

The Board's Minutes of the East Donegal Township Board of Supervisors
Held on May 1, 2014

The regular meeting of the Board of Supervisors of East Donegal Township was held on Thursday, May 1, 2014 at 7:30 PM in the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta, PA 17547.

The meeting was called to order by Supervisor Dennis J. Drager.

Supervisor Esbensshade led with a Prayer and Pledge to the Flag.

Roll call of Supervisors: Present were Dennis J. Drager, Chairman; Allen D. Esbensshade, Vice Chairman; John Murphy, Member and Jeffrey Butler, Township Manager.

Phil Rudy, White Rudy and Company presented the 2013 Audit Report to the Board. Mr. Rudy indicated that annual audit was completed and forwarded to the Pennsylvania Department of Economic and Community Development in accordance with state requirements. He stated that the Township staff should be commended for a job well done on the financial matters of the Township. He indicated that the audit resulted in only two adjustments to line items where in past years that number was much greater. There has been tremendous progress in the budgeting, handling and reporting of Township finances.

Mr. Rudy indicated that all the funds of the Township were audited. The Township's General Fund ended 2013 with revenues exceeding expenditures by over \$500,000.00. This was mainly a result of revenues outside the control of the Township exceeding projections made in the Township's annual budget. Four other funds of the Township (Marietta Water Fund, Highway Aid Fund, Park and Recreation Fund, and Capital Reserve Fund), had combined revenues exceeded combined expenditures by over \$100,000.00. Revenues within the Township's Trash and Recycling Fund also exceeded expenditures by over \$100,000.00. He stated that these are all indications that the Township is in excellent financial condition.

Mr. Rudy stated that the audit included a look at the internal controls of the Township financial operations. He indicated that the operation is running smoothly and the Board of Supervisors is getting very good financial information on a monthly basis. The annual budget verses actual expenses has become much more reflective of what is happening financially within the operation. The tremendous progress made in budgeting and reporting was very noticeable during the audit. He stated that the Township is living within its means and doing at good job at it.

A motion was made by Mr. Murphy, and seconded by Mr. Esbensshade, to approve the audit report for 2013. Vote: Mr. Murphy; yes, Mr. Esbensshade; yes and Mr. Drager; yes. Motion carried.

Debra M. Rosser-Hogben, Executive Director, Milanof-Schock Library was present to provide the Board an update on what's occurring within the library. Ms. Rosser-Hogben indicated that there are over 75 programs scheduled at the library over the summer months. One of the most popular programs is the program to prepare pre-school child, and their parents, for the start of kindergarten. She reported that Nancy Behney, Assistant Director, received recognition from the county-wide library system, as staff member of the year. Finally, the annual book sale raised \$18,000.00 for the library. The location for the next book sale has yet to be determined.

Adam Kosheba, Chief, Maytown East Donegal Township Fire Department was present to give a brief update on the Department's efforts to renovate the fire station. Chief Kosheba stated that they are working with Professional Design & Construction, Inc. on building design options. He also indicated that the Department will be meeting with various agencies to explore funding sources for the project.

In review of the minutes of the April 3, 2014 meeting of the Board, Mr. Esbenshade indicated that the motion to permit the use of the retaining wall located in Riverfront Park for the proposed art project of the Donegal School District should state that the approval granted by the Board is subject to the Board's approval of the final design of the mosaic to be placed on the wall. In addition, he noted the typographical error in the motion regarding the spelling of inclusion. The Board approved the minutes for April 3, 2014, with the noted corrections, by a motion made by Mr. Murphy and seconded by Mr. Esbenshade. Discussion: None. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes, Mr. Drager; yes. Motion carried.

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to approve the Treasurer's Reports for the Township and Maytown East Donegal Township Fire Department and approve the payment of all bills. All three Supervisors indicated that they would be abstaining from the approval of payments to them for their attendance at the Lancaster County Association of Township Supervisors spring meeting. Discussion none. Vote: Mr. Murphy, yes, abstained from the vote on check #47913; Mr. Esbenshade, yes, abstained from the vote on check #47880; and Mr. Drager; yes, abstained from the vote on check #47899.

Mr. Drager acknowledged the receipt of the Balance Sheets for all Township Funds which were mailed to each Supervisor dated April 10, 2014.

Consent Calendar:

Mr. Butler indicated that item D. listed on the agenda's consent calendar, regarding the advertisement for a Park Supervisor position, should be pulled from consideration of the Board. The Board discussed the following agenda items pulled from the consent calendar for individual consideration and action.

The Board discussed the proposal/quote Musco Lighting for replacement of lights on field # 2 in Fuhrman Park, dated April 16, 2014. The proposal includes the Township entering into a 5-year Lease Purchase Agreement, as recommended by the Township

Park Commission. Mr. Murphy expressed that it might be in the best interest of the Township to not enter into the lease agreement and purchase the light system outright, thus saving any finance charges associated with the lease option. Mr. Butler explained that the cost of the lighting system, and the lease purchase, were items discussed with the preparation of the 2014 Township budget. The budget only provides for the \$25,000.00 down payment for the system and not the entire \$174,191.00 purchase price. Mr. Murphy inquired about a pre-payment penalty within the lease purchase agreement. Mr. Butler indicated that he didn't know if there would be a penalty should the Township decide to pay off the purchase prior to the end of the 5-year period.

