

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE CLAY TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2021 6:30 P.M.

The Supervisors of Clay Township met for the organizational meeting on Monday, January 4, 2021, 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 employee present was: Manager Bruce Leisey and Road Master Earl Stauffer. Also present were those persons listed on the Attendance Sheet attached to these minutes.

The meeting was called to order by Bruce Leisey at 6:41 p.m. Bruce Leisey was appointed temporary Chairman and conducted the meeting till 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. Tim Lausch abstained from the vote.

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 abstained from the vote.

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

Department Heads

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

Keith Martin made a motion, seconded by Gary Landis, to appoint 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 Gary Landis to reappoint 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 1.17 mills. This rate was established at the December 26, 2017 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

Gary Landis made a motion, seconded by Keith Martin, to reappoint BB&T, as the Clay Township Banking institution for all General and Recreation funds, and for the Sewer Fund checking account for the year of 2021, and to authorize Keith Martin, Bruce Leisey and Gary Landis to co-sign checks and to require two signatures on all checks. * The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin, 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 JBT for General Fund interest checking and CD for the year 2021, and to authorize Keith Martin, Bruce Leisey and Gary Landis 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 Gary Landis, to reappoint the firm of Mejia Law Group with Jennifer Mejia as the Township Representative, as the Clay Township Solicitor for 2021. The firm will be paid rates noted in the agenda. * The motion was approved unanimously.

Engineering Firm

Keith Martin made a motion, seconded by Gary Landis, to reappoint Hanover Engineering Associates as the Clay Township engineer for 2021. Robert Lynn will be the Township's representative at the attached rates. * 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 2021. *The motion was approved unanimously.

Roadmaster

Keith Martin made a motion, seconded by Gary Landis, to reappoint Earl Stauffer as Township Roadmaster for 2021. *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 for 2021 at the rate of \$300 per perk and probe(includes alternate site), \$100 per permit and \$50 per hour for other work. Len Spencer was appointed as the Alternate Sewage Enforcement Officer at the same rates. * The motion was approved unanimously.

Sewage Treatment Operator

Gary Landis made a motion, seconded by Keith Martin, to reappoint Clean Water, Inc. as operator for the Hopeland Wastewater Treatment Plant for 2021, at the rate of \$1,415 per month. * The motion was approved unanimously.

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

Keith Martin made a motion, seconded by Gary Landis, to reappoint Thomas Zorbaugh as Zoning Officer, and Bruce Leisey as Assistant Zoning Officer for 2021. * The motion was approved unanimously.

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 2021. * The motion was approved unanimously.

Planning Commission

No action was taken on this appointment.

Board of Appeals

Gary Landis 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

Gary Landis made a motion, seconded by Keith Martin, to reappoint Chad Hummel, 498 Rocky Ridge Road, Denver to a three-year term on the Zoning Hearing Board which expires on December 31, 2023. * The motion was approved unanimously.

Park and Rec Board

No action was taken at this time.

Building Inspector/Code Official

Keith Martin made a motion, seconded by Gary Landis, to approve 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 2021 at the rates submitted by individual third party agency. * The motion was approved unanimously.

Keith Martin made a motion, seconded by Gary Landis to reappoint Randy Maurer, 336 Hillcrest Drive, Ephrata as Clay Township’s Fire Code Official. * The motion was approved unanimously.

Redevelopment Authority

Gary Landis made a motion, seconded by Keith Martin, to reappoint Thomas Zeager as citizen representative to the Lancaster County Redevelopment Authority for 2021. * The motion was approved unanimously.

Mileage Rate

Gary Landis 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 \$.56 per mile for 2021. * The motion was approved unanimously.

Meeting Schedule

Keith Martin made a motion, seconded by Gary Landis, to maintain the following meeting schedule for 2021. Board of Supervisors – 2nd Monday PM and 4th 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 Resolution #010421 Clay Township Schedule of Fees for 2021 as included in the packets. * The motion was approved unanimously.

Employee Salaries

Keith Martin made a motion, seconded by Gary Landis, to approve the 2021 employees’ salaries as follows. * The motion was approved unanimously.

Earl Stauffer	\$31.47/hour
Gary Calik	\$27.78/hour
Donald Moyer	\$23.00/hour
Bruce Leisey	\$3,076.93/bi-weekly
Tom Zorbaugh	\$32.88/hour – part time approx. 7 hours a week

Wendy Hackman	\$21.00/hour
Mike Boyer	\$18.54/hour – part time 500 hours max per year
Marvin Stoner	\$300 per perk and probe, \$100 per permit and \$50 per hour for other work performed
PT Lawn Maint	20.00/hour
PT Summer Road Maint	12.25/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 \$20.72/hour for snow removal and road maintenance in 2021. * 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

Keith Martin made a motion, seconded by Gary Landis, 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 Gary Landis, 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

Gary Landis made a motion, seconded by Keith Martin, to approve the 2021 holiday schedule for the employees as printed and attached. * The motion was approved unanimously.

Sewer Fees

Gary Landis made a motion, seconded by Keith Martin, to approve Resolution #010421B to increase the 2021 sewer fees to \$425 per year which is a \$10.00 increase from 2019 rate. * The motion was approved unanimously.

Street Lighting Assessment

Gary Landis made a motion, seconded by Keith Martin to approve Resolution #010421C which maintains the fee for street light assessment at \$100.00 per year for 2021. * The motion was approved unanimously.

Approve Employee Holiday Function

Keith Martin made a motion, seconded by Gary Landis to approve an appreciation function in 2021 for employees, volunteers and families. * The motion was approved unanimously.

Approve Bills To Be Paid

Gary Landis made a motion, seconded by Keith Martin to approve payment in the amount of \$101,373.18 (\$1,772.45 Custom Computer and \$99,600.73 Northern Lancaster County Regional Police Department). * The motion was approved unanimously.

Appoint Ephrata Area Joint Authority Member

Keith Martin made a motion, seconded by Tim Lausch to reappoint Gary Landis, 110 Yummerdall Road, Lititz as one of Clay Township's EAJA members. * The motion was approved unanimously.

Approve Advertising of PW Superintendent/Road Master Position

Keith Martin made a motion, seconded by Gary Landis to approve advertising of the PW Superintendent/Road Master position due to retirement of Earl Stauffer effective March 31, 2021. * The motion was approved unanimously.

Adjourn

Keith Martin made a motion, seconded by Gary Landis to adjourn the meeting at 8:38 p.m. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice-Chairman

Gary Landis, Secretary