

The Board's Minutes of the East Donegal Township Board of Supervisors
Held on January 3, 2017

The organizational and regular meeting of the Board of Supervisors of East Donegal Township was held on Tuesday, January 3, 2017, 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.

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

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.

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. Esbenshade and seconded by Mr. Murphy to nominate Mr. Drager as Chairman, Mr. Esbenshade as Vice-Chairman for 2017. 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 approve the following reappointments to Township Boards and Commissions:

Reappointment of R. Keith Vogt to the East Donegal Township Zoning Hearing Board for a three-year term until December 31, 2019.

Reappointment of Keith Arnold to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2021.

Reappointment of Rebecca Jenkins to the East Donegal Township Park Commission for four-year terms until December 31, 2020.

Reappointment of Charles Engle and Dwight Hess to the East Donegal Township Planning Commission for a five-year term until December 31, 2021.

Reappointment of R. Keith Vogt to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2019.

Reappointment of Larry Dombach and Jake Smeltz to the East Donegal Township Sewer Authority for a five-year term until December 31, 2021.

Appointment of Dennis Drager to the Maytown East Donegal Township-Marietta Borough Joint Sewer Authority for a three-year term until December 31, 2019.

Vote: Mr. Murphy, yes; Mr. Esbensshade, yes; and Mr. Drager, yes. Motion carried.

The Board approved the minutes for December 1, 2016, by a motion made by Mr. Murphy and seconded by Mr. Esbensshade. Discussion: None. Vote: Mr. Murphy; yes, Mr. Esbensshade; yes, Mr. Drager; yes. Motion carried.

A motion was made by Mr. Esbensshade, and seconded by Mr. Murphy, to approve the Treasurer's Reports for the Township and approve the payment of Township bills. Discussion none. Vote: Mr. Murphy, yes; Mr. Esbensshade, yes; and Mr. Drager, yes. Motion carried.

Mr. Drager acknowledged the receipt of the Balance Sheets for all Township Funds, dated December 14, 2016, which were provided to each Supervisor.

Old Business.

Appointment of CPA to Complete 2016 Audit.

A motion was made by Mr. Esbensshade, and seconded by Mr. Murphy, to approve the execution of the engagement letter for financial auditing services for the year ending December 31, 2016 as prepared by White, Rudy & Company LLP, dated October 20, 2016.

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

New Business.

Resolution 2017-1 Appointing David Lockard as Sewage Enforcement Officer With Dylan Sites as Alternate and Establish Rates for Services.

A motion was made by Mr. Murphy, and seconded by Mr. Esbensshade, to approve Resolution 2017-1 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. Esbensshade, yes; and Mr. Drager, yes.

Resolution 2017-2 Authorizing Disposition of Records in Accordance With the Pennsylvania Municipal Records Manual.

A motion was made by Mr. Esbensshade, and seconded by Mr. Murphy, to approve Resolution 2017-2 Authorizing Disposition of Municipal Records in Accordance With the Pennsylvania Municipal Records Manual.

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

Resolution 2017-3 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. Murphy, and seconded by Mr. Esbenshade, to approve Resolution 2017-3 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

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.

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

Appointment of Supervisor to Serve as Representative on the Susquehanna Regional Police Commission

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the reappointment of Supervisor Murphy as the East Donegal Township representative to the Susquehanna Regional Police Commission and appoint Supervisor 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 2017 -188 Rock Point Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve extending the lease of the Susquehanna Regional Police Department for the year 2017 at the annual rate of \$50,000.00.

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

Township Solicitor Appointment

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.

Zoning Hearing Board Solicitor Appointment

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.

2017 PSATS Educational Conference and Trade Show

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 Supervisor Esbenshade as the alternate voting delegate at the 2017 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of April 23 to April 26, 2017.

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 action regarding Union Community Bank; Mr. Esbenshade, yes; and Mr. Drager, yes.

