

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2016 7:00 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 4, 2016, 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, Keith Martin and Gary Landis.

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 7:02 p.m. Bruce Leisey was appointed temporary Chairman and conducted the election for Chairman.

Election of Officers

Keith Martin made a motion, seconded by Gary Landis, to reappoint Timothy Lausch as Chairman. * The motion was approved unanimously.

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

Gary Landis made a motion, seconded by Tim Lausch, to appoint Keith Martin as Vice Chairman. * The motion was approved unanimously.

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

Department Heads

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

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

Gary Landis made a motion, seconded by Tim Lausch to appoint Keith Martin 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

Keith Martin made a motion, seconded by Gary Landis, to appoint BB&T, as the Clay Township Banking institution for all General and Recreation funds, and for the Sewer Fund checking account and Capital Improvement account for the year of 2016, and to authorize Keith Martin, Bruce R. 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 Gary Landis, to reappoint PLIGIT as the Clay Township Banking Institution for Liquid Fuels Funds for the year 2016, and to authorize Keith Martin, Bruce R. Leisey and Gary Landis to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Township Solicitor

Gary Landis made a motion, seconded by Keith Martin, to reappoint the firm of Shirk and Mejia, LLP with Jennifer Mejia as the Township Representative, as the Clay Township Solicitor for 2016. The firm will be paid rates noted in the agenda. * The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin, to appoint Gary Kraft as Conflict Solicitor for issues regarding Red Maple Mobile Home Park. * The motion was approved unanimously.

Engineering Firm

Gary Landis made a motion, seconded by Keith Martin, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2016. Robert Lynn will be the Township's representative at the attached rates. Tim Lausch, Bruce Leisey and Jennifer Mejia will meet with Robert Lynn to discuss ways to improve efficiency of plan review and approval process. * The motion was approved unanimously.

Township Manager/Treasurer/Assistant Secretary

Keith Martin made a motion, seconded by Gary Landis, to reappoint Bruce Leisey as Township Manager/Treasurer/Assistant Secretary for 2016. *The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to reappoint Earl Stauffer as Township Roadmaster for 2016. *The motion was approved unanimously.

Sewage Enforcement Officer

Keith Martin made a motion, seconded by Gary Landis, to reappoint Marvin Stoner as Clay Township's Sewage Enforcement Officer and Dale High as Alternative Sewage Enforcement Officer for 2016 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

Keith Martin made a motion, seconded by Gary Landis, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2015, at the same rate as 2014. * The motion was approved unanimously.

Assistant Zoning Officer/ Permit Officer

Keith Martin made a motion, seconded by Gary Landis, to appoint Bruce Leisey as Assistant Zoning Officer/ Permit Officer for 2016. * 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

Keith Martin made a motion, seconded by Gary Landis, to reappoint Roger Kline, 650 Ridgeview Drive, Ephrata, PA to the Vacancy Board for 2016. *The motion was approved unanimously.

Planning Commission

Keith Martin made a motion, seconded by Gary Landis, not to reappoint Annie Reinhart to a four year term on the Planning Commission. A replacement will be appointed at a later date. * The motion was approved unanimously.

The Board of Supervisors thank Annie for her service over the last 12 years. The Board of Supervisors would like to provide the opportunity for additional residents to be included in local Government proceedings.

Board of Appeals

Keith Martin made a motion, seconded by Gary Landis, to reappoint Jonathan Zimmerman, 1590 Furnace Hill Road, Stevens, PA, 17578 and Marvin Martin, 250 W Mt Airy Road, Stevens, PA, 17578 to the Board of Appeals and Charles Sheidy as Appeals Board Solicitor. * The motion was approved unanimously.

Zoning Hearing Board

Keith Martin made a motion, seconded by Gary Landis, to reappoint Lynn Weaver, 442 Countryside Drive, Ephrata PA 17522, to a three year term on the Zoning Hearing Board as an Alternate Member which expires on December 31, 2018. * The motion was approved unanimously.

The Board of Supervisors also accepted with regret the resignation of Dale Ulrich due to his work schedule conflicts. The Board of Supervisors would like to thank Dale for his service to the Township.

Building Inspector/Code Official

Keith Martin made a motion, seconded by Gary Landis, to reappoint Randy Mauer as Building Code Official and Associated Building Inspectors as Clay Township's building inspectors for 2016 at the current rates. * The motion was approved unanimously.

Redevelopment Authority

Keith Martin made a motion, seconded by Gary Landis, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2016. * 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 \$.54 per mile. * The motion was approved unanimously.

Meeting Schedule

Gary Landis made a motion, seconded by Keith Martin, to maintain the following meeting schedule for 2016. Board of Supervisors – 2nd Monday and 3rd Tuesday AM; Zoning Hearing Board – 1st Thursday; Planning Commission – 4th Monday; and Park and Recreation the 1st Tuesday of each month as printed on the attached sheet. * The motion was approved unanimously.

Establish Fees

Gary Landis 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.

Employee Salaries

Gary Landis made a motion, seconded by Keith Martin, to approve 2016 employees’ salaries as follows. * The motion was approved unanimously

Earl Stauffer	\$28.00/hour
Gary Calik	\$24.87/hour
Bruce Leisey	\$2,693.62 bi-weekly
Wendy Hackman	\$16.30/hour
Trudy Fritz	\$15.50/hour, part time
Marvin Stoner	\$200 per perk and probe, \$100 per permit and \$50 per hour for other work performed
PT Lawn Maint	14.17/hour
PT Summer Road Maint	12.00/hour (Seasonal)

Part-Time Snow Removal – Personnel / Rate

Gary Landis made a motion, seconded by Keith Martin, to reappoint on a part-time as-needed basis Samuel Eberly, 135 W Mt Airy Road, Stevens at a rate of \$19.00/hour and Don Moyer, 565 Hopeland Road, Stevens at a rate of \$18.00/hour for snow removal and road maintenance in 2016. * 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 2016 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Keith Martin made a motion, seconded by Gary Landis, to set the 2016 sewer user fee to \$395.00 (same at 2015). * The motion was approved unanimously.

Building Inspection Fees

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

Street Lighting Assessment

Keith Martin made a motion, seconded by Gary Landis to approve Resolution # 010416 which maintains the fee for street lights assessment at \$100.00 per year for 2016. * The motion was approved unanimously.

Approve Employee Holiday Function

Gary Landis made a motion, seconded by Keith Martin to approve a holiday function in 2016 for employees/volunteers and one guest. * The motion was approved unanimously.

Adjourn

Keith Martin made a motion, seconded by Tim Lausch to adjourn the meeting at 8:45 p.m. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice-Chairman

Gary Landis, Secretary