

The Board's Minutes of the East Donegal Township Board of Supervisors
Held on January 4, 2016

The re-organization and regular meeting of the Board of Supervisors of East Donegal Township was held on Monday, January 4, 2016 at 5:00 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.

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

Public attendance is attached.

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

Court of Common Pleas of Lancaster County Judge Jeffrey J. Reich administered the Oath of Office to Supervisor Murphy.

Re-Organization of the Board:

On a motion of Supervisor Drager, seconded by Supervisor Murphy, Mr. Jeffrey Butler was nominated Acting Chairman. The Acting Chairman called for nominations from the floor.

A motion was made by Mr. Murphy and seconded by Mr. Esbenshade to nominate Mr. Drager as Chairman, Mr. Esbenshade as Vice-Chairman, Mr. Butler as Secretary and Joyce Boyer as Treasurer for 2016. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to reappoint Brent L. Hershey to the East Donegal Township Zoning Hearing Board for a three-year term until December 31, 2018. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to reappoint Robert E. Heistand to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2020. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to reappoint Scott Kignsboro and James Gerlach to the East Donegal Township Park Commission for four-year terms until December 31, 2019. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

A motion was made by Mr. Murphy and seconded by Mr. Esbenshade to reappoint Michael Guinivan to the East Donegal Township Planning Commission for a five-year term until December 31, 2020. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

A motion was made by Mr. Murphy and seconded by Mr. Esbenshade to appoint Sean Way to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2018. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

The Board approved the minutes for December 3, 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, abstaining from the vote on check #49491 payable to Union Community Bank; Mr. Esbenshade, yes; 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 December 16, 2015.

Old Business.

Ordinance 2016-1 amending Chapter 27 (Zoning) of the Township Code of Ordinances To Permit Adaptive Reuse of Historic resources.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve Ordinance 2016-1 amending Chapter 27 of the Township of East Donegal Code Of Ordinances to permit adaptive reuse of historic resources as uses by condition and establish standards and criteria for such uses.

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

Appointment of CPA to Complete 2015 Audit.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the execution of the engagement letter for financial auditing services for the year ending December 31, 2015 as prepared by White, Rudy & Company LLP, dated November 5, 2015.

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

New Business.

Request for Waiver of Land Development Plan Processing – Elvin K. Brenneman, 2045 Donegal Springs Road, Mount Joy, PA.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the waiver of the land development plan processing as requested by Elvin K. Brenneman for the placement of a second dwelling unit on property at 2045 Donegal Springs Road.

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

Resolution 2016-1 Appointing David Lockard as Sewage Enforcement Officer With Dylan Sites as Alternate and Establish Rates for Services.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve Resolution 2016-1 Appointing David Lockard as Sewage Enforcement Officer and Dylan Sites as Alternate Sewage Enforcement Officer and Establish Rates for Services.

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

Resolution 2016-2 Authorizing Disposition of Records in Accordance With the Pennsylvania Municipal Records Manual.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve Resolution 2016-2 Authorizing Disposition of Municipal Records in Accordance With the Pennsylvania Municipal Records Manual.

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

Resolution 2016-3 appointing the Lancaster County Treasurer's Office as the Deputy Tax Collector of Real Estate Taxes for the Township.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve Resolution 2016-3 appointing the Lancaster County Treasurer's Office as the Deputy Tax Collector of Real Estate Taxes for the Township.

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

Staff Appointments for 2016.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the following reappointments of Township staff:

Reappointment of Jeffrey L. Butler as the East Donegal Township Manager and Township Secretary

Reappointment of Joyce E. Boyer as Township Treasurer

Reappointment of Craig Underwood as the East Donegal Township Zoning Officer and East Donegal Township Building Code Official.

Reappointment of Supervisor Murphy to serve as representative on the Susquehanna Regional Police Commission and Supervisor Esbenshade as alternate.

A motion was made by Mr. Esbenshade, and seconded by Mr. Drager, to approve the reappointment of Supervisor John Murphy as the East Donegal Township representative to the Susquehanna Regional Police Commission and appoint Mr. Esbenshade as the Alternative Representative.

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

Lease for Susquehanna Regional Police Department for the year 2016 for the address of 188 Rock Point Road.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve extending the lease of the Susquehanna Regional Police Department for the year 2016 at the annual rate of \$50,000.00.

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

Appointment of Township Solicitor.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the reappointment of Matthew J. Creme, Jr., Nikolaus & Hohenadel, LLP, as Township Solicitor.

