

East Donegal Township  
Board of Supervisors  
Meeting Minutes  
November 5, 2015

The regular meeting of the Board of Supervisors of East Donegal Township was held on Thursday, November 5, 2015 at 7:30 PM in the library of the Donegal Intermediate School, 1177 River Road, Marietta PA 17547.

The meeting was called to order by Supervisor Dennis J. Drager. It was noted for the record that all Board members were present.

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

The Board approved the minutes for October 1, 2015, by a motion made by Mr. Esbenshade and seconded by Mr. Murphy. 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. Discussion none. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes, abstaining from action on check #48948 due the check being payable to him; and Mr. Drager, yes.

Mr. Drager acknowledged the receipt of the Balance Sheets for all Township Funds which were mailed to each Supervisor dated and October 15, 2015.

Old Business.

Request for Reduction/Release of Financial Securities – Stormwater Management Plan for Michael Lewis Poultry Barn #3.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the reduction in the Financial Securities posted for the Stormwater Management Plan for Michael Lewis Poultry Barn #3 by \$33,789.65, as recommended in the letter from David Miller/Associates, Inc., dated October 14, 2015.

Discussion: None. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

Establishment of Speed Limits in Rowenna, Ordinance 2015-6.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the adoption of Ordinance 2016, amending Chapter 15, Part 2 of the Township Code of Ordinances, establishing a speed limit of 25 miles per hour for Main Street, Maple Street, Railroad Avenue and Old River Road within the village of Rowenna.

Discussion: None. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

## New Business.

### Resolution 2015-11 Authorization To Execute Application for Traffic Signal Approval.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to adopt Resolution 2015-11 authorizing the Township Manager to execute the Pennsylvania Department of Transportation Application for Traffic Signal Approval for proposed improvements at the intersection of Route 23 and Route 441.

Discussion: Mr. Butler indicated that the application is part of the process to complete improvements to the intersection using funds for the Automated Red Light Enforcement grant program. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

### Snow Season Contractor Agreement with Robert D. Shearer.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to authorize entering into a Snow Season Contractor Agreement with Robert D. Shearer at an hourly rate of \$140.00 per hour for the term extending from November 1, 2015 to October 31, 2016.

Discussion: In response to a question from Mr. Murphy, Mr. Butler indicated that the hourly rate has not been increase from the current Agreement with Mr. Shearer. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

### Request of Craig Underwood regarding use of sick time off.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to grant Craig Underwood, Zoning Officer/Building Code Official, the ability to utilize 33.25 employee sick hours that would be allocated for the year 2016 in the year 2015.

Discussion: Mr. Butler indicated that the transfer of pending 2016 sick time will be tracked through payroll. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

### 2016 Township General Fund Budget.

Mr. Butler circulated a handout summarizing the proposed 2016 General Fund Budget to those attending and briefing highlighted items for the Board of Supervisors and general public.

The revenue projected in the proposed 2016 Budget totals \$4,891,810.00. Total expenditures budgeted totals \$4,860,724.00. The proposed budget does not propose an increase in the current tax rate of 3.95 mils.

Approximately 40% of Revenue projected is arrived from property taxes. Projections of the taxes to be collected are based on the estimated valuation \$511,355,900.00 provided by the Lancaster County Tax Assessment Office. This tax, collected by the

Lancaster County Treasurer's Office is projected to generate \$1,920,865.00 in revenue, an increase of 1.8% Increase from the amount budgeted in 2015.

Revenue generated through taxes authorized by the Local Tax Enabling Act represents approximately 25% of projected total. These taxes include the Earned Income Tax, (budgeted at \$950,000.00) and the Local Services Tax (budgeted at \$110,000.00). These taxes are collected by the Lancaster County Tax Collection Bureau. The other tax in this revenue category is the Real Estate Transfer Tax collected with the sale of real estate. It's projected to generate \$175,000.00 in revenue in 2016.

Interfund Transfers represent approximately 13% of revenue reflected in the proposed budget. These include transfers from the Trash and Recycling Fund, Capital Reserve Fund, and the Park and Recreation Fund. Transfers from these funds are project specific.

The Intergovernmental Transfer category reflects revenue received through grants. For 2016 these include the PennDOT Grant for improvements to the Route 441/Route 23 Intersection (\$212,000.00), a PA DEP Stormwater Grant for the Longwood Square stormwater detention basin (\$155,000.00), and the Lancaster County Smart Transportation Program for purchase and installation of wayfinding signs (\$24,000.00).

On the expenditure side of the budget, the Public Works line items represent \$893,585.00 or approx. 18% of all the Township's General Fund expenditures. The proposed budget includes the following significant projects: Longwood Square Detention Basin, Drager Road Paving, Route 441/Route 23 Intersection Improvements, Waterford Avenue Paving, Chestnut Street Paving and reconstruction of a portion of Donegal Creek Road.

