

CLAY TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
October 14, 2019

The Supervisors of Clay Township met on a regularly scheduled meeting date of October 14, 2019, 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, Inc., 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 6:33 p.m.

**Meeting Minutes**

Keith Martin made a motion, seconded by Gary Landis to approve the September 9, 2019 meeting minutes. \* 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 September 2019. \* The motion was unanimously approved.

**Visitors**

1. Chief Steffen, Northern Lancaster County Regional Police Department

Chief Steffen informed the Board of Supervisors that body worn cameras will be employed beginning in November 2019. He also stated that the Municipality is the first other than City Police to employ them.

Gary Landis commended Chief Steffen for cost effective policing policies. Mr. Landis also asked Chief Steffen if there is communication between the School Resource Officer and NLCRPD.

Chief Steffen stated that there is sufficient communication and that they have a good working relationship with the School Resource Office.

2. Jason Brubacker, 945 Hopeland Road – Fence Relief

Mr. Brubacker submitted signed agreements from the neighboring property owners indicating their approval for his requested relief from the fence ordinance. Mr. Brubacker is requesting to install a fence on the property line, solid in nature and over 5' tall in the side yard.

After review, Keith Martin made a motion, seconded by Gary Landis to approve relief from Chapter 10, Section 104b and 104h in the Code of Ordinances to install a fence over 60" in height in the side and rear yard and solid. Since the fence is already installed and will need to be modified to comply with this request, the Board of Supervisors allowed Mr. Brubacker 90 days to modify the fence to bring it into compliance with the relief approval. \* The motion was unanimously approved.

3. Ephrata Rec Center

Jean Wentz, Representative Ephrata Rec Center, reviewed the 2019 Summer Rec program statistics. The cost was \$32.00 per capita for a total of \$9,152.00. The donation request for 2020 is \$9,152.00.

No decisions were made at this time.

4. 1735 West Main Street – Fence Relief

The Board of Supervisors reviewed a request received from Peaceable Kingdom Animal Hospital for relief from the fence height and solid in nature requirements. Written approval was received from all neighboring property owners for fence height and solid.

Gary Landis made a motion, seconded by Keith Martin to approve relief from Chapter 10, Section 104b and 104h of the Code of Ordinances to install a fence that is 6' high and solid in nature in the rear and side yards. \* The motion was unanimously approved.

**Engineer's Report**

1. Hopeland Mennonite Church – Escrow Release and As-Built Plan Approval

Bob Lynn reviewed the escrow release request with the Board of Supervisors.

After review, Gary Landis made a motion, seconded by Keith Martin to release cash escrow in the amount of \$351,363.00, retaining a balance of \$6,071.00 and approve the As-Built Plans. \* The motion was unanimously approved.

\*\* Keith Martin excused himself from the meeting because of a personal conflict with the next agenda item. \*\*

## 2. Rachel Martin – Escrow Release Request

Bob Lynn reviewed the escrow release request with the Board of Supervisors.

After review, Gary Landis made a motion, seconded by Tim Lausch to release escrow in the full amount of \$15,053.57. \* The motion was unanimously approved.

\*\* Keith Martin returned to the meeting. \*\*

## 3. Hackman Road Improvements

Earl Stauffer informed the Board of Supervisors that he met with Bob Lynn to inspect the condition of Hackman Road between Agape Drive and Countryside Drive. Landmark Builders will be widening the west side of Hackman Road in compliance with the land development plan of Hometowne Square.

Township Staff is investigating the condition of the east side, in hopes of completing any repairs necessary and working with Landmark to overlay both sides at the same time.

Earl and Bob will obtain pricing for review at the next meeting. No decisions were made at this time.

## **Visitors**

### 5. Ephrata Public Library

Penny Talbert, Executive Director, reviewed the activities of the library for the past year. Ms. Talbert stated that the Library Board has requested a contribution of \$23,000 in 2020 (2019 contribution was \$21,500).

No decisions were made at this time.

## **Old Business**

### 1. Zoning Officer Update

Tom Zorbaugh reviewed his activities for the month with the Board of Supervisors.

### 2. Hopeland Sewer I&I Repairs Update

Bob Lynn informed the Board of Supervisors that bid documents are prepared for advertising.

It was agreed that the goal is to review and likely award bids at next meeting.

Gary Landis made a motion, seconded by Keith Martin to approve advertising of bids to repair infiltration issues with Hopeland sewer plant conveyance system. \* The motion was unanimously approved.

The Board of Supervisors authorized Township Staff to send notices to property owners that have been identified to potentially have infiltration issues with their sewer laterals.

## **New Business**

### 1. Adopt Resolution to assign designee for Penn Dot Multi Modal Grant

After discussion, Keith Martin made a motion, seconded by Gary Landis to approve Resolution #101419 to designate Bruce Leisey and Tim Lausch as Officials to execute all documents and agreements between Clay Township and Penn Dot in conjunction with the Penn Dot Multi Modal Grant application. \* The motion was unanimously approved.

### 2. Ephrata School District - School Resource Officer Contract Renewal

After discussion, it was decided to table a decision until the next meeting.

### 3. Municipal/Police Building Fire Alarm System Proposals

After discussion, it was decided to table a decision until the next meeting so the Township Manager can determine if the equipment in the proposals could also be utilized for a possible future system in the maintenance shop area.

### 4. Approve Attendance at LCATS Annual Convention

Tim Lausch made a motion, seconded by Keith Martin to authorize Gary Landis and/or Keith Martin to attend the LCATS Annual Convention on November 4, 2019 at a cost of \$20.00 per person. \* The motion was unanimously approved.

### 5. Half Marathon Request to Use Township Roads

Bruce Leisey reviewed the request received from Schuylkill River Runners to utilize a small portion of Clay Road in the Township for their half marathon on April 4, 2020.

Keith Martin made a motion, seconded by Gary Landis to approve request contingent on compliance with their “race plan” and submittal of a Certificate of Insurance. \* The motion was unanimously approved.

### **Executive Session**

Gary Landis made a motion, seconded by Keith Martin to enter into Executive Session at 9:05 am to discuss potential litigation. \* The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to exit Executive Session at 9:30 pm. \* The motion was unanimously approved.

The Board of Supervisors reviewed the draft Sewer Agreement with Ephrata Sewer Authority.

No decisions were made regarding the Agreement.

### **Manager Update**

Bruce Leisey gave an update on the proposed 2020 budget.

There was discussion on employee wages, employee benefits and donations.

No decision were made regarding the proposed 2020 budget.

**Bills to be Paid**

General Fund

Gary Landis made a motion, seconded by Keith Martin, to approve the General Fund bills totaling \$176,539.08 for the month of September. \* The motion was approved unanimously.

Rec Fund

Gary Landis made a motion, seconded by Keith Martin, to approve the Recreation Fund bills totaling \$2,162.85 for the month of September. \* The motion was approved unanimously.

Sewer Fund

Gary Landis made a motion, seconded by Keith Martin, to approve the Sewer Fund bills totaling \$4,158.38 for the month of September. \* 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 9:50 P.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