

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 7, 2019 7:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 7, 2019, 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 employee present was: 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 Leisey at 7:04 p.m. Bruce Leisey was appointed temporary Chairman and conducted the meeting till 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. Tim Lausch abstained from the vote.

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. 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

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

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

### 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

Gary Landis made a motion, seconded by Keith Martin, to appoint BB&T, as the Clay Township Banking institution for all General and Recreation funds, and for the Sewer Fund checking account for the year of 2019, and to authorize Keith Martin, Bruce 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 and Sewer Funds CD Accounts for the year 2019, and to authorize Keith Martin, Bruce 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 2019. 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 2019. 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 2019. \*The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to reappoint Earl Stauffer as Township Roadmaster for 2019. \*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 2019 at the rate of \$300 per perk and probe(includes alternate site), \$100 per permit and \$50 per hour for other work. Len Spencer was appointed as the Alternate Sewage Enforcement Officer at the same rates. \* 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 2019, at the rate of \$1,390 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 for 2019. \* The motion was approved unanimously.

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 2019. \* The motion was approved unanimously.

### Planning Commission

Keith Martin made a motion, seconded by Gary Landis, to reappoint Jonathan Price, 106 Forry Drive, Ephrata to a four year term on the Planning Commission which expires December 31, 2022. \* 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 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 Richard Stehr, 10 W Girl Scout Rd, Stevens to a three year term on the Zoning Hearing Board which expires on December 31, 2021 and reappoint Glen Hursh, 515 Clearview Road, Ephrata as an alternative member on the Zoning Hearing Board till December 31, 2021. \* The motion was approved unanimously.

### Park and Rec Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Phil DeVirgilis, 427 Middlecreek Road, Lititz to a five year term on the Park and Rec Board which expires on December 31, 2023 and reappoint Scott Kachel, 215 Weidmansville, Ephrata to a five year term on the Park and Rec Board which expires on December 31, 2023. \* The motion was approved unanimously.

### Building Inspector/Code Official

Gary Landis made a motion, seconded by Keith Martin, to approve Resolution R010719 to appoint Tom Zorbaugh as Building Code Official and Associated Building Inspections LLC, Building Inspection Underwriters of PA Inc and Commonwealth Code Inspection Service, Inc as Clay Township's building inspectors for 2019 at the rates submitted by individual third party agency. \* The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin to appoint Randy Maurer, 336 Hillcrest Drive, Ephrata as Clay Township's Fire Code Official. \* The motion was approved unanimously.

#### 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 2019. \* 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 \$.58 per mile for 2019. \* The motion was approved unanimously.

#### Meeting Schedule

Gary Landis made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2019. Board of Supervisors – 2<sup>nd</sup> Monday and 4<sup>th</sup> Tuesday AM; Zoning Hearing Board – 1<sup>st</sup> Thursday; Planning Commission – 4<sup>th</sup> Monday; and Park and Recreation the 1<sup>st</sup> 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 the starting time for the Board of Supervisors 2<sup>nd</sup> Monday meeting time of 6:30 PM. \* The motion was approved unanimously.

#### Establish Fees

Gary Landis made a motion, seconded by Keith Martin, to adopt Resolution #010719A Clay Township Schedule of Fees as included in the packets. \* 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 2019 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 adopt Resolution #010719B to increase sewer fees to \$415 per year. \* The motion was approved unanimously.

### Street Lighting Assessment

Keith Martin made a motion, seconded by Gary Landis to approve Resolution # 010719C which maintains the fee for street lights assessment at \$100.00 per year for 2019. \* The motion was approved unanimously.

### Approve Employee Holiday Function

Gary Landis made a motion, seconded by Keith Martin to approve an appreciation function in 2019 for employees, volunteers and families. \* The motion was approved unanimously.

### Approve Payment to Northern Lancaster County Regional Police Dept

Gary Landis made a motion, seconded by Keith Martin to approve payment in the amount of \$98,952.38 for the first installment payment of the 2019 police contract. \* The motion was approved unanimously.

### Execute Certification of Uncollected Real Estate Taxes

Keith Martin made a motion, seconded by Gary Landis to approve and execute the Certification of Uncollected Real Estate Taxes submitted by the Clay Township Tax Collector. \* The motion was approved unanimously.

### Appoint Ephrata Area Joint Authority Member

Keith Martin made a motion, seconded by Gary Landis to reappoint Greg Schmuck, 419 Countryside Drive, Ephrata as one of Clay Township's EAJA members. \* The motion was approved unanimously.

### Executive Session

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 8:44 PM to discuss personnel issues and potential litigation. \* The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin to exit Executive Session at 9:40 PM. \* The motion was approved unanimously.

Employee Salaries

Gary Landis made a motion, seconded by Keith Martin, to approve 2019 employees’ salaries as follows based on an 2.5% increase for regular full time and part time employees. \* The motion was approved with Tim Lausch and Keith Martin voting yes and Gary Landis voting no.

Gary Landis felt a 2.4 increase was justified based on the PA State increases of 2.5 for union employees and 2.25 for non-union employees.

It was noted that the increases for 2019 were based on the annual inflation rate of 2.47%.

Earl Stauffer	\$30.16/hour
Gary Calik	\$26.64/hour
Donald Moyer	\$19.48/hour
Bruce Leisey	\$2,901.43 bi-weekly
Tom Zorbaugh	\$31.52/hour – part time approx. 7 hours a week
Wendy Hackman	\$17.46/hour
Marvin Stoner	\$300 per perk and probe, \$100 per permit and \$50 per hour for other work performed
PT Lawn Maint	15.68/hour
PT Summer Road Maint	12.00/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 \$19.86/hour for snow removal and road maintenance in 2019. \* The motion was approved unanimously.



Adjourn

Keith Martin made a motion, seconded by Tim Lausch to adjourn the meeting at 9:53 p.m. \* The motion was approved unanimously.

Clay Township Board of Supervisors

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Timothy Lausch, Chairman

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Keith Martin, Vice-Chairman

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Gary Landis, Secretary