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

Appointment of Legal Counsel for Township Zoning Hearing Board.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the reappointment of Neil Albert as legal counsel for the Zoning Hearing Board.

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

2016 PSATS Convention Voting Delegates.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the appointment of Jeffrey L. Butler as the voting delegate and Allen Esbenshade as the alternate voting delegate at the 2016 PSATS Convention on the dates of April 17 to April 20, 2016.

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

Banks for Deposit of Township Funds.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the following financial institutions for the deposit of Township Funds:

- Union Community Bank
- PA Local Government Investment Trust
- PNC Bank, N.A.

Discussion: None. Vote: Mr. Murphy, yes, abstaining from the vote on Union Community Bank; Mr. Esbenshade, yes; and Mr. Drager, yes.

Consider the 2016 wage schedule for Township Employees (attached).

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the 2016 Wage Schedule for Township Employees as presented.

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

Extension of Employment Agreement for the Township Manager

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the extension of the Employment Agreement with Jeffrey L. Butler for the position of Township Manager as executed May 3, 2012.

Discussion: in response to a question of Mr. Murphy, Mr. Butler indicated that no changes have been made to the Agreement since first entered into in 2012, other than the adjustments to adjustments to salary. Vote: Mr. Murphy, yes; Mr. Esbenshade, yes; and Mr. Drager, yes.

Establishment of Refuse and Recycling Fees for 2016.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to establish the following Refuse and Recycling fees for 2016:

- Refuse/Recycling Collection - \$190.00 per year, billed as \$95.00 payable semi-annually.

- Yard Waste and Grass Tags - \$1.00 each

- Oversized Item Tags - \$3.00 each

- Appliance Tags - \$12.00 per Appliance

- Tire Tags - \$2.00 per Tire

- Wheel tags - \$2.00 per Wheel

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

Appointment of Township Engineer.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the reappointment David Miller/Associates, Inc. as the Township Engineer.

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

Appointment of Alternate Township Engineer.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the reappointment Becker Engineering, Inc. as the Alternate Township Engineer.

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

Proposed Request for Proposals - Office Cleaning Service

Mr. Butler supplied the Board members with a draft Request for Proposals for cleaning service to the Municipal Building. The draft include a scope of services, and frequency of services, to be provided within the Township administrative office, Susquehanna Regional Police Department station and the public meeting areas of the building. Mr. Butler asked the Board to review the draft and provide comment for revisions. Mr. Butler indicated that it's anticipated that the Request for Proposals will be authorized for advertisement in February and selection, if appropriate, in March.

December 2015 Roadmaster Report

It was noted that there was not a November 2015 Roadmaster Report prepared.

December 2015 Zoning/Building Report

Copies of the report were provided to the Board. For the month of December 2015, Permit # 015156 through Permit # 015165 were issued for a total value of \$228,231.27.

East Donegal Township Municipal Authority – Mr. Butler indicated that the Township is on receipt of the Financial Report of the East Donegal Township Municipal Authority for the Year Ended September 30, 2015

Municipal Building Renovation/Addition Project

Northwest Emergency Medical Services Report

For December 2015 Northwest EMS responded to 45 calls in East Donegal Township. The total calls within East Donegal Township for the year 2015 was 539.

Fire Department Mount Joy Report

Mr. Butler inciated that the Township received the 2015 Annual Report for the Fire Department Mount Joy. The Report indicates that the Fire Department Mount Joy responded to 22 Fire Due calls in East Donegal Township and 24 Mutual Aid calls with in the Township.

Maytown East Donegal Township Fire Department

No report given at this time.

Rheems Fire Department

No report was given at this time.

Liaison Assignment Reports –

Administration/Personnel - Supervisor Esbenshade – None.

Finance - Supervisor Murphy – None.

Parks and Recreation - Supervisor Esbenshade – None.

Planning and Development - Supervisor Drager – None.

Public Safety - Supervisor Murphy expressed his thanks to Sean Way for offering to serve on the Board of Directors of the Maytown East Donegal Township Fire Department.

Public Works - Supervisor Drager indicated that snow plows have been placed on trucks and the Township has an almost completely full stockpile of salt.

Adjournment

A motion was made by Mr. Murphy and seconded by Mr. Esbenshade to adjourn at 5:50 PM.

Respectfully Submitted,
Jeffrey L. Butler, Township Secretary

The next meeting of the Board of Supervisors will be held on Thursday, February 4, 2016 at 7:30 PM. The meeting will be held at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta, PA 17547.