

CLAY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
January 9, 2023

The Supervisors of Clay Township met on a regularly scheduled meeting date of January 9, 2023, 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. The meeting agenda was 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 6:30 p.m.

Meeting Minutes

Keith Martin made a motion, seconded by Gary Landis to approve the December 12, 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 December 2022. * The motion was unanimously approved.

Visitors

None

Engineer's Report

1. Wanda and Marlin Martin – Time Extension Request 22-05

Bruce Leisey reviewed the time extension request with the Board of Supervisors. The applicant is waiting for review comments on their NPDES permit application from DEP.

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

2. John Nolt – Waiver of Land Development & SWM Plan 22-14

Michael Hartman, dh-enterprises and John Nolt reviewed the waiver request with the Board of Supervisors. The plan proposes a new building 4,640 sf ft in size. The use of the proposed new building already exists on the site in an existing structure. The proposed new building is being built to allow for the more efficient operation of the deli and catering business. The existing building will remain but will be converted to personal storage.

There was a discussion on the Waiver of Land Development and the Stormwater Management Plan. The applicant is requesting a waiver of land development planning for the proposed improvements to the property. The applicant notes that the use exists today and has received Zoning Hearing Board approval to allow the proposed building to be used for the existing catering business, said zoning relief being necessary due to the size of the building. Applicant stated that the scope of the business operated on the property will not change. The applicant has provided a layout describing the proposed parking, lighting, loading zone, stormwater management facilities and sewage disposal facilities for the proposed structures. The existing deli use will be relocated from the existing building to the new building. The accesses to the new structure will remain the same as predevelopment conditions. The applicant expects little or no impact to local roadways or surrounding properties.

Gary Landis made a motion, seconded by Keith Martin to approve the Waiver of Land Development as outlined in the Hanover Engineering letter dated 12/19/2022. * The motion was unanimously approved.

The Board of Supervisors will review for approval the Stormwater Management Plan, Stormwater Management Agreement and Cost Opinion at the January 24, 2023 meeting.

Old Business

None

New Business

1. Approve and Execute Water & Sewer Mapping Project Agreement

Bruce Leisey reviewed the agreement with the Board of Supervisors. The County of Lancaster Planning Department has contracted with Rettew Associates to prepare a water and sewer capacity study of Lancaster County, in growth areas outside of the Lancaster Metro Planning Area, as part of the expansion of the Water and Sewer Growth Area Capacity Project.

Keith Martin made a motion, seconded by Gary Landis to approve and execute the agreement to engage in cooperative sharing of such GIS data through a web-based GIS tool in order to encourage regional collaboration between municipalities and authorities to plan for future large-scale infrastructure needs. * The motion was unanimously approved.

2. Approve and Execute ARPA Funding Agreement & Certification of Acknowledgement of ARPA Funds

Bruce Leisey reviewed the agreement with the Board of Supervisors. Clay Township was awarded a \$150,000 grant for the completion of proposed MS4 streambank restoration projects. This grant is part of the Lancaster County Clean Water Funding large grant/ARPA program.

Gary Landis made a motion, seconded by Keith Martin to approve and execute the ARPA Funding Agreement & Certification of Acknowledge of ARPA Funds from the County of Lancaster in the amount of \$150,000. * The motion was unanimously approved.

3. Approve Sewer and Street Light Liens

Bruce Leisey reviewed the 5 past due sewer accounts and 3 past due street light accounts with the Board of Supervisors.

Keith Martin made a motion, seconded by Gary Landis to authorize Township Staff and Township Solicitor to file municipal liens on the properties for the past due accounts. * The motion was unanimously approved.

4. Review Hanover Engineering GIS Service Proposal

Bruce Leisey and Bob Lynn reviewed the GIS Service proposal with the Board of Supervisors.

After discussion on the current status of our GIS data and the services that Hanover Engineering will provide as outline in the letter dated 10/28/2022, Gary Landis made a motion, seconded by

Keith Martin to approve and accept the GIS Services Proposal from Hanover Engineering. * The motion was unanimously approved.

5. Approve Attendance at PSATS Conference

Bruce Leisey said the PSATS Conference will be held April 23, 2023 – April 26, 2023.

Keith Martin made a motion, seconded by Gary Landis to approve attendance to the Conference for up to 10 attendees and one overnight accommodation for Gary Landis. * The motion was unanimously approved.

6. Approve Certification of Unpaid Real Estate Taxes

Bruce Leisey reviewed the Certification of Unpaid 2022 Real Estate Taxes prepared by Deb Zerbe.

Gary Landis made a motion, seconded by Keith Martin to approve and execute the Certification of Unpaid 2022 Real Estate Taxes as prepared by Deb Zerbe. * The motion was unanimously approved.

7. Approve Membership to PA State Association of Township Supervisors

Keith Martin made a motion, seconded by Gary Landis to approve membership for 2023 to the PA State Association of Township Supervisors. * The motion was unanimously approved.

8. Approve Agreement for Use of Municipal Office as Polling Place

Bruce Leisey said the Municipal Primary will be held Tuesday, May 16th from 7:00 AM to 8:00 PM.

Keith Martin made a motion, seconded by Gary Landis to approve use of the Municipal Office as a Polling Place for the Municipal Primary on 5/16/2023. * 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 \$174,056.55 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 \$122.46 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 \$2,783.55 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
9. Review Zoning Hearing Applications

Adjournment

Keith Martin made a motion, seconded by Gary Landis, to adjourn the meeting at 7:40 P.M. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

Gary Landis, Secretary