

The Board's Minutes of the East Donegal Township Board of Supervisors
Held on April 6, 2017

The regular meeting of the Board of Supervisors of East Donegal Township was held on Thursday, April 6, 2017, 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 Esbenshade 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 E. Murphy, Jr., Supervisor and Jeffrey Butler, Township Manager.

Mr. Ned Kuhns, 129 Nicole Street addressed the Board regarding two traffic issues. Mr. Kuhns suggested that the intersection of Colebrook Road and Rock Point Road be signed as a 4-way stop. In addition, he suggested that the areas along PA Route 441 signed "No Turns From Shoulder" at the intersections with PA Route 772 and PA Route 743 be enhanced by adding pavement striping in the shoulder areas. It was indicated that both suggestions involve state-owned and maintained roadways and would require input and/or approval from PennDOT. The Board directed Township staff to follow-up with PennDOT.

Mr. Kevin Emenheiser, 3 Railroad Avenue, stated his concern regarding a stormwater runoff problem in Rowena. He stated that stormwater runs down Main Street and into his septic tank causing him to continuously have the tank pumped. He also stated that the streets in Rowena are falling apart. The Board indicated that his concerns will be relayed to the Township Roadmaster.

Mr. Anthony Putcho, 1745 Old River Road, stated that the dead end portion of his street is not being plowed during snow storms. Supervisor Esbenshade stated that he personally has plowed that portion of the Township and has plowed that dead end portion of the street. Mr. Putcho indicated that the plowing is inconsistent, probably based on who is driving that route at the time. The Board indicated that the Township would attempt to be more consistent with snow plowing in front of Mr. Putcho's property.

Phil Rudy, White Rudy and Company presented the 2016 Audit Report to the Board. Mr. Rudy indicated that the 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 for the fourth year in a row the audit resulted in only a few minor adjustments to line items. He indicated to the Board that there continues to be progress in the budgeting, handling and reporting of Township finances.

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. The information provided to the Board of Supervisors on a monthly basis is spot on regarding the financial condition of the Township.

The audit found that revenues for 2016 totaled approximately \$4.2 million while expenses total approximately \$4.5 million. The difference between expenses and revenue was a result of building costs that carried over into 2016. The adopted 2016 budget anticipated the completion of the Township building renovation by the end of 2015, however the construction schedule exceeded the projection. At the end of 2016, the Township general fund had a balance of approximately \$2.6 million, while other Township funds had a combined year-end balance of approximately \$1.4 million.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the audit report for 2016. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Drager; yes. Motion carried.

The Board approved the minutes for March 2, 2017, by a motion made by Mr. Murphy and seconded by Mr. Esbenshade. Discussion: None. Vote: Mr. Esbenshade, yes; Mr. Murphy, 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 approve the payment of Township bills. Discussion none. Vote: Mr. Murphy, yes, abstaining from the vote on check #49778 payable to himself; Mr. Esbenshade, yes, abstaining from the vote on check #49757 payable to himself; and Mr. Drager, yes, abstaining from the vote on check #49768 payable to himself.

Mr. Drager acknowledged the receipt of the Balance Sheets for all Township Funds, dated March 21, 2017 which were provided to each Supervisor.

Old Business.

Request for Release of Financial Securities – Stormwater Management Plan for Armstrong World Industries.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve the release of the Financial Securities posted for the Stormwater Management Plan for Armstrong World Industries in the amount of \$134,080.00, as recommended in the letter from Becker Engineering, dated April 5, 2017.

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

Ordinance 2017-1, No Parking, Route 743

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to adopt Ordinance 2017-1 amending Chapter 15, Part 4, Section 403 of the Township Code of Ordinances to prohibit parking on the east side of the northbound lane of Maytown Road, PA Route 743, between PA Route 441 and a point 200 feet north of PA Route 441.

