

CLAY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
December 13, 2021

The Supervisors of Clay Township met on a regularly scheduled meeting date of December 13, 2021, 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.

Supervisors present were Tim Lausch, Chairman, Keith Martin, Vice-Chairman and Gary Landis, Secretary.

Also, present was Bruce Leisey, Township Manager, Bob Lynn of Hanover Engineering, 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 Gary Landis to approve the November 13, 2021 meeting minutes with the addition on page 3, 2nd paragraph “lower maximum height of 35 feet”.
* The motion was unanimously approved.

Treasurer’s Report

Gary Landis made a motion, seconded by Keith Martin to approve the Treasurer’s Report for the month of November 2021. * The motion was unanimously approved.

Visitors

None

Engineer’s Report

None

Old Business

1. HomeTowne Square – Walking Trail

Jennifer Mejia, Township Solicitor, reviewed the proposed signage with Board of Supervisors and audience.

Russ Begley, HOA President, informed the Board of Supervisors that the sign is acceptable to the HOA.

Jennifer Mejia informed the Board of Supervisors that the signage is in compliance with the terms of the trail easement agreement between HomeTowne Square and Clay Township.

Keith Martin made a motion, seconded by Gary Landis to approve the signage as presented in the agenda to be placed at 3 entrances to the trail one on Hackman Road, Sweet William Way and Constitution Drive. * The motion was unanimously approved.

2. 408 Flaxen Lane – Notice of Violation Update

Bruce Leisey informed the Board of Supervisors that Township Staff is in communication with the POA for the property to secure a contract/commitment to ensure the lawn will be kept in compliance with Township Ordinances next growing season.

New Business

1. Approve Advertising of Notice of Intent to Appoint Auditors

After discussion, Keith Martin made a motion, seconded by Gary Landis to approve advertising of Notice of Intent to appoint Herbein & Co Inc, Reading PA to preform the audit of the Township accounts for fiscal year 2021. * The motion was unanimously approved.

2. Approve 2022 Meeting Dates Schedule

After discussion, Keith Martin made a motion, seconded by Gary Landis to approve advertising of the 2022 Meeting Dates Schedule as noted in the agenda packet. * The motion was unanimously approved.

3. Approve 2022 Traffic Signal Preventative Maintenance Agreement

After discussion, Gary Landis made a motion, seconded by Keith Martin to approve and execute the 2022 Traffic Signal Preventative Maintenance Agreement with CM High, Myerstown PA at a cost of \$1,395.00. * The motion was unanimously approved.

4. Approve Collection of County Real Estate Taxes

After discussion, Keith Martin made a motion, seconded by Gary Landis to approve collection of Lancaster County real estate taxes by Deb Zerbe, Clay Township Tax Collector with the County supplying the printed bills and a payment of \$.75 per tax bill collected. * The motion was unanimously approved.

5. Approve Change Order – Wagman Construction

After review and discussion, Keith Martin made a motion, seconded by Gary Landis to approve and execute Change Order #2 for Wagman Construction for a decrease in the amount of \$1,270.00. * The motion was unanimously approved.

6. Approve Change Order and Notice of Completion – Berg Construction, LLC

After review and discussion, Keith Martin made a motion, seconded by Gary Landis to approve and execute Change Order #1 for Berg Construction, LLC for a decrease in the amount of \$12,584.73 due to less paving material being used. * The motion was unanimously approved.

7. Discussion on 2022 Preliminary Budget

The Township Manager reviewed the 2022 Preliminary Budget and Budget Narrative with the Board of Supervisors and Audience.

Executive Session

Keith Martin made a motion, seconded by Gary Landis to enter into Executive Session at 8:22 PM to discuss personnel issues. * The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to exit Executive Session at 10:15 PM. * The motion was unanimously approved.

There was discussion on personnel issues and a potential zoning appeal to be filed by YWAM. No decisions were made at this time.

Bills to be Paid

General Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the General Fund bills totaling \$23,503.92 for the month of November. * The motion was approved unanimously.

Rec Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Recreation Fund bills totaling \$238.01 for the month of November. * The motion was approved unanimously.

Sewer Fund

Keith Martin made a motion, seconded by Gary Landis, to approve the Sewer Fund bills totaling \$4,263.60 for the month of November. * The motion was approved unanimously.

Capital Reserve

Keith Martin made a motion, seconded by Gary Landis to approve the Capital Reserve Fund bills totaling \$1,899.26 for the month of November. * The motion was approved unanimously.

Reports for the Month

1. Chief of Police / Police Department
2. Fire Companies / Ambulance
3. Planning Commission Minutes
4. Solicitor’s Report
5. Engineer’s Report
6. Manager’s Report
7. Road Master’s Report
8. Zoning Officer’s Report

Adjournment

Keith Martin made a motion, seconded by Gary Landis, to adjourn the meeting at 10:30 P.M. * The motion was approved unanimously.

Clay Township Board of Supervisors

Timothy Lausch, Chairman

Keith Martin, Vice Chairman

Gary Landis, Secretary