

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 7, 2013 8:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 7, 2013, at the Clay Township Municipal Office, 870 Durlach Road, Stevens, PA at time and place duly established to hold such a meeting.

Supervisors present were Timothy Lausch, Justin Harnish, and Keith Martin.

Township employees present were: Manager Bruce Leisey. Also present were those persons listed on the Attendance Sheet attached to these minutes.

The meeting was called to order by Bruce R. Leisey at 8:04 p.m. Bruce Leisey was appointed temporary Chairman and conducted the election for Chairman.

Election of Officers

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Timothy Lausch as Chairman. * The motion was approved with Timothy Lausch abstaining.

At this time the meeting was turned over to Timothy Lausch.

Keith Martin made a motion, seconded by Timothy Lausch, to reappoint Justin Harnish as Vice Chairman. * The motion was approved with Justin Harnish abstaining.

Justin Harnish made a motion, seconded by Timothy Lausch, to reappoint Keith Martin as Secretary. * The motion was approved with Keith Martin abstaining.

Department Heads

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Justin Harnish as Supervisor in charge of the Administration. * The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Timothy Lausch as Supervisor in charge of the Transportation Department. *The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Keith Martin as Supervisor in charge of the Police Department and Emergency Services. * The motion was approved unanimously.

Tax Rate

The Board of Supervisors acknowledged the tax rate at 1.3 mills. This rate was established at the December 31, 2008 Board of Supervisors meeting.

The Board of Supervisors acknowledged the Local Services Tax of \$52.00 per person earning over \$12,000 in Clay Township. This rate was established at the December 8, 2008 Board of Supervisors meeting.

Banking Institution

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Susquehanna Trust, as the Clay Township Banking institution for all General and Recreation funds, and for the Sewer Fund checking account and Capital Improvement account for the year of 2013, and to authorize Keith Martin, Justin Harnish or Bruce R. Leisey to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds for the year 2013, and to authorize Keith Martin, Justin Harnish or Bruce R. Leisey to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Township Solicitor

Justin Harnish made a motion, seconded by Keith Martin, to reappoint the firm of Shirk and Mejia, LLP, as the Clay Township Solicitor for 2013. The firm will be paid at the rate per the attached sheet dated 9/12/12. *The motion was approved unanimously.

Engineering Firm

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2013. Robert Lynn will be the Township's representative at the attached rates. *The motion was approved unanimously.

Township Manager/Treasurer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as Township Manager/Treasurer for 2013. *The motion was approved unanimously.

Roadmaster

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Earl Stauffer as Township Roadmaster for 2013. *The motion was approved unanimously.

Sewage Enforcement Officer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Marvin Stoner as Clay Township’s Sewage Enforcement Officer and Dale High as Alternative Sewage Enforcement Officer for 2013 at the rate of \$200 per perk and probe, \$100 per permit and \$50 per hour for other work. * The motion was approved unanimously.

Sewage Treatment Operator

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2013, at the rate of \$1,300 per month. * The motion was approved unanimously.

Zoning Officer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Dale Stahl as Zoning Officer for 2013. Office hours will remain Tuesday and Thursday from 8:00 AM to 12:00 Noon, with an additional 4 hours per week available on an “as needed” basis. *The motion was approved unanimously.

Building permit applications will be handled through the Township Office and are available Monday through Friday 8:00 AM – 4:30 PM.

Vacancy Board

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2013. *The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Justin Harnish, to appoint Clair Beyer, 401 Middlecreek Road, Lititz PA 17543, to a four year term on the Planning Commission. His term will expire on December 31, 2016. * The motion was approved unanimously.

Park and Recreation Committee

Keith Martin made a motion, seconded by Justin Harnish, to reappoint Rick Steffy, 35 Elser Drive, Ephrata PA 17522, to a five year term on the Park and Recreation Committee. His term will expire on December 31, 2017. * The motion was approved unanimously.

Water Authority

The Board of Supervisors acknowledged the following previously appointed terms.

Justin Harnish, 455 Camp Road, Stevens, PA 17578, five year term on the Ephrata Area Joint Water Authority. His term will expire on December 31, 2014.

Greg Schmuck, 419 Countryside Drive, Ephrata, PA, 17522, five year term on the Ephrata Area Joint Water Authority. His term will expire on December 31, 2013.

Board of Appeals

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Willis Lefever, 135 Durlach Hill Road, Stevens, PA 17578; Jonathan Zimmerman, 1590 Furnace Hill Road, Stevens, PA, 17578 and Marvin Martin, 250 W Mt Airy Road, Stevens, PA, 17578 to the Board of Appeals. * The motion was approved unanimously.