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

Award Contract for Roadway Materials (Aggregate) for 2017.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to award the contract for aggregate materials, both Freight on Board and Delivered, to R.E. Pierson Materials, based on bids received and opened on Tuesday, April 4, 2017 and listed below:

COMPANY	BID SUBMITTED		
	<u>FOB Total</u>	<u>Delivered Total</u>	<u>Average</u>
R.E. Pierson Materials	\$5,075.00	\$6,975.00	\$6,025.00
Pennsy Supply, Inc.	\$5,064.00	\$7,858.00	\$6,461.00
Allan Myers PA, Inc.	\$4,842.50	\$8,918.00	\$6,880.25

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

Award Contract for Oil & Chip Roadway Projects.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to award the contract for the seal coating of Kraybill Church Road, Gibble Road, Fuhrman Road and Trout Run Road to Hammaker East, Ltd., based on bids received and opened on Tuesday, April 4, 2017 and listed below:

COMPANY	BID SUBMITTED
Hammaker East LTD	\$56,823.00
Martins Paving Inc.	\$59,845.50

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

Award Contract for Roadway Improvements to Ore Mine Road and Long Lane.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to award the contract for roadway improvements to Ore Mine Road and Long Lane to Pennsy Supply, Inc., based on bids received and opened on Tuesday, April 4, 2017 and listed below:

COMPANY	BID SUBMITTED
Pennsy Supply, Inc.	\$276,720.77
Highway Materials, Inc.	\$332,791.34

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

Award Contract for Roadway Materials (Asphalt) for 2017.

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to award the contract for asphalt materials, both Freight on Board and Delivered, to Highway Materials, Inc., based on bids received and opened on Tuesday, April 4, 2017 and listed below:

COMPANY	BID SUBMITTED	
	FOB Total	Delivered Total
Highway Materials, Inc.	\$22,230.00	\$25,155.00
Pennsy Supply, Inc.	\$25,060.00	\$27,365.00

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

New Business.

Request To Permit Encroachment Into Stormwater Management Easement – 15 Foal Court

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to deny the request to permit the placement of a fence within the recorded stormwater management easement located on the property at 15 Foal Court based on the requirements of the Township Stormwater Management Ordinance and the review and recommendation of the Township Engineer provided in the letter dated April 3, 2017.

Discussion: The Board indicated that the landowners are able to construct a fence within their yard, but are not permitted to encroach into the recorded stormwater easement. Vote: Mr. Esbenshade, yes; Mr. Murphy, yes; and Mr. Drager, yes.

Stormwater Management Plan for Cameron Estate Inn & Restaurant

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to approve the Stormwater Management Plan for Cameron Estate Inn & Restaurant, prepared by Johnson and Associates, Inc., and dated April 4, 2017.

The approval of the Stormwater Management Plan is subject to the following conditions:

Compliance with the review comments outline by David Miller/Associates, Inc. in a review letter dated April 6, 2017.

The Applicant's written acceptance of any conditions within thirty (30) days from receipt of written notice of plan approval by the Township Board of Supervisors, on a form provided by the Township.

If the conditions are not accepted, the approval by the Board of Supervisors will be revoked, and the application will be denied for the reasons listed as conditions of approval of the Plan.

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

Resolution 2017-6, Authorizing the Filing of a Pennsylvania Department of Conservation and Natural Resources Grant Application.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve Resolution 2017-6 authorizing the filing of a Pennsylvania Department of Conservation and Natural Resources Grant application for proposed improvements to Fuhrman Park through the installation of exercise equipment/stations and authorize the Township Manager to sign the Grant Agreement Signature Page on behalf of the Board of Supervisors should the grant be awarded.

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

Contribution to the Maytown Historical Society

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to approve a contribution of \$3,500.00 to the Maytown Historical Society for the year 2017.

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

Declaration of Snow Emergency – March 13, 2017

A motion was made by Mr. Murphy, and seconded by Mr. Esbenshade, to ratify the action taken by the Township Board of Supervisors on March 13, 2017 to declare a Snow Emergency due to the potential danger to health, safety and welfare of residents of East Donegal Township.

Discussion: It was noted that this storm event did not qualify for reimbursement of any Township expenses from the PA Emergency Management Agency or the Federal Emergency Management Agency. Vote: Mr. Esbenshade, yes; Mr. Murphy, yes; and Mr. Drager, yes.

