

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 6, 2025 6:30 P.M.

The Supervisors of Clay Township met for the organizational meeting on Tuesday, January 6, 2025, 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, Keith Martin and Luke Rohrer.

Also present was Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant, Robert Lynn, Township Engineer and Jennifer Mejia, Township Solicitor.

Also attending were those persons listed on the Attendance Sheet attached to these minutes.

The meeting was called to order by Bruce Leisey at 6:31 p.m. Bruce Leisey was appointed temporary Chairman and conducted the meeting till election for Chairman.

Approval of Agenda

Bruce Leisey informed the Board of Supervisors that an addition under #4 would be to appoint Representatives to the NLCRPD Commission. This matter is deminimis in nature, does not involve the expenditure of funds and does not require Board of Supervisors to enter into a contract or agreement.

Tim Lausch made a motion, seconded by Keith Martin to approve the Agenda with the noted additional item. \* The motion was approved unanimously.

Election of Officers

Keith Martin made a motion, seconded by Luke Rohrer, 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.

Luke Rohrer made a motion, seconded by Tim Lausch, 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 Luke Rohrer as Secretary. \* The motion was unanimously approved. Luke Rohrer abstained from the vote.

### Department Heads

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

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

Keith Martin made a motion, seconded by Luke Rohrer to reappoint Keith Martin in charge of the Emergency Services. \* The motion was approved unanimously.

Luke Rohrer made a motion, seconded by Keith Martin to adopt Resolution #010625B to reappoint Tim Lausch and Keith Martin to the NLCRPD Commission. \* 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.

### Banking Institution

Keith Martin made a motion, seconded by Luke Rohrer, 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 2025, and to authorize Keith Martin, Bruce Leisey and

Luke Rohrer to co-sign checks and to require two signatures on all checks. \*  
The motion was approved unanimously.

Keith Martin made a motion, seconded by Luke Rohrer, 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 2025, and to authorize Keith Martin, Bruce Leisey and Luke Rohrer 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 Luke Rohrer, to reappoint the firm of Mejia Law Group with Jennifer Mejia as the Township Representative, as the Clay Township Solicitor for 2025. The firm will be paid rates noted in the agenda. \* The motion was approved unanimously.

### Engineering Firm

Keith Martin made a motion, seconded by Luke Rohrer, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2025. Robert Lynn will be the Township's representative at the attached rates. \* The motion was approved unanimously.

### Township Manager/Treasurer/Assistant Secretary

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2025. \*The motion was approved unanimously.

### Roadmaster

Luke Rohrer made a motion, seconded by Keith Martin, to appoint Kurtis Bollinger as Township Roadmaster for 2025. \*The motion was approved unanimously.

Sewage Enforcement Officer

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Len Spencer as Clay Township’s Sewage Enforcement Officer for 2025 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

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2025, at the rate of \$1,600 per month. \* The motion was approved unanimously.

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

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Thomas Zorbaugh as Zoning Officer, and Bruce Leisey as Assistant Zoning Officer for 2025. \* The motion was approved unanimously.

Vacancy Board

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2025. \* The motion was approved unanimously.

Planning Commission

Luke Rohrer made a motion, seconded by Keith Martin to reappoint Jay Zimmerman, 1655 Clay Road, Ephrata, to a four-year term on the Planning Commission which expires December 31, 2028. \* The motion was approved unanimously.

Board of Appeals

Luke Rohrer made a motion, seconded by Keith Martin, 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

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Rick Stehr, 10 W Girl Scout Road, Stevens, member and Glen Hursh, 515 Clearview Road, Ephrata, alternate to a three-year term on the Zoning Hearing Board which expires on December 31, 2027. \* The motion was approved unanimously.

### Park and Rec Board

No Action Taken, no terms expired in 2024 due to vacancies.

### Building Inspector/Code Official

Luke Rohrer made a motion, seconded by Keith Martin, 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 2025 at the rates submitted by individual third-party agency. \* The motion was approved unanimously.

### Redevelopment Authority

Luke Rohrer made a motion, seconded by Keith Martin, to reappoint Thomas Zeager as citizen representative and Bruce Leisey to the Lancaster County Redevelopment Authority for 2025. \* The motion was approved unanimously.

### Mileage Rate

Luke Rohrer made a motion, seconded by Keith Martin 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 \$.70 per mile for 2025. \* The motion was approved unanimously.

### Meeting Schedule

Luke Rohrer made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2025. 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.

Conditional Use Hearing – Sonshine & Creation Retreat, LLC, 1500 Laurel Drive

Jennifer Mejia called the Conditional Use Hearing to order at 7:06 PM.

Jennifer Mejia closed the Conditional Use Hearing at 9:09 PM.

The hearing will be continued until the January 13, 2025 meeting when a decision will be rendered.

Establish Fees

Keith Martin made a motion, seconded by Luke Rohrer to approve the 2025 Schedule of Fees as included in the agenda. \* The motion was approved unanimously.

Employee Salaries

Luke Rohrer made a motion, seconded by Keith Martin, to approve the 2025 employees' salaries as follows. \* The motion was approved unanimously.

Gary Calik	\$37.33/hour
Kurtis Bollinger	\$37.33/hour
Ryan Bradley	\$29.12/hour
Matt Musser	\$19.50/hour – part time
Bruce Leisey	\$4,243.19/bi-weekly
Tom Zorbaugh	\$39.60/hour – part time
Wendy Hackman	\$28.24/hour
PT Lawn Maint	24.88/hour
PT Summer Road Maint	18.93/hour (Seasonal)

Part-Time Snow Removal – Personnel / Rate

Luke Rohrer made a motion, seconded by Keith Martin, 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 \$32.45/hour for snow removal and road maintenance in 2025. \* The motion was approved unanimously.

Authority to Employ Supervisors

Keith Martin made a motion, seconded by Luke Rohrer, 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

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

Public Officials' Bond

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

Employee Holidays

Keith Martin made a motion, seconded by Luke Rohrer, to approve the 2025 holiday schedule for the employees as printed and attached. \* The motion was approved unanimously.

Sewer Fees

Keith Martin made a motion, seconded by Luke Rohrer, to adopt Resolution 010625 to set the 2025 sewer fees at \$465, which is a \$20.00 increase from the rate set in 2023. \* The motion was approved unanimously.

Street Lighting Assessment

Keith Martin made a motion, seconded by Luke Rohrer to approve Resolution #010625A which maintains the fee for street light assessment at \$100.00 per year for 2025. \* The motion was approved unanimously.

Approve Employee Holiday Function

Keith Martin made a motion, seconded by Luke Rohrer to approve an appreciation function in 2025 for employees, volunteers and families. \* The motion was approved unanimously.

Appoint Ephrata Area Joint Authority Member

Keith Martin made a motion, seconded by Luke Rohrer to confirm appointment of Luke Rohrer, 925 Maple Street, 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 Luke Rohrer to confirm appointment of Bruce Leisey, 1025 Kleinfeltersville Rd as a member of the Ephrata Borough Authority. \* The motion was approved unanimously.

Adjourn

Keith Martin made a motion, seconded by Luke Rohrer to adjourn the meeting at 9:26 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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Luke Rohrer, Secretary