

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 5, 2015 7:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 5, 2015, 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, Keith Martin and Gary Landis.

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 7:00 p.m. Bruce Leisey was appointed temporary Chairman and conducted the election for Chairman.

Election of Officers

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

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

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

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

Department Heads

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

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

Gary Landis made a motion, seconded by Tim Lausch to appoint Keith Martin 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

Keith Martin made a motion, seconded by Gary Landis, 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 2015, and to authorize Keith Martin, Bruce R. Leisey and Gary Landis to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds for the year 2015, and to authorize Keith Martin, Bruce R. Leisey and Gary Landis 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 Gary Landis, to reappoint the firm of Shirk and Mejia, LLP, as the Clay Township Solicitor for 2015. The firm will be paid at the same rates as 2014. *The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis, to appoint Gary Kraft as Conflict Solicitor for issues regarding Red Maple Mobile Home Park. * The motion was approved unanimously.

Engineering Firm

Keith Martin made a motion, seconded by Gary Landis, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2015. Robert Lynn will be the Township's representative at the attached rates. *The motion was approved unanimously.

Township Manager/Treasurer/Assistant Secretary

Gary Landis made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2015. *The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to reappoint Earl Stauffer as Township Roadmaster for 2015. *The motion was approved unanimously.

Sewage Enforcement Officer

Gary Landis 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 2015 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 Gary Landis, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2015, at the same rate as 2014. * The motion was approved unanimously.

Zoning Officer

Keith Martin made a motion, seconded by Gary Landis, to reappoint Dale Stahl as Zoning Officer for 2015. 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 including evening hours yet to be determined. *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 2015. *The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Jon Price, 106 Forry Drive, Ephrata PA 17522 to a four year term on the Planning Commission. His term will expire on December 31, 2018. * The motion was approved unanimously.

Park and Recreation Committee

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Glenn Butcher, 1369 Furnace Hill Road, Stevens PA 17578 to a five year term on the Park and Recreation Committee. His term will expire on December 31, 2019. * The motion was approved unanimously.

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 and Charles Sheidy as Appeals Board Solicitor. * The motion was approved unanimously.

Zoning Hearing Board

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Dale Ulrich, 505 W Church Road, Ephrata PA 17522, to a three year term on the Zoning Hearing Board which expires on December 31, 2017. * The motion was approved unanimously.

Building Inspector/Code Official

Gary Landis 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 2015 at the current rates. * The motion was approved unanimously.

Redevelopment Authority

Gary Landis made a motion, seconded by Keith Martin, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2015. * The motion was approved unanimously.

Mileage Rate

Gary Landis 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 \$.575 per mile. * The motion was approved unanimously.

Meeting Schedule

Gary Landis made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2015. 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 Gary Landis, 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 Gary Landis, to approve 2015 employees' salaries as follows:

| | |
|---------------|---|
| Earl Stauffer | \$27.45/hour |
| Gary Calik | \$24.39/hour |
| Bruce Leisey | \$2,640.81 bi-weekly |
| Wendy Hackman | \$15.98/hour |
| Trudy Fritz | \$15.38/hour, part time |
| Marvin Stoner | \$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed |

Dale Stahl \$23.19/hour, part time (also for snow removal and fire calls during regular working hours)
PT Winter Road Maint 16.24/hour
PT Lawn Maint 12.91/hour
PT Summer Road Maint 15.00/hour (Seasonal)

* The motion was approved unanimously

Part-Time Snow Removal – Personnel / Rate

Gary Landis made a motion, seconded by Keith Martin, to reappoint on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Stevens at a rate of \$16.24/hour for snow removal and road maintenance in 2015. * The motion was approved unanimously.

Authority to Employ Supervisors

Keith Martin made a motion, seconded by Gary Landis, to authorize the employment of the Supervisors to perform Public Works duties, Clerical duties, mobile home park inspections and stormwater inspections at a rate set by the Auditors. * The motion was approved unanimously.

Treasurer’s Bond

Gary Landis 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

Gary Landis made a motion, seconded by Keith Martin, 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 Gary Landis as alternate voting delegate for the PSATS annual convention. * The motion was approved unanimously.

Employee Holidays

Gary Landis made a motion, seconded by Keith Martin, to approve the 2015 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Gary Landis made a motion, seconded by Keith Martin, to set the 2015 sewer user fee to \$395.00 (a \$10.00 increase from 2014). * The motion was approved unanimously.

Building Inspection Fees

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

Street Lighting Assessment

Keith Martin made a motion, seconded by Gary Landis to approve Resolution # 010515 which maintains the fee for street lights assessment at \$100.00 per year for 2015. * The motion was approved unanimously.

Approve Employee Holiday Function

Gary Landis made a motion, seconded by Keith Martin to approve a holiday function in 2015 for employees/volunteers and one guest. * The motion was approved unanimously.

2014 Unpaid Real Estate Taxes

Gary Landis made a motion, seconded by Keith Martin to approve collection of unpaid 2014 Real Estate taxes by the Lancaster County Tax Claim Bureau as certified by Debra Zerbe, Clay Township Tax Collector. * The motion was approved unanimously.

Revelstone Agreement

Keith Martin made a motion, seconded by Gary Landis to authorize execution of Agreement with Revelstone LLC for an annual Revelstone Compass subscription in the amount of \$4,800 with cost being borne by the Northern Lancaster County Regional Police Department. * The motion was approved unanimously.

Adjourn

Keith Martin made a motion, seconded by Tim Lausch to adjourn the meeting at 8:50 p.m. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice-Chairman

Gary Landis, Secretary