

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

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

Also, present was Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant, 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

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

Treasurer's Report

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

Visitors

None

Engineer's Report

1. Marlin and Wanda Martin – Time Extension Request

Bruce Leisey reviewed the 60-day time extension request with the Board of Supervisors and informed the Board of Supervisors that the applicant is waiting for comments on their NPDES permit. Bob Lynn said he has done a general review of the plan.

Gary Landis made a motion, seconded by Keith Martin to approve the 60-day time extension request for the Martin plan. * The motion was unanimously approved.

2. Discussion on Update to Stormwater Management Ordinance

Bob Lynn and Jennifer Mejia informed the Board of Supervisors that the updates to the Stormwater Management Ordinance have been made and the Ordinance will be advertised, as previously approved, for approval at the December 12, 2022 meeting.

Jennifer Mejia also explained that wording has been added to the Ordinance to allow the Appendix's to be updated by Resolution when needed.

Old Business

1. Discussion and Decision on Adopting Ordinance to Join EMS Authority

Bruce Leisey informed the Board of Supervisors that there hasn't been any new information released on the EMS Authority. Bruce said that there are 11 municipalities meeting within the week to make their decision on membership in the Authority.

The Board of Supervisors commended everyone for all the effort that has been put into the EMS Authority.

Gary Landis made a motion, seconded by Keith Martin to not adopt the Ordinance to join the EMS Authority as a Charter Member. * The motion was unanimously approved.

Keith Martin asked Bruce Leisey to include in the response letter that this is not a reflection on services by Northwest EMS and that the Township commends everyone for their efforts in forming the Authority.

New Business

1. Discussion and Potential Approval of Advertising of 2023 Preliminary Budget for Public Review

Bruce Leisey reviewed the 2023 Preliminary Budget with the Board of Supervisors. Topics discussed were employee wages, sewer user fees, fueling station project, seal coating bidding and new truck purchase.

Keith Martin made a motion, seconded by Gary Landis to approve advertising for public review the 2023 budget beginning 11/23/22 and potential adoption at the 12/12/22 meeting. * The motion was approved unanimously.

2. Approve Triscari Proposal to Update Website

Bruce Leisey reviewed the proposal to update the Township website from Triscari. The update would offer easier navigation of the site and make the site more responsive to all devices creating a modern look for the website.

Keith Martin made a motion, seconded by Gary Landis to approve the proposal to update the Township website in the amount of \$3,950.00. * The motion was approved unanimously.

3. Approve Park Bench Agreements

Bruce Leisey reviewed the agreement with the Board of Supervisors. Jennifer Mejia also suggested language for potential replacement of the bench if damaged and size of placard to be purchased by the Township for the bench.

Gary Landis made a motion, seconded by Keith Martin to approve the agreement with the suggested updates from Jennifer Mejia. * The motion was approved unanimously.

4. Approve Dutchland Inc. Proposal for WWTP Weir Trough Replacement

Bruce Leisey reviewed the proposal with the Board of Supervisors for the WWTP Weir Trough Replacement. Bruce informed the Board of Supervisors that the work would not be able to be completed until early 2023.

Keith Martin made a motion, seconded by Gary Landis to approve the WWTP Weir Trough Replacement proposal in the amount of \$9,925.00 from Dutchland Incorporated, Gap PA. * The motion was approved unanimously.

5. Review and Potentially Approve School Resource Officer Agreement

There was discussion on the School Resource Officer Agreement it was decided to table a decision until the December 12, 2022 until the Ephrata Borough Police contract negotiations are finalized.

6. Authorize Hanover Engineering to Complete Grant Applications and Township Manager to Sign Applications

Bob Lynn and Bruce Leisey reviewed potential stormwater grants currently available.

Gary Landis made a motion, seconded by Keith Martin to authorize Hanover Engineering to complete the grant applications on behalf of the Township and authorize Bruce Leisey to sign the applications on behalf of the Township. * The motion was approved unanimously.

7. Approve Annual Monitoring Services and Fire Alarm Testing for Municipal Building

Bruce Leisey reviewed the invoices from ESCO for annual monitoring services and annual fire alarm testing for the municipal/police building.

Keith Martin made a motion, seconded by Gary Landis to approve the annual fee for fire alarm system monitoring in the amount of \$456.00 and annual system testing in the amount of \$725.04. * The motion was approved unanimously.

8. Appoint Planning Commission Member

Bruce Leisey informed the audience that an Executive Session was held at 6:00 PM 11/14/22 to interview a potential planning commission member. Bruce Leisey, Keith Martin and Gary Landis were in attendance.

After discussion, Keith Martin made a motion, seconded by Gary Landis to appoint Donna Bollinger, 805 A South Fairview Road, Lititz to fill the vacant position on the Planning Commission with term ending 12/31/2023. * The motion was approved unanimously.

9. Authorize Execution of IRS Code Section 147(f) for Durlach Mt Airy Fire Company

Bruce Leisey informed the Board of Supervisors that the document was for a loan being secured by the Fire Company. The document verifies that the Fire Company provides fire services to the Township and does not hold the Township responsible for the debt.

Gary Landis made a motion, seconded by Keith Martin to authorize execution of IRS Code Section 147(f) for the Durlach Mt Airy Fire Company. * The motion was approved unanimously.

10. Adopt Resolution for Agreement to Authorize Access to Penn Dot Electronic Systems

Bruce Leisey informed the Board of Supervisors that to view driveway permits, HOPs and grants an account must be set up with PennDot for electronic access. The Township will register as a department business partner and be permitted electronic access to the Engineering and Construction Management System.

Keith Martin made a motion, seconded by Gary Landis to approve and adopt Resolution #111422 for Agreement to Authorize Electronic Access to PennDot Systems. * The motion was approved unanimously.

Bills to be Paid

General Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the General Fund bills totaling \$34,924.56 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 \$1,339.61 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 \$5,359.59 for the month of October. * The motion was approved unanimously.

Executive Session

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 8:50 P.M. to discuss Personnel Issues and Potential Litigation. * The motion approved unanimously.

Gary Landis made a motion, seconded by Keith Martin to exit Executive Session at 10:04 P. M. *
The motion was approved unanimously.

There were discussions with Clair Zimmerman, owner of 227 Woodcorner Road, Lititz regarding potential zoning and building code concerns at his property.

The Board of Supervisors recommended that Mr. Zimmerman work with Bruce Leisey and Tom Zorbaugh to work through the concerns.

No decisions were made at this time.

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
9. Review Zoning Hearing Applications

Adjournment

Keith Martin made a motion, seconded by Gary Landis, to adjourn the meeting at 10:07 P.M. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

Gary Landis, Secretary