A motion by Mr. Murphy accepting the proposal/quote Musco Lighting for replacement of lights on field # 2 in Fuhrman Park, dated April 16, 2014, and entering into a 5-year Lease Purchase Agreement as provided for in the Musco Finance proposal dated April 24, 2014, subject to such Agreement not containing a penalty for pre-payment, was seconded by Mr. Esbenshade. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes, Mr. Drager; yes. Motion carried.

The Board considered the remaining items listed on the Consent Calendar. A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the following Consent Calendar items. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

- A. Directed the Township Roadmaster to advertise to receive bids for roadway oil and chip. Roadways to be considered are Haunstein Road, Vinegar Ferry Road/West High Street, Stackstown Road and Oak Road. It is anticipated that the contract for materials will be considered for award at the June 5, 2014 meeting of the Board of Supervisors.
- B. Approved the donation of \$4,654.80 to the American Legion Post #809 for costs associated with the 2014 Memorial Day Parade.
- C. Approved the appointment of George Syder, Commonwealth Code Administrators, as Township Building Code Official. Mr. Syder will serve in such capacity until the vacant zoning officer/building code official position has been filled.
- D. Approved the registration fee for the 2014 Summer Playground Program at \$80.00, as recommended by the Township Park Commission. The Program will run for six weeks beginning Monday, June 23rd and continuing through Friday, August 1st. It was indicated that Township residents get a preference at registration and that registration will be capped at 60 participants.
- E. Directed the Township Manager to advertise for a seasonal part-time position within Public Works to assist primarily in park maintenance.
- F. Approved the adoption of the recommended change to the East Donegal Township Non-Uniform Pension Plan as presented by R.J. Hall Company (Plan Consultant) and

Beyer-Barber Company (Plan Actuary). This update will bring the formula back to original plan design, and supports previous changes to normal retirement age and increased years of service.

- G. Directed the Township Manager to request authorization from the Pennsylvania Department of Transportation to enact an engine-brake-retarder prohibition for the entire Township.
- H. Approved the adoption of Ordinance 2014-1, An Ordinance Amending the East Donegal Township Code of Ordinances By Deleting Chapter 26 (Water), Part 1 (Stormwater Regulations) and Adding a New Chapter 28 (Stormwater Management) Containing General Provisions; Defining Certain Terms; Establishing Design and Plan Requirements and Processing Procedures; Requiring the Completion and Guarantee of Stormwater Management Facilities; Establishing Procedures for Operation and Maintenance of Stormwater Management Facilities; Establishing Fees and Costs; Providing for the Administration and Enforcement of the Ordinance (Including the Imposition of Penalties); and Renumbering Chapter 26 (Water), Parts 2 (Emergency Water Shortage Plan) and 3 (Public Water System)
- I. Accepted the proposal of David Miller/Associates, Inc. for surveying and engineering services associated with the renovation/expansion of the Township Municipal Building.
- J. Directed the Township Roadmaster to advertise to receive bids for roadway improvements to Ore Mine Road in the area between the Sheetz property and the access drive to Community Bible Church. The project involves roadway widening, the connection of existing curb and sidewalk, and cutting of slope along the roadway bank, all on the western side of the roadway. It is anticipated that the contract for materials will be considered for award at the June 5, 2014 meeting of the Board of Supervisors.
- K. Approved the request of the Dennis Herr for the allocation one (1) sanitary sewer Equivalent Dwelling Unit (EDU) for the use of a residential dwelling unit at 122 Lauver Drive, Mount Joy.
- L. Adopted Resolution 2014-3 authorizing the Township Manager to execute and submit an Application for Traffic Signal Approval to the Pennsylvania Department of Transportation for intersection improvements at PA Route 772 and Koser Road. The application requests approval of intersection improvements to be completed by the Donegal School District.

Liaison Assignment Reports:

- A. Administration/Personnel - Supervisor Esbenshade – it was indicated that the Township is accepting applications and resumes for the Zoning Officer/Building Code Official position until May 12, 2014.

- B. Finance - Supervisor Murphy - None
- C. Parks and Recreation - Supervisor Esbenshade - None
- D. Planning and Development - Supervisor Drager - None
- E. Public Safety - Supervisor Murphy - None
- F. Public Works - Supervisor Drager indicated that applications have been received and interviews scheduled for the opening for a road crew member in the Public Works Department.

Announcements/Reports:

Zoning Officer's report: For the month of March 2014, Permit #Z-014021 through Permit #Z-0140030 was issued for a total value of \$2,621,550.00. Total Zoning Fees collected equaled \$15,989.00.

Roadmaster's Report: The April 2014 Report was received.

Northwest Emergency Medical Services Report: For April 2014 Northwest EMS responded to 32 calls in East Donegal Township. For the calendar year 2014, Northwest EMS has responded to a total of 1165 calls in East Donegal Township.

A motion was made by Mr. Murphy and seconded by Mr. Esbenshade to adjourn at 8:26 PM.

Respectfully Submitted,
Jeffrey L. Butler, Township Secretary

The next regular meeting of the Board of Supervisors will be held on Thursday, June 5, 2014 at 7:30 PM.