

CLAY TOWNSHIP BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
February 24, 2015

The Supervisors of Clay Township met on a specially scheduled meeting date of February 24, 2015, at 7:00 a.m. 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 Timothy Lausch, Chairman; Keith Martin, Vice-Chairman; and Gary Landis, Secretary.

Bruce Leisey, Township Manager; Earl Stauffer, Road Master and Dale Stahl, Zoning Officer were also in attendance.

Tim Lausch called the meeting to order at 7:05 a.m.

**Visitors**

None

**Engineer's Report**

1. Gerald Hursh Lot Add-On-Plan – sign mylars

The Board of Supervisors signed the mylars for the Gerald Hursh Lot Add-On-Plan.

2. Hopeland Sewer L&I Issues

After discussion, Gary Landis made a motion, seconded by Keith Martin to authorize Hanover Engineering to purchase from L&B Water six (6) sewer manhole inserts to water proof manholes at a cost of approximately \$36.00 each.

Hanover Engineering will install the inserts weather permitting.

**Old Business**

None

## **New Business**

### 1. Multimodal Transportation Grant Discussion

The Board of Supervisors authorized Bruce Leisey and Bob Lynn to meet with Countryside Enterprises to review the developments impact on the Rt 322, Durlach Road and Woodcorner Road intersection.

### 2. Seasonal Summer Employment

There was discussion on the potential work load to employ two (2) seasonal public works employees from May to mid-August.

Earl Stauffer will complete a project list for review at the next meeting. No other decisions were made at this time.

### 3. Zoning Hours, Building Permit Process, Mobile Home Permits

All Mobile Home Renewal Permit applications have been received and paid other than Valley View Mobile Home Park. Dale Stahl will call and follow up with Valley View regarding their application and payment. After Valley View's application and payment has been received, Dale will re-inspect mobile home parks to ensure that all noted violations are corrected.

There was discussion on the mobile home park requirement that all parks have one (1) fire extinguisher per home. Mobile home parks must comply with the ordinance, however, the fire extinguisher could be in the homes, office, laundry, etc but the ratio of one fire extinguisher per home must be complied with.

Tim Lausch verbalized the importance of obtaining a plot plan and physically measuring the setbacks for all new structures being placed on a property through the building permit process.

The Board of Supervisors authorized Dale Stahl to work up to an additional two (2) hours per week to allow him to measure and verify setbacks for all permits being applied for in the Township.

In order to reduce Dale Stahl's workload on filling out building permit applications, the Board of Supervisors authorized the office staff to accept completed permit applications during regular business hours in addition to the hours Dale is available on Tuesday and Thursday mornings.

Bruce Leisey informed the Board of Supervisors that the process of accessing building permit information on the Township web site is progressing.

#### 4. Discussion on Road Measuring Equipment

There was discussion on the purchase of RAC GEO distance measuring equipment.

After discussion, it was decided to preview a distance measuring application on Gary Landis' smart phone to determine if that would be a possible suitable application that could be used by Earl Stauffer.

Gary Landis and Earl Stauffer will report their findings at the next meeting. No further decisions were made at this time.

#### 5. Update on Building Upgrades

Bruce Leisey updated the Board of Supervisors on the proposed renovations the NLCRPD would like to do to the part of the building they rent.

The Board of Supervisors reviewed the proposal and it is acceptable to them.

The Board of Supervisors will review the final renovation plan prior to work being commenced and execute their final decision in writing.

#### 6. Meeting Room Use for Voting

The Board of Supervisors authorized Bruce Leisey to execute the agreement with Lancaster County regarding utilizing the Township building for a voting location in 2015.

#### 7. Attendance at LCATS Meeting

The Board of Supervisors authorized attendance at the March 31, 2015 meeting.

### **Bills to be Paid**

Keith Martin made a motion, seconded by Gary Landis to approve the General Fund bills totaling \$78,759.50. \* The motion was approved unanimously.

**Adjournment**

Gary Landis made a motion, seconded by Tim Lausch, to adjourn the meeting at 9:05 a.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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Gary Landis, Secretary