

CLAY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
September 9, 2024

The Supervisors of Clay Township met on a regularly scheduled meeting date of September 9, 2024, 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 and Keith Martin, Vice-Chairman.

Also, present was Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant, Bob Lynn of Hanover Engineer, 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 6:31 p.m.

Meeting Minutes

Keith Martin made a motion, seconded by Tim Lausch to approve the August 12, 2024, meeting minutes meeting. * The motion was unanimously approved.

Treasurer's Report

Keith Martin made a motion, seconded by Tim Lausch to approve the August 2024 Treasurer's Report. * The motion was unanimously approved.

Visitors

None

Engineer's Report

1. Lori and Arthur Kemler – Stormwater Update

Bob Lynn informed the Board of Supervisors that Hanover Engineering reviewed the previously surveyed grades and collected additional grades on September 5, 2024. Based on that review, Bob stated the driveway drainage will function with grade adjustments to the driveway swale area, as well as adjustments to the lawn area. The upper end of the driveway swale can be raised 1” to 1 ½” and maintain a constant grade from the upper end of the driveway to the end of the grass swale. The constant grade would be approximately 1.5% to 2%.

Lori and Arthur Kemler stated that they are working with a contractor to have their driveway done and will share this information with them.

2. Scott & Jennifer Althouse – Stormwater Mgt Plan – Time Extension Request #24-07

Bob Lynn stated that the plan is currently being reviewed and anticipates the plan will be ready for action at the next meeting.

Bruce Leisey reviewed the time extension request with the Board of Supervisors.

Keith Martin made a motion, seconded by Tim Lausch to approve the time extension request until November 11, 2024. * The motion was approved unanimously.

3. 227 Woodcorner Road - Time Extension Request – Review of Stormwater Management Plan

Bruce Leisey reviewed the time extension request with the Board of Supervisors.

Keith Martin made a motion, seconded by Tim Lausch to approve the time extension request until January 7, 2025. * The motion was approved unanimously.

4. 2075 West Main St – Request to Extend Driveway on Property Line

Lester Weber informed the Board of Supervisors that he is purchasing the property located at 2075 West Main Street and stated that he would like to expand his parking/turn around area and expand the driveway past the garage man door out to 322. There is currently a turn around area that can park 1-2 cars but that would cause other cars in the driveway to back out onto 322 when leaving the property. Lester stated that he did speak with the neighbor and he has no issues with the proposed addition of parking/turn around area that runs along the property line.

Bruce Leisey stated that the new impervious coverage would be approximately 698 sq ft and that Lester has been in contact with PennDOT to obtain approval to enlarge the driveway entrance off 322.

Jennifer Mejia stated that the Township should receive written permission from the neighbor stating their agreement.

Keith Martin made a motion, seconded by Tim Lausch to approve the driveway/turn around expansion request contingent on township receiving agreement letter from neighbor and approval letter from Penn Dot. * The motion was approved unanimously.

5. Eugene Horst – Waiver of Land Development – Time Extension Request

Bruce Leisey reviewed the time extension request with the Board of Supervisors. Bruce stated that Mr. Horst is still working on HOP issues with Penn Dot.

Keith Martin made a motion, seconded by Tim Lausch to approve the time extension request until December 21, 2024. * The motion was approved unanimously.

Old Business

1. 227/229 Woodcorner Road – Defer Enforcement of Notice of Violation

Clair Zimmerman reviewed the update report with the Board of Supervisors.

Items discussed included the MEP plans for the “multi-use” building, follow up on response letter from ABI on all of the buildings, occupancy load for the multi-use building and potential need to hook up to public sewer and possible subdivision of the lot.

Jennifer Mejia stressed that continued use of the multi-use building requires forward movement on all aspects of the NOV. Jennifer Mejia also stated that all owners will need to sign off on any documents going forward.

Keith Martin made a motion, seconded by Tim Lausch to continue deferral of the NOV until the October 14, 2024 meeting with Clair Zimmerman providing a detailed status update to the Township by October 7, 2024. * The motion was unanimously approved.

2. 1433 Clay Road – Approve and Execute ECHO Housing Agreement

Bruce Leisey reviewed the ECHO Housing Agreement with the Board of Supervisors. The property owner is building a new house on the property and his mother will be living in an existing home on the property.

