

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 3, 2012 7:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Tuesday, January 3, 2012, at the Clay Township Municipal Office, 870 Durlach Road, Stevens, PA at time and place duly established to hold such a meeting.

Supervisors present were Timothy Lausch, Justin Harnish, and Keith Martin.

Township employees present were: Manager Bruce Leisey. Also present were those persons listed on the Attendance Sheet attached to these minutes.

The meeting was called to order by Bruce R. Leisey at 7:07 p.m. Bruce Leisey was appointed temporary Chairman and conducted the election for Chairman.

Election of Officers

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Timothy Lausch as Chairman. \* The motion was approved with Timothy Lausch abstaining.

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

Keith Martin made a motion, seconded by Timothy Lausch, to reappoint Justin Harnish as Vice Chairman. \* The motion was approved with Justin Harnish abstaining.

Justin Harnish made a motion, seconded by Timothy Lausch, to appoint Keith Martin as Secretary. \* The motion was approved with Keith Martin abstaining.

Department Heads

Justin Harnish made a motion, seconded by Keith Martin, to appoint Justin Harnish as Supervisor in charge of the Administration. \* The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Timothy Lausch as Supervisor in charge of the Transportation Department. \*The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to appoint Keith Martin as Supervisor in charge of the Police Department and Emergency Services. \* The motion was approved unanimously.

### Tax Rate

The Board of Supervisors acknowledged the tax rate at 1.3 mills. This rate was established at the December 31, 2008 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

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Susquehanna Trust, as the Clay Township Banking institution for all General and Recreation funds, and for the Sewer Fund checking account for the year of 2012, and to authorize Keith Martin, Justin Harnish or Bruce R. Leisey to co-sign checks and to require two signatures on all checks. \* The motion was approved unanimously.

Justin Harnish made a motion, seconded by Keith Martin, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds and for the Sewer Capital Improvement fund for the year 2012, and to authorize Keith Martin, Justin Harnish or Bruce R. Leisey to co-sign checks and to require two signatures on all checks. \* The motion was approved unanimously.

### Township Solicitor

Justin Harnish made a motion, seconded by Keith Martin, to reappoint the firm of Shirk and Mejia, LLP, as the Clay Township Solicitor for 2012. The firm will be paid at the rate per the attached sheet which is the same as 2011. \*The motion was approved unanimously.

### Engineering Firm

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2012. Robert Lynn will be the Township's representative at the attached rates. \*The motion was approved unanimously.

Township Manager/Treasurer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Bruce Leisey as Township Manager/Treasurer for 2012. \*The motion was approved unanimously.

Roadmaster

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Earl Stauffer as Township Roadmaster for 2012. \*The motion was approved unanimously.

Sewage Enforcement Officer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Marvin Stoner as Clay Township’s Sewage Enforcement Officer and Dale High as Alternative Sewage Enforcement Officer for 2012 at the rate of \$200 per perk and probe, \$100 per permit and \$50 per hour for other work. \* The motion was approved unanimously.

Sewage Treatment Operator

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2012, at the rate of \$1,260 per month. \* The motion was approved unanimously.

Zoning Officer

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Dale Stahl as Zoning Officer for 2012. Office hours will remain Tuesday and Thursday from 8:00 AM to 12:00 Noon, with an additional 4 hours per week available on an “as needed” basis. \*The motion was approved unanimously.

Building permit applications will be handled through the Township Office and are available Monday through Friday 8:00 AM – 4:30 PM.

Vacancy Board

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2012. \*The motion was approved unanimously.

### Planning Commission

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Annie Reinhart, 1290 Seglock Rd, Lititz, PA 17543, to a four year term on the Planning Commission. His term will expire on December 31, 2015. \* The motion was approved unanimously.

### Park and Recreation Committee

Justin Harnish made a motion, seconded by Keith Martin, to appoint Mike Boyer, 236 W Girl Scout Road, Stevens, PA 17578, to a five year term on the Park and Recreation Committee. His term will expire on December 31, 2016. \* The motion was approved unanimously.

### Water Authority

The Board of Supervisors acknowledged the following previously appointed terms.

Justin Harnish, 455 Camp Road, Stevens, PA 17578, five year term on the Ephrata Area Joint Water Authority. His term will expire on December 31, 2014.

Greg Schmuck, 419 Countryside Drive, Ephrata, PA, 17522, five year term on the Ephrata Area Joint Water Authority. His term will expire on December 31, 2013.

### Board of Appeals

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Willis Lefever, 135 Durlach Hill Road, Stevens, PA 17578; Jonathan Zimmerman, 1590 Furnace Hill Road, Stevens, PA, 17578 and Marvin Martin, 133 W Mt Airy Road, Stevens, PA, 17578 to the Board of Appeals. \* The motion was approved unanimously.

### Zoning Hearing Board

Justin Harnish made a motion, seconded by Keith Martin, to appoint Dale Ulrich, 505 W Church Rd, Ephrata, PA, 17522, to a three year term on the Zoning Hearing Board which expires on December 31, 2014. \* The motion was approved unanimously.