In addition to those projects funded from the Township's General Fund, the following projects are to be completed using Highway Aid funds received from the state: Rock Point Road (Colebrook Road to Firehouse), Long Lane (Route 23 to Donegal Creek Road) and oil and chip treatment of Old Colebrook Road, Bullmoose Road and Pinkerton Road.

The Public Safety-Police category line items of the budget represent \$1,341,250.00 or approximately 28% of the Township's General Fund expenditures. Public Safety-Fire category line items total \$273,680.00 or 6 % of the Township's General Fund expenditures.

Planning/Zoning and UCC Code Enforcement line items total \$87,000.00.

The Parks and Recreation line items of the proposed budget represent \$212,100.00 for the completion of the following projects: paving of Fuhrman Park and Longwood Square walkways, Fuhrman Park pavilion repairs, Fuhrman Park tennis court resurfacing, the addition of playground equipment at the Chickies Day Use Area, Fuhrman Park ballfield

renovation and fencing, and the paving of the northernmost parking lot in Fuhrman Park.

Debt Service line items represent \$316,600.00 of the budgeted expenditures. This includes the loan payments for the renovation of the Township building and the lease purchase of the field lights in Fuhrman Park.

One significant capital building project is proposed for 2016. The construction of a new salt shed on the Municipal Building property is proposed.

On the personnel side of the budget, employee salaries and benefits for full-time and part-time employees represent \$779,091.15 or approximately 16% of the total General Fund expenditures. The proposed budget includes a 2% wage increase for employees. Although no additional full-time positions are proposed, the budget does anticipate the addition of 1 part-time clerical position.

Mr. Mike Guinivan, a member of the Township Park Commission, inquired about the part-time Parks Supervisor position that was budgeted for in 2015 but left unfilled. There was general discussion regarding the need for the position and the amount of time such an employee would work. It was agreed that the position should be funded again in 2016.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to authorize the Township Manager to advertise the proposed 2016 General Fund Budget as available for public inspection and place the adoption of the 2016 General Fund Budget on the agenda for approval at the December 3, 2015 meeting.

Discussion: None. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

#### Purchase of Under-Tailgate Salt Spreader.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the purchase of a Swenson under-tailgate spreader from E.M. Kutz, Inc., in an amount of \$3,365.00, in accordance with the proposal dated October 29, 2015.

Discussion: Mr. Butler indicated that the salt spreader to be ordered is for the new Mack dump truck that is currently being finished by E.M. Kutz, Inc. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

#### Interim Roadmaster

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to appoint Dale Mowrer Interim Roadmaster until the current opening for Public Works Director/Roadmaster is filled.

Discussion: Board members indicated the need to fill to current opening and their appreciation for the ability of Dale Mowrer to fill-in and handle the responsibilities during this time. Vote: Mr. Murphy, yes; Mr. Esbensshade, yes; and Mr. Drager, yes.

#### October 2015 Roadmaster Report

Copies of the report were provided to the Board. It was noted that it was the last monthly Report prepared by Scott Schaefer.

#### October 2015 Zoning/Building Report

Copies of the report were provided to the Board. For the month of October 2015, Permit # 015139 through Permit # 015155 were issued for a total value of \$1,837,063.20. Total Zoning Fees collected equaled \$26,625.00.

Susquehanna Regional Police Department Commission financial review report for the year ended December 31, 2014.

Mr. Butler informed the Board that the financial review report for the Susquehanna Regional Police Commission has been received and available for the Board's review.

#### Northwest Emergency Medical Services Report

For October 2015 Northwest EMS responded to 53 calls in East Donegal Township. The total calls within East Donegal Township for the year is 448.

#### Fire Department Mount Joy Report

The September 2015 FDMJ Monthly Incident Report Summary indicates 2 First Due Calls within East Donegal Township.

#### Maytown East Donegal Township Fire Department

No report was given at this time.

#### Rheems Fire Department

No report was given at this time.

#### Liaison Assignment Reports –

Administration/Personnel - Supervisor Esbensshade – None.

Finance - Supervisor Murphy – None.

Parks and Recreation - Supervisor Esbensshade – Mr. Mike Guinivan, a member of the Township park Commission, drew the Board's attention to the meeting minutes of the Park Commission. He highlighted the Commission's intent to do some strategic planning of Commission responsibilities and projects in 2016. Mr. Guinivan also indicated that the Memorial Day Parade Committee met and will be meeting again on January 20, 2016 for planning the 2016 Memorial Day parade.

Planning and Development - Supervisor Drager – None.

Public Safety - Supervisor Murphy – None.

Public Works - Supervisor Drager – Mr. Mike Cassidy, East High Street resident, noted that a 25 mile per hour speed limit sign was added for westbound traffic on East High Street. He appreciated the response to his comment from a previous Supervisors meeting.

### Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to adjourn at 8:18 PM.

Respectfully Submitted,  
Jeffrey L. Butler, Township Secretary

The next meeting of the Board of Supervisors will be held on Thursday, December 3, 2015 at 7:30 PM. The meeting will be held at the Donegal Intermediate School Library, 1177 River Road, Marietta, PA 17547.