

CLAY TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
January 11, 2021

The Supervisors of Clay Township met on a regularly scheduled meeting date of January 11, 2021, 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 Tim Lausch, Chairman, Keith Martin, Vice-Chairman and Gary Landis, Secretary.

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.

Tim Lausch called the Meeting to order at 6:35 p.m.

**Meeting Minutes**

Keith Martin made a motion, seconded by Gary Landis to approve the December 14, 2020 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 December 2020. \* The motion was unanimously approved.

**Visitors**

NONE

**Engineer's Report**

1. Lititz Real Estate Co – Approve Replacement LOC

Bruce Leisey informed the Board of Supervisors of the request to replace the Letter of Credit from Orrstown Bank with one from M&T Bank in the same amount of \$242,318.29.

Keith Martin made a motion, seconded by Gary Landis to approve the replacement Letter of Credit. \* The motion was unanimously approved.

2. Wyndale – Discussion on Public, Private, Connecting Streets

Cliff Weaver and Connie Alvord, representatives from Landmark Homes met with the Board of Supervisors to review the Wyndale development plan.

The discussions were limited to issues related to public vs private roads and access or no access to the Sunny Craft development via Kimberly Lane.

After discussion, it was decided to notify the property owners along Kimberly Lane of the proposed change in the plan and invite them to attend the 1/25/21 Planning Commission meeting or email concerns and comments to Bruce Leisey.

3. Marlin and Wanda Martin – Execute Storm Water Management Agreement

After review, Keith Martin made a motion, seconded by Gary Landis to approve and execute the Martin Storm Water Management Agreement and approve the Drainage Easement. \* The motion was unanimously approved.

**Old Business**

1. Annex Renovation Update

Bruce Leisey informed the Board of Supervisors that the design plan has been finalized and the project should be out for bid the week of 2/1/2021.

Bruce Leisey and Keith Martin will meet with Northern Lancaster County Regional Police Department's Building committee to review the draft 2021 Building Lease for all leased properties.

2. Approve Advertising of Forestry Ordinance

After review, Gary Landis made a motion, seconded by Keith Martin to approve advertising of the updated Forestry Ordinance. \* The motion was approved unanimously.

**New Business**

1. Appoint Herbein & Co to perform Audit of 2020 Financial Statements

After review, Keith Martin made a motion, seconded by Gary Landis to appoint Herbein & Co., 2163 Century Blvd, Reading PA to perform an audit of the 2020 Township financial statements.

\* The motion was unanimously approved.

2. Approve Certification of Unpaid Taxes

After review, Gary Landis made a motion, seconded by Keith Martin to approve Certification of Unpaid Taxes and forward to Lancaster County Tax Claim Bureau for collection. \* The motion was approved unanimously.

3. Approve Membership to PSATS

Keith Martin made a motion, seconded by Gary Landis to approve the 2021 Membership to the PA State Association of Township Supervisors and pay the membership dues in the amount of \$1,746.00 (which is same rate as 2020). \* The motion was approved unanimously.

4. Approve Lancaster County Board of Elections 2021 Polling Place Agreement

After review, Gary Landis made a motion, seconded by Keith Martin to approve execution of the agreement with Lancaster County Board of Elections to use the Township Municipal building as a polling location for 2021. \* The motion was approved unanimously.

**Executive Session**

Gary Landis made a motion, seconded by Keith Martin to enter into Executive Session at 8:22 PM to discuss personnel issues and potential litigation. \* The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis to exit Executive Session at 9:30 PM. \* The motion was approved unanimously.

There was discussion on the draft Ephrata Borough Authority Sewer Agreement. 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 \$30,071.37 for the month of December. \* The motion was approved unanimously.

Rec Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Recreation Fund bills totaling \$132.06 for the month of December. \* The motion was approved unanimously.

Sewer Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Sewer Fund bills totaling \$3,151.37 for the month of December. \* 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 9:35 P.M. \* The motion was approved unanimously.

Clay Township Board of Supervisors

---

Timothy Lausch, Chairman

---

Keith Martin, Vice Chairman

---

Gary Landis, Secretary