township Manager