2017 Wage Schedule for Township Employees

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the 2017 Wage Schedule for Township Employees as presented.

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

Refuse and Recycling Fees for 2017

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to establish the following Refuse and Recycling fees for 2017:

- 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.

Township Engineer Appointment

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.

Alternate Township Engineer Appointment

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, 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.

Liaison Assignments

Board members agreed that liaison assignments should remain the same for 2017.

Memorial Day Antique, Art Craft and Collectible Show 2017

Mr. Butler presented the request of the American Legion Auxiliary Unit 809, for closure of segments of North River Street, South River Street, East High Street and West High Street in the area of the Maytown Square for the 2017 Memorial Day Event. The proposed closure would extend from 6:00 AM to 5:00 PM.

The Board discussed traffic issues that result from the closure of the Route 743 square and detours around the square. The Board discussed options of other locations for the event, such as one of the Township parks or limiting the event to West High Street.

The Board agreed to allow for the closures requested for 2017 but express the opinion that in future years, the closure of the square on Route 743 would not be acceptable due to safety concerns and traffic concerns of the extended closure.

Correspondence/Announcements

December 2016 Zoning/Building Report

Copies of the December 2016 report were provided to the Board. For the month, 9 Zoning Permits and 8 UCC Permits were issued. The total value of construction authorized equaled \$603,500.00. Permit fees collected totaled \$2,255.00.

December 2016 Roadmaster Report

The Board received copies of the December 2016 Roadmaster Report prepared by Jake Bair, Public Works Director.

Mike Cassidy, East High Street resident, inquired about the sinkhole that has formed behind an inlet on Hemlock Drive. He indicated that in the past he has expressed a concern regarding the safety of those walking in the area. Mr. Bair indicated that the hole will be backfilled for the winter and any additional work to the inlet will occur in the spring.

November 2016 Municipality Report – Milanof-Schock Library

The Board received copies of the November 2016 report prepared by Barbara Basile, Executive Director.

Fire Department Mount Joy November 2016 Incident Summary Report

For November 2016, Fire Department Mount Joy responded to 3 first due calls in East Donegal Township and 2 mutual aid calls.

Maytown East Donegal Township Fire Department

For November 2016, the Maytown East Donegal Township Fire Department reported a total of 69 runs for the month.

Northwest Emergency Medical Services Report

For December 2016, Northwest EMS responded to 51 calls in East Donegal Township. For 2016, Northwest EMS has responded to a total of 551 calls in East Donegal Township.

East Donegal Township Sewer Authority Meeting Minutes

The Board received copies of the November 15, 2016 meeting minutes of the East Donegal Township Sewer Authority.

Senator Ryan Aument Municipal Officials Breakfast – January 13, 2017

The Board received an invitation to a municipal officials breakfast to be hosted by State Senator Ryan Aument. The January 13, 2017 event is to be held at the Mount Joy Campus of the Lancaster Career and Technology Center. All Board members expressed an intention to attend the breakfast meeting.

January 9, 2017 Zoning Hearing Board Meeting Information

The Board received information regarding the upcoming meeting of the Township Zoning Hearing Board.

Primer for the PA Sunshine Act

The Board received copies of the Primer prepared by District Attorney of Lancaster County.

Municipal Water Authority PA Department of Community and Economic Development Report

The Board received copies of the audit report of the East Donegal Township Municipal Authority for the year ended September 30, 2016.

Liaison Assignment Reports –

Administration/Personnel - Supervisor Esbenshade – None.

Finance - Supervisor Murphy – None.

Parks and Recreation - None.

Planning and Development - Supervisor Drager – None.

Public Safety - None.

Public Works - Supervisor Drager – None.

Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to adjourn at 5:45 PM.

Respectfully Submitted,
Jeffrey L. Butler, Township Secretary

The next meeting of the Board of Supervisors will be held on Thursday, February 2, 2017 at 7:30 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.