Zoning Hearing Board

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Rick Stehr, 10 W Girl Scout Road, Stevens PA 17578, to a three year term on the Zoning Hearing Board which expires on December 31, 2015. * The motion was approved unanimously.

Building Inspector/Code Official

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Randy Mauer as Building Code Official and Associated Building Inspectors as Clay Township's building inspectors for 2013 at the 2011 rates. * The motion was approved unanimously.

Redevelopment Authority

Keith Martin made a motion, seconded by Justin Harnish, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2013. * The motion was approved unanimously.

Mileage Rate

Justin Harnish made a motion, seconded by Keith Martin to set the mileage rate for business use of personal vehicles at the maximum allowable not itemized reimbursement IRS rate which is currently set at \$.565 per mile. * The motion was approved unanimously.

Meeting Schedule

Justin Harnish made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2013. Board of Supervisors – 2nd Monday; Zoning Hearing Board – 1st Thursday; Planning Commission – 4th Monday; and Park and Recreation the 1st Tuesday of each month as printed on the attached sheet. * The motion was approved unanimously.

Establish Fees

Justin Harnish made a motion, seconded by Keith Martin, to adopt the Clay Township Schedule of Fees as included in the packets. * The motion was approved unanimously.

Employee Salaries

Keith Martin made a motion, seconded by Justin Harnish, to approve 2013 employees’ salaries as follows:

Earl Stauffer	\$26.13/hour
Gary Calik	\$23.21/hour
Bruce Leisey	\$2,454.38 bi-weekly
Wendy Hackman	\$14.85/hour
Lorraine Schwendemann	\$13.66/hour, part time
Marvin Stoner	\$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed
Dale Stahl	\$22.07/hour, part time (also for snow removal and fire calls during regular working hours)
PT Road Maint	15.38/hour
PT Lawn Maint	12.30/hour

* The motion was approved unanimously

Part-Time Snow Removal – Personnel / Rate

Keith Martin made a motion, seconded by Justin Harnish, to reappoint on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Stevens at a rate of \$15.38/hour for snow removal and road maintenance in 2013. * The motion was approved unanimously.

Authority to Employ Supervisors

Justin Harnish made a motion, seconded by Keith Martin, to authorize the employment of the Supervisors to perform Public Works and Clerical duties at a rate set by the Auditors. * The motion was approved unanimously under the “Rule of Necessity”.

Treasurer’s Bond

Justin Harnish made a motion, seconded by Keith Martin, to maintain the Treasurer’s Bond amount at \$1,000,000. * The motion was approved unanimously.

Public Officials' Bond

Keith Martin made a motion, seconded by Justin Harnish, to maintain the Public Official's Bond amount at \$350,000. * The motion was approved unanimously.

Delegates to PA State Association of Township Supervisors Annual Convention

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as voting delegate and Keith Martin as alternate voting delegate for the PSATS annual convention. * The motion was approved unanimously.

Employee Holidays

Justin Harnish made a motion, seconded by Keith Martin, to approve the 2013 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Keith Martin made a motion, seconded by Justin Harnish, to approve Resolution #010713 to set the 2013 sewer user fee to \$385.00 an increase of \$10.00 from the 2011 & 2012 rate. * The motion was approved unanimously.

Building Inspection Fees

Justin Harnish made a motion, seconded by Keith Martin to approve the fees included in the packet. *The motion was approved unanimously.

Street Lighting Assessment

Justin Harnish made a motion, seconded by Keith Martin to approve Resolution # 010713A which maintains the fee for street lights assessment at \$100.00 per year for 2013. * The motion was approved unanimously.

Appoint Weinhold, Nickel & Company

Justin Harnish made a motion, seconded by Keith Martin to adopt Resolution #010713B to appoint Weinhold, Nickel & Company in lieu of elected auditors to make an examination of all the accounts of the Township for the 2012 fiscal year. * The motion was approved unanimously.

Approve Employee Holiday Function

Justin Harnish made a motion, seconded by Keith Martin to approve an employee holiday function in 2013 for employees and one guest. * The motion was approved unanimously.

Approve Collection of Unpaid 2012 Real Estate Taxes by Lancaster County

Justin Harnish made a motion, seconded by Keith Martin to approve the collection of unpaid 2012 Real Estate Taxes by Lancaster County Tax Claim Bureau as certified by Deb Zerbe, Clay Township Tax Collector. * The motion was approved unanimously.

Adjourn

Justin Harnish made a motion, seconded Keith Martin, by to adjourn the meeting at 9:30 p.m. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Justin Harnish, Vice-Chairman

Keith Martin, Secretary