

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 2, 2024 6:30 P.M.

The Supervisors of Clay Township met for the organizational meeting on Tuesday, January 3, 2023, at the Clay Township Municipal Office, 870 Durlach Road, Stevens, PA at time and place duly established to hold such a meeting. The meeting agenda was posted in accordance with the Second-Class Township Code and the Sunshine Law.

Supervisors present were Timothy Lausch and Keith Martin. Gary Landis participated in the meeting via telephone.

Also present was Bruce Leisey, Township Manager and Wendy Hackman, Administrative Assistant. Also attending were those persons listed on the Attendance Sheet attached to these minutes.

The meeting was called to order by Bruce Leisey at 6:41 p.m. Bruce Leisey was appointed temporary Chairman and conducted the meeting till election for Chairman.

Bruce Leisey presented the Oath of Office to Keith Martin.

Election of Officers

Keith Martin made a motion, seconded by Gary Landis, to reappoint Timothy Lausch as Chairman. \* The motion was approved unanimously. Tim Lausch abstained from the vote.

At this time the meeting was turned over to Timothy Lausch.

Tim Lausch made a motion, seconded by Gary Landis, to reappoint Keith Martin as Vice Chairman. \* The motion was approved unanimously. Keith Martin abstained from the vote.

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Gary Landis as Secretary. \* The motion was unanimously approved. Gary Landis abstained from the vote.

### Department Heads

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Gary Landis as Supervisor in charge of the Administrative Department. \* The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis, to reappoint Tim Lausch as Supervisor in charge of the Transportation and Public Works Department. \*The motion was approved unanimously.

Tim Lausch made a motion, seconded by Gary Landis to reappoint Keith Martin in charge of the Emergency Services. \* The motion was approved unanimously.

### Tax Rate

The Board of Supervisors acknowledged the tax rate at 1.17 mills. This rate was established at the December 26, 2017 Board of Supervisors meeting.

The Board of Supervisors acknowledged the Local Services Tax of \$52.00 per person earning over \$12,000 in Clay Township. This rate was established at the December 8, 2008 Board of Supervisors meeting.

### Banking Institution

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Truist Bank, as the Clay Township Banking institution for all General and Recreation funds, for the Sewer Fund checking account, ARPA account and Capital Reserve account for the year of 2024, and to authorize Keith Martin, Bruce Leisey and Gary Landis to co-sign checks and to require two signatures on all checks. \* The motion was approved unanimously.

Keith Martin made a motion, seconded by Tim Lausch, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds and the General and Sewer Funds CDs and Rec Capital Improvement Fund Accounts and Capital Reserve Fund Investments and JBT for General Fund interest checking and CD for the year 2024, and to authorize Keith Martin, Bruce Leisey and Gary Landis to co-sign checks and to require two signatures on all checks. \* The motion was approved unanimously.

Township Solicitor

Keith Martin made a motion, seconded by Tim Lausch, to reappoint the firm of Mejia Law Group with Jennifer Mejia as the Township Representative, as the Clay Township Solicitor for 2024. The firm will be paid rates noted in the agenda. \* The motion was approved unanimously.

Engineering Firm

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2024. Robert Lynn will be the Township's representative at the attached rates. \* The motion was approved unanimously.

Township Manager/Treasurer/Assistant Secretary

Gary Landis made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2024. \*The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to appoint Kurtis Bollinger as Township Roadmaster for 2024. \*The motion was approved unanimously.

Sewage Enforcement Officer

Keith Martin made a motion, seconded by Gary Landis, to appoint Len Spencer as Clay Township's Sewage Enforcement Officer for 2024 at the attached rates. Hanover Engineering was appointed as the Alternate Sewage Enforcement Agency at the same rates. \* The motion was approved unanimously.

Sewage Treatment Operator

Keith Martin made a motion, seconded by Gary Landis, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2024, at the rate of \$1,500 per month. \* The motion was approved unanimously.

Zoning Officer/Permit Officer and Assistant Zoning Officer/ Permit Officer

Keith Martin made a motion, seconded by Gary Landis, to reappoint Thomas Zorbaugh as Zoning Officer, and Bruce Leisey as Assistant Zoning Officer for 2024. \* The motion was approved unanimously.

Vacancy Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2024. \* The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Gary Landis to reappoint Donna Bollinger, 805 A South Fairview Rd, Lititz, to a four-year term on the Planning Commission which expires December 31, 2027. \* The motion was approved unanimously.

Board of Appeals

Keith Martin made a motion, seconded by Gary Landis, to reappoint Jonathan Zimmerman, 1590 Furnace Hill Road and Marvin Martin, 250 W Mt Airy Road and Josh Reist, 420 Yummerdall Road to the Board of Appeals and E Richard Young as Appeals Board Solicitor. \* The motion was approved unanimously.

Zoning Hearing Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Chad Hummel, 498 Rocky Ridge Road, Denver to a three-year term on the Zoning Hearing Board which expires on December 31, 2026. \* The motion was approved unanimously.

Park and Rec Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Phil DeVirgilis, 427 Middlecreek Road, Lititz and Scott Kachel, 215 Weidmansville Road, Ephrata to a five-year term on the Park and Rec Board which expires on December 31, 2028. \* The motion was approved unanimously.