### Building Inspector/Code Official

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Randy Mauer as Building Code Official and Associated Building Inspectors as Clay Township's building inspectors for 2012 as the 2011 rates. \* The motion was approved unanimously.

### Redevelopment Authority

Justin Harnish made a motion, seconded by Keith Martin, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2012. \* The motion was approved unanimously.

### Mileage Rate

Justin Harnish 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 \$.555 per mile. \* The motion was approved unanimously.

### Meeting Schedule

Justin Harnish made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2012. Board of Supervisors – 2<sup>nd</sup> Monday; 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

Justin Harnish made a motion, seconded by Keith Martin, to adopt the Clay Township Schedule of Fees as included in the packets. \* The motion was approved unanimously.

### Sewer Fees

Keith Martin made a motion, seconded by Justin Harnish, to set the 2012 sewer user fee to \$375.00 per same as the 2011 rate. \* The motion was approved unanimously.

### Employee Salaries

Keith Martin made a motion, seconded by Justin Harnish, to approve 2012 employees' salaries as follows:

Earl Stauffer	\$25.49/hour
Gary Calik	\$22.64/hour
Bruce Leisey	\$2,338.00 bi-weekly and \$100 per meeting for each meeting attended over 3 meetings per month.
Wendy Dietrich	\$14.42/hour
Lorraine Schwendemann	\$12.33/hour, part time
Marvin Stoner	\$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed
Dale Stahl	\$21.53/hour, part time (also for snow removal and fire calls during regular working hours)

\* The motion was approved unanimously

### Part-Time Snow Removal – Personnel / Rate

Keith Martin made a motion, seconded by Justin Harnish, to hire on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Stevens, and Dan Stahl, 265 W Girl Scout Road, Stevens, at a rate of \$15/hour for snow removal and road maintenance in 2012. \* The motion was approved unanimously.

### Authority to Employ Supervisors

Justin Harnish made a motion, seconded by Keith Martin, to authorize the employment of the Supervisors to perform Public Works and Clerical duties at a rate set by the Auditors. \* The motion was approved unanimously under the "Rule of Necessity".

### Treasurer's Bond

Justin Harnish 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

Justin Harnish 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 Justin Harnish, to appoint Bruce Leisey as voting delegate and Keith Martin as alternate voting delegate for the PSATS annual convention. \* The motion was approved unanimously.

### Employee Holidays

Keith Martin made a motion, seconded by Justin Harnish, to approve the 2012 holiday schedule for the employees as printed and attached. \* The motion was approved unanimously.

### New Business

#### 32. Building Inspection Fees

Keith Martin made a motion, seconded by Justin Harnish to approve the fees included in the packet. \*The motion was approved unanimously.

#### 34. Police Pension

Justin Harnish made a motion, seconded by Keith Martin to approve Resolution # R010312 which requires a 4% contribution from members of the Police Association to be deposited into the Clay Township Uniform Pension Plan based on the Actuarial Report of current benefits. \* The motion was approved unanimously.

#### 35. Street Lighting Assessment

Justin Harnish made a motion, seconded by Keith Martin to approve Resolution # R010312A which maintains the fee for street lights assessment at \$100.00 per year for 2012. \* The motion was approved unanimously.

36. Adopt Resolution to appoint Weinhold, Nickel & Company

Justin Harnish made a motion, seconded by Keith Martin to adopt Resolution #R010312C to appoint Weinhold, Nickel & Company in lieu of elected auditors to make an examination of all the accounts of the Township for the 2011 fiscal year. \* The motion was approved unanimously.

37. Approve usage of building to collect real estate taxes

Keith Martin made a motion, seconded by Justin Harnish to allow the Tax Collector to use the Township building on the following dates to collect 2012 real estate taxes 4/18/2012, 4/24/2012, 4/26/2012, 4/28/12 and 4/30/12. \* The motion was approved unanimously.

38. Approve Employee Holiday Function

Justin Harnish made a motion, seconded by Keith Martin to approve an employee holiday function in 2012 for employees and one guest. \* The motion was approved unanimously.

39. Weapon transfer

Keith Martin made a motion, seconded by Justin Harnish to transfer the Clay Township Police Department weapons to the Northern Lancaster County Regional Police Department. \* The motion was approved unanimously.

40. Jan/Feb 2012 Police Services Fee

Keith Martin made a motion, seconded by Justin Harnish to approve payment in the amount of \$72,105.36 to the Northern Lancaster County Regional Police Department for police services for January and February 2012. \* The motion was approved unanimously.

Adjourn

Justin Harnish made a motion, seconded Keith Martin, by to adjourn the meeting at 7:57 p.m. \* The motion was approved unanimously.

Clay Township Board of Supervisors

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Timothy Lausch, Chairman

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Justin Harnish, Vice-Chairman

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Keith Martin, Secretary