Keith Martin made a motion, seconded by Tim Lausch to approve and execute the ECHO Housing Agreement. * The motion was unanimously approved.

New Business

1. Adopt Stop Sign Ordinance

Bruce Leisey reviewed the Ordinance with the Board of Supervisors.

Keith Martin made a motion, seconded by Tim Lausch to adopt Ordinance #090924 to add an additional stop sign at the intersection on Forest Hill Road and at East Church Road. * The motion was unanimously approved.

2. Stephenson Equipment, Inc. – Approve Adjustment to Outfitting Quotation for International Dump Truck

Bruce Leisey reviewed the price adjustment on the equipment outfitting for the 2024 International dump truck in the amount of \$3,000.00. The adjustment is to cover additional vendor surcharges on the purchased items.

Keith Martin made a motion, seconded by Tim Lausch to approve the pricing adjustment in the Amount of \$3,000.00 for a total balance of \$86,671.00 to Stephenson Equipment, Inc. * The motion was unanimously approved.

3. Review Updated Conditional Use Hearing Application Packet

This item was tabled until this next meeting to allow Township Staff time to review the documents that Jennifer Mejia drafted.

4. Update on Limerock Road Bridge over Middle Creek Repair

Bruce Leisey stated that himself, Bob Lynn and Kurtis Bollinger met with Flyway Excavating and the Bridge Inspector on site to review the bridge.

Bob Lynn stated that there are several options to repair the bridge and the contractor will supply quotes.

No decisions were made at this time.

5. Authorize Use of Fire Police

Bruce Leisey reviewed the request submitted by Andrew Snader, Fire Police Captain 14 for traffic control assistance for special events.

Keith Martin made a motion, seconded by Tim Lausch to approve the request for the Ephrata Fair Parade, New Holland Fair Parade, New Holland Fair special events and Ephrata Community Church event. * The motion was unanimously approved.

6. Adopt Resolution to Modify HOP Permit Application

Bruce Leisey reviewed the updated HOP Permit Application and Resolution. Bruce stated with the new grants available to internet providers they are updating internet accessibility across the County. The current HOP Permit Application is geared towards driveways, the proposed changes would add clarity to underground activities in the right of way.

Keith Martin made a motion, seconded by Tim Lausch to adopt Resolution #090924 to modify the HOP Permit Application. * The motion was unanimously approved.

Bills to be Paid

General Fund

Keith Martin made a motion, seconded by Tim Lausch, to approve the General Fund bills totaling \$105,635.25 for the month of August. * The motion was approved unanimously.

Rec Fund

Keith Martin made a motion, seconded by Tim Lausch, to approve the Recreation Fund bills totaling \$499.27 for the month of August. * The motion was approved unanimously.

Sewer Fund

Keith Martin made a motion, seconded by Tim Lausch, to approve the Sewer Fund bills totaling \$4,807.04 for the month of August. * The motion was approved unanimously.

Capital Reserve Fund

Keith Martin made a motion, seconded by Tim Lausch, to approve the Capital Reserve Fund bills totaling \$5,528.88 for the month of August. * The motion was approved unanimously.

ARPA Fund

Keith Martin made a motion, seconded by Tim Lausch, to approve the ARPA Fund bills totaling \$114,588.00 payable to Ascendance Trucks PA, LLC for the month of August. * The motion was approved unanimously.

Executive Session

Keith Martin made a motion, seconded by Tim Lausch to enter into Executive Session at 8:30 PM. to discuss personnel issues and potential litigation. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Tim Lausch to exit Executive Session at 9:30 PM. * The motion was approved unanimously.

No decisions were made.

Manager's Report

Bruce Leisey reviewed with the Board of Supervisors the appointment process for a new member of the Board of Supervisors. Bruce stated that resumes are due by September 19, 2024 and interviews will be conducted at a public meeting.

Keith Martin made a motion, seconded by Tim Lausch to authorize advertising of a special meeting if needed to interview candidates for the Board of Supervisors position. * The motion was approved unanimously.

Reports for the Month

1. EMS Providers
2. Engineer's Report
3. Manager's Report
4. Zoning Officer's Report

Adjournment

Keith Martin made a motion, seconded by Tim Lausch, to adjourn the meeting at 9:42 P.M. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

VACANT
Secretary