### Building Inspector/Code Official

Keith Martin made a motion, seconded by Gary Landis, to reappoint Tom Zorbaugh as Building Code Official and Associated Building Inspections LLC, Building Inspection Underwriters of PA Inc and Commonwealth Code Inspection Service, Inc as Clay Township's building inspectors for 2024 at the rates submitted by individual third-party agency. \* The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis to reappoint Randy Maurer, 336 Hillcrest Drive, Ephrata as Clay Township's Fire Code Official. \* The motion was approved unanimously.

### Redevelopment Authority

Keith Martin made a motion, seconded by Gary Landis, to reappoint Thomas Zeager as citizen representative and Bruce Leisey to the Lancaster County Redevelopment Authority for 2024. \* The motion was approved unanimously.

### Mileage Rate

Keith Martin made a motion, seconded by Gary Landis to set the mileage rate for business use of personal vehicles at the maximum allowable not itemized reimbursement IRS rate which is currently set at \$.67 per mile for 2024. \* The motion was approved unanimously.

### Meeting Schedule

Gary Landis made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2024. Board of Supervisors – 2<sup>nd</sup> Monday PM and 4<sup>th</sup> Tuesday AM; Zoning Hearing Board – 1<sup>st</sup> Thursday; Planning Commission – 4<sup>th</sup> Monday; and Park and Recreation the 1<sup>st</sup> Tuesday of each month as printed on the attached sheet. \* The motion was approved unanimously.

### Establish Fees

Keith Martin made a motion, seconded by Gary Landis to increase Commercial/Non-Profit outside of township rental rates by \$20.00. 2024 rates are Hopeland \$145.00, Snyder #1 \$195.00 and Snyder #2 \$220.00. \* The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin, to adopt Resolution #010224A Clay Township Schedule of Fees for 2024 as included in the packets.  
\* The motion was approved unanimously.

Employee Salaries

Keith Martin made a motion, seconded by Gary Landis, to approve the 2024 employees' salaries as follows. \* The motion was approved unanimously.

Gary Calik	\$35.89/hour
Kurtis Bollinger	\$32.00/hour
Bruce Leisey	\$4,080.00/bi-weekly
Tom Zorbaugh	\$38.07/hour – part time approx. 7 hours a week
Wendy Hackman	\$27.54/hour
PT Lawn Maint	23.92/hour
PT Summer Road Maint	18.00/hour (Seasonal)

Part-Time Snow Removal – Personnel / Rate

Keith Martin made a motion, seconded by Gary Landis, to reappoint on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Earl Ray Zimmerman, 730 Flintstone Road and Earl Stauffer, 220 Weidmansville Road at a rate of \$31.20/hour for snow removal and road maintenance in 2024. \* The motion was approved unanimously.

Authority to Employ Supervisors

Gary Landis made a motion, seconded by Keith Martin, to authorize the employment of the Supervisors to perform Public Works duties, Clerical duties, mobile home park inspections and stormwater inspections at a rate set by the Auditors. \* The motion was approved unanimously.

Treasurer's Bond

Gary Landis made a motion, seconded by Keith Martin, to maintain the Treasurer's Bond amount at \$1,000,000. \* The motion was approved unanimously.

### Public Officials' Bond

Gary Landis made a motion, seconded by Keith Martin, to maintain the Public Official's Bond amount at \$350,000. \* The motion was approved unanimously.

### Delegates to PA State Association of Township Supervisors Annual Convention

Keith Martin made a motion, seconded by Tim Lausch, to reappoint Bruce Leisey as voting delegate and Gary Landis as alternate voting delegate for the PSATS annual convention. \* The motion was approved unanimously.

### Employee Holidays

Keith Martin made a motion, seconded by Gary Landis, to approve the 2024 holiday schedule for the employees as printed and attached. \* The motion was approved unanimously.

### Sewer Fees

Gary Landis made a motion, seconded by Keith Martin, to set the 2024 sewer fees at \$445 per year which was set in 2022. \* The motion was approved unanimously.

### Street Lighting Assessment

Keith Martin made a motion, seconded by Gary Landis to approve Resolution #010224 which maintains the fee for street light assessment at \$100.00 per year for 2024. \* The motion was approved unanimously.

### Approve Employee Holiday Function

Keith Martin made a motion, seconded by Gary Landis to approve an appreciation function in 2024 for employees, volunteers and families. \* The motion was approved unanimously.

### Appoint Ephrata Area Joint Authority Member

Keith Martin made a motion, seconded by Gary Landis to confirm appointment of Gary Landis, 110 Yummerdall Road, Lititz as one of Clay Township's EAJA members. \* The motion was approved unanimously.

Appoint Ephrata Borough Authority Member

Keith Martin made a motion, seconded by Gary Landis to confirm appointment of Bruce Leisey, 1025 Kleinfeltersville Rd as a member of the Ephrata Borough Authority term expires December 31, 2025. \* The motion was approved unanimously.

Appoint Herbein and Co. to perform 2023 Audit of Township Financial Records

Keith Martin made a motion, seconded by Gary Landis to appoint Herbein and Co to perform the 2023 audit of township financial records. \* The motion was approved unanimously.

Approve Filing of Sewer Liens

Bruce Leisey reviewed the unpaid sewer accounts with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve filing sewer liens on the unpaid sewer accounts for 2023. \* The motion was approved unanimously.

Authorize Use of Township Meeting Room for Collection of Real Estate Taxes

Keith Martin made a motion, seconded by Gary Landis to authorize use of the Township Office by the Clay Township Tax Collector to collect 2024 real estate taxes on dates outlined in the packet. \* The motion was approved unanimously.



Adjourn

Keith Martin made a motion, seconded by Tim Lausch to adjourn the meeting at 7:53 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