

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2018 7:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Tuesday, January 2, 2018, 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 6:58 p.m. Bruce Leisey was appointed temporary Chairman and conducted the meeting till election for Chairman.

Engineering

1. Leonard & Mary Cater – Sewage Planning Module

Leonard & Mary Cater reviewed the sewage planning module with the Planning Commission members.

The Caters are proposing to turn an existing cabin on their property at 380 W Mt Airy Road, Stevens into a single family dwelling. The additional dwelling on the property does meet the zoning requirement of being able to legally be sub-divided off the property.

Gary Landis made a motion, seconded by Keith Martin to approve execution of the Cater Sewage Planning Module. * The motion was approved unanimously.

Election of Officers

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

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 abstained from the vote.

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

Department Heads

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

Tim Lausch made a motion, seconded by Keith Martin, to reappoint Gary Landis 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 reappoint Keith Martin in charge of the Police Department and Emergency Services. * The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin to reappoint Tim Lausch and Keith Martin to represent Clay Township on the Northern Lancaster County Regional Police Department Board of Commissioners. * The motion was approved unanimously.

Tax Rate

The Board of Supervisors acknowledged the tax rate at 1.17 mills. This rate was established at the December 26, 2017 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 appoint BB&T, 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 2018, 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.

Gary Landis made a motion, seconded by Keith Martin, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds and the General Fund CD Accounts for the year 2018, 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

Gary Landis made a motion, seconded by Keith Martin, to reappoint the firm of Mejia Law Group with Jennifer Mejia as the Township Representative, as the Clay Township Solicitor for 2018. The firm will be paid rates noted in the agenda. * 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 2018. 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 Gary Landis, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2018. *The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to reappoint Earl Stauffer as Township Roadmaster for 2018. *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 for 2018 at the rate of \$200 per perk and probe, \$100 per permit and \$50 per hour for other work. There was no decision made on Alternative Sewage Enforcement Officer for 2018,

Keith Martin and Bruce Leisey will investigate available options. * 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 2018, at the rate of \$1,365 per month which is a 2% increase. * The motion was approved unanimously.

Assistant Zoning Officer/ Permit Officer

Keith Martin made a motion, seconded by Gary Landis, to appoint Thomas Zorbaugh as Zoning Officer and Bruce Leisey as Assistant Zoning Officer/ Permit Officer for 2018. * 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 and via online.

Vacancy Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2018. * The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Gary Landis, to reappoint Adrian Kapp, 1345 Forest Hill Rd and Josh Reist, 420 Yummerdall Road to a four year term on the Planning Commission which expires December 31, 2021. * The motion was approved unanimously.

Board of Appeals

Keith Martin made a motion, seconded by Gary Landis, to reappoint Jonathan Zimmerman, 1590 Furnace Hill Road and Marvin Martin, 250 W Mt Airy Road and to appoint Josh Reist, 420 Yummerdall Road to the Board of Appeals and E Richard Young as Appeals Board Solicitor. * The motion was approved unanimously.

Zoning Hearing Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Lynn Weaver, 442 Countryside Drive to a three year term on the Zoning Hearing Board which expires on December 31, 2020. * The motion was approved unanimously.

Park and Rec Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Rick Steffy, 35 Elser Drive, to a five year term on the Park and Rec Board which expires on December 31, 2022. * 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 2018 at the current rates. * The motion was approved unanimously.

In anticipation of legislative changes to the PA Building Code Inspection regulations, the Board of Supervisors and Township Staff will revisit the discussion of appointing multiple inspection agencies at the June 2018 Board of Supervisors meeting.

Redevelopment Authority

Keith Martin made a motion, seconded by Gary Landis, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2018. * The motion was approved unanimously.

Mileage Rate

Keith Martin made a motion, seconded by Gary Landis 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 \$.545 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 2018. Board of Supervisors – 2nd Monday and 3rd Tuesday AM; 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.

Gary Landis made a motion, seconded by Keith Martin to approve a change in the starting time for the Board of Supervisors 2nd Monday meeting time from 7:00 PM to 6:30 PM. * The motion was approved unanimously.

Establish Fees

Gary Landis 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.

There was discussion on increasing the fee for a Stormwater Small Project from \$75 to \$175. It was decided to keep the fee the same for now and Township Staff will research number of projects and what effects an increase would have on the budget.

Employee Salaries

Gary Landis made a motion, seconded by Keith Martin, to approve 2018 employees’ salaries as follows. * The motion was approved unanimously

It was noted that the increases for 2018 were based on the average wage increase of the Federal Government EO’s which Gary Landis indicated was 1.9%.

It was also noted that the Township Manager, Road Master and Zoning Officer were also given an additional .6% to reflect their additional decision-making responsibilities.

Earl Stauffer	\$29.42/hour
Gary Calik	\$25.99/hour
Bruce Leisey	\$2,830.66 bi-weekly
Tom Zorbaugh	\$30.75/hour – part time approx. 7 hours a week
Wendy Hackman	\$17.03/hour

Trudy Fritz	\$16.05/hour, part time
Marvin Stoner	\$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed
PT Lawn Maint	15.29/hour
PT Summer Road Maint	12.25/hour (Seasonal)

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 \$19.37/hour and Don Moyer, 565 Hopeland Road, Stevens at a rate of \$18.35/hour for snow removal and road maintenance in 2018. * 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

Keith Martin made a motion, seconded by Gary Landis, to approve the 2018 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Keith Martin made a motion, seconded by Gary Landis, to keep the sewer fees the same as 2017 (\$405). * The motion was approved unanimously.

Building Inspection Fees

Keith Martin made a motion, seconded by Gary Landis 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 # 010218 which maintains the fee for street lights assessment at \$100.00 per year for 2018. * The motion was approved unanimously.

Approve Employee Holiday Function

Gary Landis made a motion, seconded by Keith Martin to approve an appreciation function in 2018 for employees, volunteers and families. * 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