

CLAY TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
November 11, 2019

The Supervisors of Clay Township met on a regularly scheduled meeting date of November 11, 2019, 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, Inc., 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 6:40 p.m.

**Meeting Minutes**

Gary Landis made a motion, seconded by Keith Martin to approve the October 14, 2019 meeting minutes with a spelling correction on page 1, 2<sup>nd</sup> to last paragraph. \* 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 October 2019. \* The motion was unanimously approved.

**Visitors**

None

**Engineer's Report**

1. Clay School Apartments – Escrow Release Request

Bob Lynn reviewed the escrow release request with the Board of Supervisors.

Keith Martin made a motion, seconded by Gary Landis to release cash escrow in the entire amount of \$7,5000. \* The motion was unanimously approved.

## 2. HomeTowne Square Phase 1 & 2 – Approve As Built Plan

Bob Lynn reviewed the request and the Hanover Engineering letter dated 10/14/19 with the Board of Supervisors.

After discussion, it was decided to not take action until the outstanding items listed on the Hanover Engineering letter dated 10/14/19 are addressed.

## 3. 665 Hopeland Road – Lot Add-On Plan or Time Extension Request

Ron Hershey, Hershey Surveying, and Jay Lloyd Wise, Developer, reviewed the plan with the Board of Supervisors.

The Lot Add-On Plan proposes to join 10.395 acres from a 12.055-acre lot (665 Hopeland Road) to their existing 80.07-acre farm (1110 Sun Valley Road). The remaining lots will be a 1.66-acre residential lot (665 Hopeland Road) and a 90.47-acre ag lot (1110 Sun Valley Road).

Keith Martin made a motion, seconded by Gary Landis to approve modification of Section 402.B.10 to reduce map scale on plan and a deferral of Section 602.K.3 to defer road improvements along lot frontage on Maple Street. \* The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to approve the plan contingent on compliance with the Hanover Engineering letter dated 10/18/19. \* The motion was unanimously approved.

## 4. Woodcorner Properties – Time Extension Request 19-05

After review, Gary Landis made a motion, seconded by Keith Martin to approve the 90-day time extension request. The new expiration date of the plan is 2/19/19. \* The motion was unanimously approved.

## **Old Business**

### 1. Hopeland Sewer I&I Repairs Update

Bob Lynn informed the Board of Supervisors the bid opening for the Sewer I&I repairs is scheduled for 12/6/19 and bid award is anticipated at the 12/9/19 meeting.

2. LCATS Update – Gary Landis

Gary Landis updated the Board of Supervisors on discussion held at the 11/4/19 LCATS meeting.

The Board of Supervisors also discussed the LCATS Resolution #11-4-19-1.

**New Business**

1. Approve and Execute Agreement to Provide and Fund Ephrata School District’s School Resource Officer Program

Keith Martin made a motion, seconded by Gary Landis to approve and execute the agreement (as printed in agenda) to provide and fund a School Resource Officer (SRO) with the Ephrata Area School District. \* The motion was unanimously approved.

2. Zoning Officer Report

Tom Zorbaugh reviewed the monthly Zoning report with the Board of Supervisors.

3. Execute Support Letters for EAJA Grant Requests

After review, Gary Landis made a motion, seconded by Keith Martin to approve & execute support letters for EAJA Clearwell Baffling and Maintenance Project Grant and EAJA Meter Replacement Project Grant. \* The motion was unanimously approved.

4. Authorize Township Manager to Execute Documents for 2016 Ford Truck

Keith Martin made a motion, seconded by Gary Landis to authorize Bruce Leisey to execute documents in regard to the registration of the 2016 Ford truck. \* The motion was unanimously approved.

5. Approve Advertising of Intent to Contract with Independent Auditor

Keith Martin made a motion, seconded by Gary Landis to approved advertising of intent to appoint Herbein & Co Inc, CPA's to perform an audit of the 2019 township records. \* The motion was unanimously approved.

6. Hackman Road

Bob Lynn reviewed with the Board of Supervisors the Hackman Road widening plan and curve layout.

Township Staff will proceed with obtaining cost estimates and planning process.

7. Blue Bell Mobile Home Park HOP

Bob Lynn informed the Board of Supervisors PennDOT is not requiring full TIS in conjunction with the proposed expansion to the park. PennDOT indicated that capacity, turn lane, sight distance and crash analysis for the intersection be provided in conjunction with the HOP submission.

Township Staff will review and make comments to the Board of Supervisors when the information is received.

8. Discussion on 2020 Proposed Budget

Bruce Leisey informed the Board of Supervisors that the 2020 Proposed Budget is almost complete. He is waiting for budget numbers for Capital Improvements. The Preliminary proposed budget will be ready for the 20-day waiting period on 11/26/19.

**Executive Session**

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 8:42 pm to discuss potential litigation and personnel issues. \* The motion was unanimously approved.

Keith Martin made a motion, seconded by Gary Landis to exit Executive Session at 9:25 pm. \* The motion was unanimously approved.

The Board of Supervisors and Township Staff reviewed comments from Ephrata Borough Authority on the Draft Sewer Agreement with the Ephrata Borough Authority. No decisions were made.

Keith Martin made a motion, seconded by Gary Landis to approve the following changes to the Township's medical plan, Doctor Office visit from \$15 to \$20, Specialist Office visit from \$15 to \$40, Emergency Room visit from \$75 to \$100, Urgent Care visit \$50, Virtual Care visit \$15, Brand Name RX from \$20 to \$35. Plan changes will take effect on 1/1/2020. \* The motion was unanimously approved.

### **Bills to be Paid**

#### **General Fund**

Keith Martin made a motion, seconded by Gary Landis, to approve the General Fund bills totaling \$33,604.25 for the month of October. \* The motion was approved unanimously.

#### **Rec Fund**

Keith Martin made a motion, seconded by Gary Landis, to approve the Recreation Fund bills totaling \$1,490.16 for the month of October. \* The motion was approved unanimously.

#### **Sewer Fund**

Keith Martin made a motion, seconded by Gary Landis, to approve the Sewer Fund bills totaling \$7,447.11 for the month of October. \* 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 9:30 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