

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2014 8:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 6, 2014, 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, and Keith Martin.

Due to Justin Harnish's resignation on December 31, 2013, Keith Martin and Tim Lausch will participate in voting by the rule of necessity on motions that could appear to be a conflict.

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 8:00 p.m. Bruce Leisey was appointed temporary Chairman and conducted the election for Chairman.

Election of Officers

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Timothy Lausch as Chairman. * The motion was approved unanimously.

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

Tim Lausch made a motion, seconded by Keith Martin, to appoint Keith Martin as Vice Chairman. * The motion was approved unanimously.

Tim Lausch made a motion, seconded by Keith Martin, to reappoint Keith Martin as Secretary. * The motion was unanimously approved.

Department Heads

Keith Martin made a motion, seconded by Tim Lausch, to appoint Keith Martin as Supervisor in charge of the Administration. * The motion was approved unanimously.

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

A decision to appoint a Supervisor in charge of the Police Department and Emergency Services was tabled.

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

Keith Martin made a motion, seconded by Tim Lausch, 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 2014, and to authorize Keith Martin and Bruce R. Leisey to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Tim Lausch, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds for the year 2014, and to authorize Keith Martin and Bruce R. Leisey to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Township Solicitor

Keith Martin made a motion, seconded by Tim Lausch, to reappoint the firm of Shirk and Mejia, LLP, as the Clay Township Solicitor for 2014. The firm will be paid at the same rates as 2013. *The motion was approved unanimously.

Engineering Firm

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2014. Robert Lynn will be the Township's representative at the attached rates. *The motion was approved unanimously.

Township Manager/Treasurer/Assistant Secretary

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2014. *The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Earl Stauffer as Township Roadmaster for 2014. *The motion was approved unanimously.

Sewage Enforcement Officer

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Marvin Stoner as Clay Township's Sewage Enforcement Officer and Dale High as Alternative Sewage Enforcement Officer for 2014 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

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2014, at the rate of \$1,300 per month. * The motion was approved unanimously.

Zoning Officer

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Dale Stahl as Zoning Officer for 2014. 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

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2014. *The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Adrian Kapp, 190 Yummerdall Road, Lititz PA 17543 and Bruce Leisey, 1025 Kleinfeltersville Road, Stevens PA 17578, to a four year term on the Planning Commission. Their terms will expire on December 31, 2017. * The motion was approved unanimously.

Park and Recreation Committee

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Phil DeVirgilis, 427 Middlecreek Road, Lititz PA 17543 and Scott Kachel, 251 Weidmnsville Road, Ephrata PA 17522, to a five year term on the Park and Recreation Committee. Their terms will expire on December 31, 2018. * The motion was approved unanimously.

Water Authority

Keith Martin made a motion, seconded by Tim Lausch to reappoint Greg Schmuck, 419 Countryside Drive, Ephrata, PA, 17522, to a five year term on the Ephrata Area Joint Water Authority. His term will expire on December 31, 2018.

Board of Appeals

Keith Martin made a motion, seconded by Tim Lausch, to reappoint 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

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Earl Ray Zimmerman, 730 Flintstone Road, Ephrata PA 17522, to a three year term on

the Zoning Hearing Board which expires on December 31, 2016. * The motion was approved unanimously.

Building Inspector/Code Official

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Randy Mauer as Building Code Official and Associated Building Inspectors as Clay Township's building inspectors for 2014 at the current rates. * The motion was approved unanimously.

Redevelopment Authority

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2014. * The motion was approved unanimously.

Mileage Rate

Keith Martin made a motion, seconded by Tim Lausch 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 \$.56 per mile. * The motion was approved unanimously.

Meeting Schedule

Keith Martin made a motion, seconded by Tim Lausch, to maintain the following meeting schedule for 2014. 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

Keith Martin made a motion, seconded by Tim Lausch, 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 Tim Lausch, to approve 2014 employees' salaries as follows:

Earl Stauffer	\$26.78/hour
Gary Calik	\$23.79/hour
Bruce Leisey	\$2,515.77 bi-weekly
Wendy Hackman	\$15.22/hour
Lorraine Schwendemann	\$14.00/hour, part time
Marvin Stoner	\$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed
Dale Stahl	\$22.62/hour, part time (also for snow removal and fire calls during regular working hours)
PT Road Maint	15.76/hour
PT Lawn Maint	12.60/hour

* The motion was approved unanimously

Part-Time Snow Removal – Personnel / Rate

Keith Martin made a motion, seconded by Tim Lausch, to reappoint on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Stevens at a rate of \$15.76/hour for snow removal and road maintenance in 2014. * The motion was approved unanimously.

Authority to Employ Supervisors

Keith Martin made a motion, seconded by Tim Lausch, 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.

Treasurer's Bond

Keith Martin made a motion, seconded by Tim Lausch, 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 Tim Lausch, 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

Keith Martin made a motion, seconded by Tim Lausch, 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

Keith Martin made a motion, seconded by Tim Lausch, to approve the 2014 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Keith Martin made a motion, seconded by Tim Lausch, to set the 2014 sewer user fee to \$385.00 (no increase from 2013). * The motion was approved unanimously.

Building Inspection Fees

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

Street Lighting Assessment

Keith Martin made a motion, seconded by Tim Lausch to approve Resolution # 010614 which maintains the fee for street lights assessment at \$100.00 per year for 2014. * The motion was approved unanimously.

Approve Employee Holiday Function

Keith Martin made a motion, seconded by Tim Lausch to approve an employee holiday function in 2014 for employees and one guest. * The motion was approved unanimously.

Approve Reprieve of Sewer Charges

Keith Martin made a motion, seconded by Tim Lausch to approve a one year reprieve until February 28, 2015 from sewer charges for a vacant lot owned by Jon Sauder located at 595 (rear) Hopeland Road. Mr. Sauder is on mission work in Africa and will not be able to move back to Clay Township until mid-2014. If the lot is sold prior to February 28, 2015, the sewer charges are due upon deed transfer. * The motion was approved unanimously.

Adjourn

Keith Martin made a motion, seconded by Tim Lausch to adjourn the meeting at 9:05 p.m. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice-Chairman
& Secretary