

CLAY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
July 13, 2015

The Supervisors of Clay Township met on a regularly scheduled meeting date of July 13, 2015, 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 Chairman, Timothy Lausch, Vice-Chairman, Keith Martin and Secretary, Gary Landis.

Clay Township employee present was Bruce Leisey, Township Manager. Also present was Bob Lynn of Hanover Engineering, Inc., Township Engineer and Jennifer Mejia of Shirk and Mejia, Township Solicitor.

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

Timothy Lausch called the Meeting to order at 7:02 p.m.

Meeting Minutes

Keith Martin made a motion, seconded by Gary Landis to approve the June 8, 2015 meeting minutes as printed in the July 13, 2015 agenda. * The motion was approved unanimously.

Treasurer's Report

Keith Martin made a motion, seconded by Gary Landis, to approve the Treasurer's Report for the month of June, 2015. *The motion was approved unanimously.

Gary Landis noted that building permit revenue is substantially lower than budget. Bruce Leisey informed the Board of Supervisors that building activity is down from past years. There was also discussion on stormwater management fees vs actual expenses. Bruce Leisey is tracking activity on spread sheet and will review with the Board of Supervisors.

Visitors

1. Penny Talbert, Lloyd Chapman – Board of Directors, Joy Ashley – Director of Development, Barb McCaffrey – Board Member, representatives from the Ephrata Public Library

Penny Talbert reviewed the library's 6 month budget with the Board of Supervisors. The library would like a contribution in 2016 of \$5.00 per capita.

No decisions were made at this time.

Engineer's Report

1. Fox Meadows Creamery – Deferral of Land Development

Bob Lynn, Hanover Engineering, received submittal for deferral of land development plan from Robert Fox.

Bob Fox thanked everyone for expediting the review process. Mr. Fox asked if the Board of Supervisors will consider approval of the deferral at its July 28, 2015 AM meeting.

Jennifer Mejia questioned the 2,736 sf fall produce sales area which is described in the narrative but the plan indicates an area of approximately 800 sf.

Jennifer Mejia and Bob Lynn have concerns with the location and actual size of the sales area and its impact on vehicle and pedestrian flows.

Bob Fox will have his Engineer note location and size of sales area on plan.

No decisions were made at this time.

Old Business

1. Safety Manual Discussion

After review and discussion of the final draft of the Safety Manual, it was decided to identify the tasks required by the manual and the responsible party for each task. The Board of Supervisors expects to approve Safety Manual at its August 10, 2015 meeting.

2. MS4 and Storm Water Management Update

Keith Martin updated the Board of Supervisors on his attendance at the Stormwater Inspectors classes he attended in Philadelphia and the MS4 Maintenance Garage Housekeeping seminar he attended at Warwick Township.

New Business

1. Award Road Bids

Bob Lynn reviewed the bids with the Board of Supervisors.

There was discussion and agreement to defer final overlay items until 2016. Keith Martin stated that he was in agreement with that decision but wanted to encourage the Board of Supervisors to make sure the project is included in the 2016 budget and does not get forgotten.

Gary Landis made a motion, seconded by Keith Martin to award the following Items, Forest Hill Road Widening #1, 2, 2,4; East Woodcorner Road Widening #9; Middle Creek Road Leveling #11; North Clay Road Leveling #12; Woodcorner Road Repairs #13 (see bid tabulation sheet for full scope of work) for a total of \$114,299.57. * The motion was unanimously approved.

2. Request for Commercial Use of Snyder Park

The Board of Supervisors reviewed the written request from Ken Siegrist to utilize Snyder Park for a customer luncheon and product demonstrations.

Gary Landis made a motion, seconded by Keith Martin to approve the rental request at a fee of \$80 with submittal of Certificate of Insurance. * The motion was unanimously approved.

3. Execute PennDot Snow Removal Renewal for 2015-2016

Gary Landis made a motion, seconded by Keith Martin to approve the Winter Service Agreement with PennDot with revenue of \$13,030.26 to the Township which is an increase of 1.8% over last year. * The motion was unanimously approved.

4. Request to Replace Pedestrian Crosswalk Markings in Charity Gardens Development

There was discussion on the request received from Charity Gardens HOA to repaint the crosswalks in the development.

Township Staff will secure a cost quote on the work and report back at next meeting.

5. Request to Extend Truck Parking Restrictions to Hillcrest Development

There was discussion on a request from Roger Poorman of 700 Longview Drive to prohibit truck parking on Longview Drive. Mr. Poorman stated that a tractor trailer parks on the road with the engine running.

Gary Landis offered to meet with Mr. Poorman to try to resolve the issue without adoption of a revised Ordinance.

No decisions were made at this time.

6. Sewer EDU Use Extension for 595 Hopeland Road Rear

Jonathan Sauder's, property owner, one year extension from the requirement to connect to the Hopeland Sewer Plant expired on February, 28, 2015. As per the approved waiver since Mr. Sauder is selling the lot, the Board of Supervisors will require Mr. Sauder to pay the annual sewer fee of \$395 before sale settlement of the property. In addition, effective January of each preceding year the new property owner will be required to pay the annual sewer fee regardless if the property has been connected to the sewer plant.

Executive Session

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 9:15 PM to discuss Potential Litigation and Personnel Issues. * The motion was unanimously approved.

Gary Landis made a motion, seconded by Tim Lausch to exit Executive Session at 11:00 PM. * The motion was unanimously approved.

Keith Martin made a motion, seconded by Gary Landis to authorize Kenelm Shirk to send a response letter to Ephrata Borough requesting the Borough to provide additional sewer services to Clay Township.

The Board of Supervisors authorized Township Staff to institute the on-line Building Permit Application process on or about August 3, 2015.

Bills to be Paid

General Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the General Fund bills totaling \$49,647.32 for the month of June. * The motion was approved unanimously.

Rec Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Recreation Fund bills totaling \$1,139.41 for the month of June. * The motion was approved unanimously.

Sewer Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Sewer Fund bills totaling \$3,482.02 for the month of June. * The motion was approved unanimously.

Liquid Fuel

Keith Martin made a motion, seconded by Gary Landis, to approve the Liquid Fuel Fund bills totaling \$159,946.18 for the month of June. * The motion was Approved unanimously.

Reports for the Month

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

Adjournment

Gary Landis made a motion, seconded by Keith Martin, to adjourn the meeting at 11:15 P.M. *The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

Gary Landis, Secretary