Advertise for the Receipt of Bids for Roadway Improvements to Waterford Avenue and Chestnut Street.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to authorize the Township Manager to advertise for the receipt of bids for the completion of roadway improvements to Waterford Avenue and Chestnut Street.

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

Property Maintenance Code of Ordinances Amendment – Multi-Family Dwellings.

A motion was made by Mr. Esbenshade, and seconded by Mr. Murphy, to authorize the Township Zoning Officer/Building Code Official to direct the Township Solicitor to prepare an ordinance to amend the Township Code of Ordinances to address property maintenance of multi-family dwellings based on the draft language presented.

Discussion: Craig Underwood, Township Zoning Officer/Building Code Official, explained that this step is to prepare an ordinance for consideration by the Board. The ordinance reflects the direction provided by the Board regarding multi-family dwelling property maintenance issues. Vote: Mr. Esbenshade, yes; Mr. Murphy, yes; and Mr. Drager, yes.

Pennsylvania State Association of Township Supervisors Conference and Trade Show
The Board received copies of the proposed Resolutions, Bylaw Changes and Nominations Report prepared by the Pennsylvania State Association of Township Supervisors (PSATS). This information will be considered for adoption at the upcoming PSATS Conference and Trade Show to be held in Hershey PA.

March 2017 Zoning/Building Report

Copies of the March 2017 report were provided to the Board. For the month, 11 Zoning Permits and 5 UCC Permits were issued. The total value of construction authorized equaled \$872,702.00. Permit fees collected totaled \$6,924.00.

March 2017 Roadmaster Report

The Board received copies of the March 2017 Roadmaster Report prepared by Jake Bair, Public Works Director.

Municipality Report - Milanof-Schock Library

The Board received copies of the February 2017 Library Report compiled by Barbara Basile, Executive Director.

Northwest Emergency Medical Services Report

For March 2017, Northwest EMS responded to 49 calls in East Donegal Township. Year-to-date they have responded to 134 calls in East Donegal Township.

Fire Department Mount Joy - Incident Summary Report

For February 2017, Fire Department Mount Joy responded to 2 first due calls in East Donegal Township and no mutual aid calls.

Maytown East Donegal Township Fire Department Report

No report provided.

East Donegal Township Sewer Authority Meeting Minutes

The Board received copies of the minutes of the March 21, 2017 meeting of the East Donegal Township Sewer Authority.

East Donegal Township Municipal Water Authority Meeting Minutes

The Board received copies of the minutes of the March 21, 2017 meeting of the East Donegal Township Municipal Water Authority.

2017 Memorial Day Parade Committee Minutes

The Board received copies of the minutes of the March 30, 2017 meeting of the Memorial Day Parade Committee.

East Donegal Township Park Commission Meeting

The Board received copies of the minutes of the March 23, 2017 meeting of the Township Park Commission. It was noted that the Park Commission reviewed the request of Chiques Rock Outfitter for the use of the small concrete block building for rental of canoes, kayaks and bicycles. The Park Commission agreed with the concept for a term of one year, subject to an appropriate Concessionaire Agreement with the Board of Supervisors.

Susquehanna Regional Police Commission Meeting Minutes

The Board received copies of the minutes of the March 1, 2017 meeting of the Susquehanna Regional Police Commission.

Three Mile Island Emergency Drill – April 11, 2017

The Board was reminded that the Three Mile Island emergency drill is scheduled for Tuesday, April 11, 2017. The Board members should plan on participating.

Liaison Assignment Reports –

Administration/Personnel - Supervisor Esbenshade – None.

Finance - Supervisor Murphy – None.

Parks and Recreation - None.

Planning and Development - Supervisor Drager – None.

Public Safety - Supervisor Murphy indicated that the Susquehanna Regional Police Department held its annual awards ceremony on March 1, 2017. The ceremony gave the Police Commission an opportunity to thank officers for “a job well done”.

Public Works - Supervisor Drager – None.

Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Murphy to adjourn at 8:25 PM.

Respectfully Submitted,
Jeffrey L. Butler, Township Secretary

The next meeting of the Board of Supervisors will be held on Thursday, May 4, 2017 at 7:30 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.