

CLAY TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
January 23, 2024

The Supervisors of Clay Township met on an advertised meeting date of January 23, 2024, at 7:00 AM 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 also posted in accordance with the Second-Class Township Code and the Sunshine Law.

Supervisors present were Timothy Lausch, Chairman, Keith Martin, Vice President and Gary Landis, Secretary.

Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant, Robert Lynn, Hanover Engineering and Jennifer Mejia, Mejia Law Group were present.

Tim Lausch called the meeting to order at 7:03 AM.

Meeting Minutes

Gary Landis made a motion, seconded by Keith Martin, to approve the December 20, 2023, meeting minutes. * The motion was unanimously approved.

Visitors

None

Engineer's Report

1. Mark and Dorothy Weaver – Lot Add-On Plan

Bruce Leisey reviewed the Lot Add-On Plan with the Board of Supervisors.

Mark & Dorothy Weaver are proposing to add 12.190 acres to their existing 10.966-acre tract on West Girl Scout Road (rear – Lot #2) from their adjoining 15.945-acre tract at 397 W Girl Scout Road (Lot #1). If approved, Lot #1 will be 3.754 acres with a single-family dwelling and Lot #2 will be 23.156 acres undeveloped lot that is intended to be entered into Clean and Green.

Township Staff determined the proposed lot add-on plan will not increase the potential number of lots that could be created from the current tracts.

Keith Martin made a motion, seconded by Gary Landis to approve the following deferral as outline in the Hanover Engineering Letter dated 12/13/23. * The motion was unanimously approved.

Section 602.K – Required Road Right-of-Way and Street Improvements

The applicant is requesting a deferral of the requirement to provide improvements related to the roadway right-of-way and cartway required for all new Subdivision/Land Development Plans which abuts an existing Township and/or State Road. The applicant states that the scope of the Lot Add-On Plan does not categorize the plan as a Subdivision/Land Development Plan, as no demolition or site improvements are currently proposed for the property.

Keith Martin made a motion, seconded by Gary Landis to approve the Lot Add-On Plan contingent on compliance with the Hanover Engineering letter dated 12/13/23 and revision of the Access Agreement to include the new maintenance requirements for each lot. * The motion was unanimously approved.

2. John and Alta Nolt – Escrow Release Request

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

Gary Landis made a motion, seconded by Keith Martin to approve the following waiver as outline in the Hanover Engineering letter dated 1/19/24. * The motion was unanimously approved.

Section 509 – As-Built Plan

The applicant is requesting a waiver of the requirement to provide as-built plans in conjunction with the request for release of escrow. The justification provided is that all required site inspections were requested and performed.

Gary Landis made a motion, seconded by Keith Martin to approve the full balance escrow release request in the amount of \$26,866.00 contingent on compliance with the Hanover Engineering letter dated 1/19/24. * The motion was unanimously approved.

3. Clayland Commons – Time Extension Request

Bruce Leisey reviewed the time extension request with the Board of Supervisors. Bruce stated that updated plans have been received and are currently being reviewed by Hanover Engineering.

Keith Martin made a motion, seconded by Gary Landis to approve the time extension request until 4/8/24 as requested in the RGS Associates letter dated 1/22/24. * The motion was unanimously approved.

Old Business

None

New Business

1. Approve Mobile Home Park Permits for 2024

Bruce Leisey reviewed the Mobile Home Park Permits with the Board of Supervisors. Bruce informed the Board of Supervisors that Township Staff is still working with Henry Nolt, Red Maple Home Park and that permit will not be approved at this time.

Gary Landis made a motion, seconded by Keith Martin to approve the Mobile Home Park Permits for 2024 not including Red Maple Mobile Home Park. * The motion was unanimously approved.

2. Authorize Disposal of 1973 Austin Weston Roller

Bruce Leisey reviewed with the Board of Supervisors that items under \$2,000.00 can be sold/disposed of by Resolution.

Tim Lausch stated that he has contacted Ephrata Recycling Center and they would pick up and recycle the roller. Approximate fee to haul is \$200.00 and recycling is currently paying \$.08 per pound.

Keith Martin made a motion, seconded by Gary Landis to approve recycling the roller with Ephrata Recycling Center and to have Jennifer Mejia draft Resolution to be signed at the next meeting. * The motion was unanimously approved.

3. Approve Purchase of Pequea 16' Trailer

Tim Lausch and Kurtis Bollinger reviewed the trailer quotes and specifications with the Board of Supervisors.

Gary Lands made a motion, seconded by Keith Martin to approve purchase of a 16' Pequea trailer from Winters Trailer Sales, Brownstown in the amount of \$9,200.00. * The motion was unanimously approved.

4. Review and Potentially Award Jay Zimmerman Streambank Restoration Bid

Bob Lynn reviewed the bid tabulation with the Board of Supervisors. The lowest bidder is Clay View Excavating. Bob stated that there are two administrative documents needed yet from Clay View Excavating.

It was agreed to table the award of bid until the February meeting once the documents have been received by Hanover Engineering.

5. Review and Potentially Award Rock Road Bridge Repair Bid

Bob Lynn reviewed the bid tabulation with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to award the Rock Road Bridge Repair bid to Flyway Excavating in the amount of \$39,715.00. * The motion was approved unanimously.

6. Approve Letter Authorizing Bruce Leisey to Sign Transfer Documents for Loader Purchase

After reviewed, Keith Martin made a motion, seconded by Gary Landis to approve signature on letter authorizing Bruce Leisey to sign any necessary transfer documents during the purchase of the new loader. * 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 \$10,785.00 for January. * The motion was approved unanimously.

Executive Session

Keith Martin made a motion, seconded by Gary Landis, to enter into Executive Session at 8:23 AM to discuss potential litigation matters. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis, to exit Executive Session at 9:11 AM. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis to appoint Dick Young as Conflict Solicitor for the Township, contingent on acceptance of the appoint by Mr. Young. * The motion was approved unanimously.

Adjournment

Keith Martin made a motion, seconded by Gary Landis, to adjourn the meeting at 9:16 AM. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

Gary Landis, Secretary