

CLAY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 14, 2022

The Supervisors of Clay Township met on a regularly scheduled meeting date of February 14, 2022, at the Clay Township Municipal Office, 870 Durlach Road, Stevens, Pennsylvania, at a time and place duly established to hold such a meeting and advertised and posted in accordance with the Second Class Township Code and the Sunshine Law.

Supervisors present were Keith Martin, Vice-Chairman and Gary Landis, Secretary. Tim Lausch was absent.

Also, present was Bruce Leisey, Township Manager, Bob Lynn of Hanover Engineering, Township Engineer and Jennifer Mejia of Mejia Law Group, Township Solicitor.

Also attending were those listed on the meeting attendance sheet, which is attached to these Minutes.

Keith Martin called the Meeting to order at 6:36 p.m.

Meeting Minutes

Gary Landis made a motion, seconded by Keith Martin to approve the January 3, 2022 meeting minutes. * The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to approve the January 10, 2022 meeting minutes. * The motion was unanimously approved.

Treasurer's Report

Gary Landis made a motion, seconded by Keith Martin to approve the Treasurer's Report for the month of January 2022. * The motion was unanimously approved.

Visitors

None

Engineer's Report

1. Blue Bell MHP Time Extension Request

Bruce Leisey reviewed the time extension request with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve the time extension request to make a decision on the Blue Bell MHP Final Land Development Plan until 5/10/2022. * The motion was unanimously approved.

2. James Bollinger Escrow Release Request

Bob Lynn reviewed the Hanover Engineering letter dated 2/8/22 with the Board of Supervisors.

Keith Martin made a motion, seconded by Gary Landis to approve full escrow release in the amount of \$3,696.84. * The motion was unanimously approved.

3. Wildflower Commons Escrow Release Request

Bob Lynn reviewed the Hanover Engineering letter dated 1/20/22 with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve an escrow release in the amount of \$22,083.50, retaining a balance of \$339,671.60. * The motion was unanimously approved.

4. Ralph Kurtz Escrow Release from 1/10/22 Board of Supervisors Meeting

The Board of Supervisors noted the Ralph Kurtz escrow release that was approved at the 1/10/22 meeting after being approved as an Agenda item addition.

5. Approve Advertising Bid to Overlay Hackman Road

Gary Landis made a motion, seconded by Keith Martin to approve advertising the bid to overlay Hackman Road from West Main Street intersection to approximately Countryside Drive. Bids to be opened March 18, 2022. * The motion was unanimously approved.

Old Business

None

New Business

1. Re-appoint Glenn Hursh as Zoning Hearing Board Alternate Member

Gary Landis made a motion, seconded by Keith Martin to re-appoint Glenn Hursh as an Alternate Member of the Zoning Hearing Board for a three-year term ending 12/31/24. * The motion was unanimously approved.

2. Approve Agreement to Upgrade High Speed Internet Service

Bruce Leisey informed the Board of Supervisors that the current high-speed internet service at the Township Office is not sufficient to handle the current usage. Offsite utilization of storage and back up of data has caused an increase in usage.

Gary Landis made a motion, seconded by Keith Martin to authorize Bruce Leisey to execute an agreement with Windstream for high speed internet service for 91.99 a month. * The motion was unanimously approved.

3. Adopt Resolution #021422 to Participate in Co-Op Bidding for Road Work and Line Painting

Bruce Leisey reviewed the resolution with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve the Township's participation in bidding of 310,000 ft of line painting and 104,425 sq. yds of bituminous seal coating. The bid will be administered by Penn Township. * The motion was unanimously approved.

4. Approve Mobile Home Park Permit Renewals

After discussion, Keith Martin made a motion, seconded by Gary Landis to mobile home park permit renewals for Clay School Acres, Valley View MHP, Meadow Valley Estates North, Blue Bell MHP Village, YWAM Twin Pine Campus, Country Lane Village and Victoria Manor Estates. The renewals will expire on 12/31/2022. * The motion was unanimously approved.

5. 101 Spook Lane Request to Close Road for Wall Replacement

Bruce Leisey reviewed the request with the Board of Supervisors. Mr. King has requested permission to close Pleasant View Road from Spook Lane to Hackman Road during the daylight hours for 2-3 days. Exact dates to be determined by Mr. King and Township Staff. The road will be closed to provide safety so he can remove, repair and rebuild the stone wall along his property that borders the roadway. The intersection of Pleasant View Road and Hackman Road is in West Cocalico Township. West Cocalico Township has also approved his request.

Gary Landis made a motion, seconded by Keith Martin to approve the request with the following conditions. No more than 3 days to complete project, road cannot be blocked by materials or non-movable equipment at any time, road only closed during daylight hours and reimbursement to the Township for any damage caused to the road. * The motion was unanimously approved.

6. 180 Woodcorner Road Execute Sanitary Sewer Holding Tank Maintenance Agreement

Bruce Leisey reviewed the agreement with the Board of supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve and execute the agreement for 180 Woodcorner Road sanitary sewer holding tank maintenance. * The motion was unanimously approved.

7. Approve Accounting Software Upgrade

Bruce Leisey informed the Board of Supervisors of the need to upgrade the Township's accounting software.

Gary Landis made a motion, seconded by Keith Martin to approve quote from Freedom Systems in the amount not to exceed \$1,495.00 to upgrade accounting software and provide training. * The motion was unanimously approved.

8. Appoint Herbein Company to Audit Financial Records for 2021

Gary Landis made a motion, seconded by Keith Martin to contract with Herbein Company CPA's to audit the 2021 financial records for the Township. * The motion was unanimously approved.

Monthly Reports

1. Manager's Report

Bruce Leisey and Bob Lynn reviewed issues related to flooding on East Woodcorner Road after a rain event. After discussion, it was agreed to authorize Hanover Engineering to review the current stormwater management plan for the Sharp Shopper basin with current stormwater management requirements as if the basin was installed today. Bob Lynn will report back to the Board of Supervisors.

Executive Session

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 8:25 PM to discuss personnel issues and potential litigation. * The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to exit Executive Session at 10:05 PM. * The motion was unanimously approved.

There was discussion on YWAM Zoning Hearing appeal. No decisions were made.

Bills to be Paid

General Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the General Fund bills totaling \$179,990.55 for the month of January. * The motion was approved unanimously.

Rec Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Recreation Fund bills totaling \$120.62 for the month of January. * The motion was approved unanimously.

Sewer Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Sewer Fund bills totaling \$4,285.86 for the month of January. * The motion was approved unanimously.

Reports for the Month

1. Chief of Police / Police Department
2. Fire Companies / Ambulance
3. Planning Commission Minutes
4. Solicitor's Report
5. Engineer's Report
6. Manager's Report
7. Road Master's Report
8. Zoning Officer's Report

Adjournment

Keith Martin made a motion, seconded by Gary Landis, to adjourn the meeting at 10:08 P.M. * The motion was approved unanimously.

Clay Township Board of Supervisors

_____ ABSENT _____
Timothy Lausch, Chairman

_____ _____
Keith Martin, Vice Chairman

_____ _____
Gary Landis, Secretary