

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on April 5, 2018

The regular meeting of the Board of Supervisors of East Donegal Township was held on Thursday, April 5, 2018, at 7:00 PM in the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta, PA 17547.

The meeting was called to order by Chairman John E. Murphy.

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

Roll call of Supervisors: Present were John E. Murphy, Chairman and Allen D. Esbenshade, Vice Chairman, Supervisor Tom Jones and Jeffrey Butler, Township Manager.

Phil Rudy, White Rudy and Company presented the 2017 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. As in the past few years, the audit resulted in only a few minor adjustments to line items. He indicated to the Board that there is a good process in place for 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 is reflective of what is happening financially within the operation. The success of the Township's budgeting and reporting processes were very noticeable during the audit. He stated that the Township is living within its means and doing a 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 2017 totaled approximately \$4.3 million while expenses total approximately \$4.0 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 2017, however the construction schedule exceeded the projection. At the end of 2017, the Township general fund had a balance of approximately \$2.9 million.

A motion was made by Mr. Murphy, and seconded by Mr. Jones, to accept the audit report for 2017 as presented. Vote: Mr. Esbenshade; yes, Mr. Jones; yes and Mr. Murphy; yes. Motion carried.

The Board approved the minutes for the March 1, 2018 meeting of the Board of Supervisors by

a motion made by Mr. Esbenshade and seconded by Mr. Jones. Discussion: None. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes, Mr. Jones; yes. Motion carried.

A motion was made by Mr. Esbenshade and seconded by Mr. Jones to approve the Treasurer's Reports for the Township and approve the payment of Township bills. Discussion none. Vote: Mr. Esbenshade, yes, abstaining from the vote on check #50232 payable to himself; Mr. Jones, yes, abstaining from the vote on check #50257 payable to himself; and Mr. Murphy, yes, abstaining from the vote on check #50246 payable to to himself and check # 50260 payable to Union Community Bank; and. Motion carried.

Mr. Murphy acknowledged the receipt of the Balance Sheets for the period ending March 8, 2018 for all Township Funds which were mailed to each Supervisor.

### Old Business.

Request for Reduction of Financial Securities – Final Land Development Plan for East Wing Two Addition, Donegal Insurance Group.

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the release of the entire Financial Securities posted for the Final Land Development Plan for East Wing Two Addition, Donegal Insurance Group, as recommended in the letter from David Miller/Associates, Inc., dated April 5, 2018 and subject to the recording of the Sidewalk Easement Agreement prepared as a condition of final plan approval.

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

Request for Reduction – John Martin Stormwater Management Plan

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the release of financial securities posted for the Stormwater Management Plan for John Martin totaling \$19,376.88, as recommended in the letter from David Miller/Associates, Inc., dated March 14, 2018.

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

### New Business.

Preliminary/Final Land Development Plan for Blue Note Motor Inn– Extension of Time

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to accept the extension of time for consideration of the Preliminary/Final Land Development Plan for Blue Note Motor Inn until July 12, 2018 as granted by the applicant.

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

Final Subdivision Plan for Joseph Jr. & Linda D. Hess

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the Final Subdivision Plan for Joseph Jr. & Linda D. Hess, prepared by Weber Surveyor, Inc., dated February 1, 2018, last revised February 20, 2018, and grant the following modifications to Township requirements:

Modification to Chapter 22, Part 3, Section 302. –To waive required preliminary plan submission.

Modification to Chapter 22, Part 4, Section 403.1. –To permit the plan to be prepared at a scale of 1"=100' and 1"=200'.

Modification to Chapter 22, Part 5, Section 503.1. –To waive required improvements of existing streets.

Modification to Chapter 22, Part 6, Section 604.5.C. –To waive dedication of additional right-of-way for Anderson Ferry Road and Colebrook Road.

Modification to Chapter 26, Part 1, Section 105. –To waive preparation of stormwater management plan.

The approval of the Final Subdivision Plan and the granting of the ordinance modifications are subject to the following conditions:

Compliance with the review comments outline by David Miller/Associates, Inc. in a review letter dated March 28, 2018.

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. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

Preliminary Subdivision Plan for Bridle Path at Village Square, Section 3 – Extension of Time  
A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to accept the extension of time for consideration of the Preliminary Subdivision Plan for Bridle Path at Village Square, Section 3 until June 7, 2018 as granted by the applicant.

Resolution 2018-4, Planning Module for New Land Development, Graybill Subdivision Plan  
A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to adopt Resolution 2018-4 approving the Sewage Facilities Planning Module for the Dale Graybill Subdivision Plan and its submittal to the Pennsylvania Department of Environmental Protection.

Award of Various Public Works Contracts

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to award the following contracts:

For asphalt materials, both Freight on Board and Delivered, to Highway Materials, Inc., based on bids received and opened on Monday, March 26, 2018 and listed below:

COMPANY	BID SUBMITTED	
	<u>FOB Total</u>	<u>Delivered Total</u>
Highway Materials, Inc.	\$22,810.00	\$25,685.00

For aggregate materials, both Freight on Board and Delivered, to County Line Quarry, Inc., based on bids received and opened on Monday, March 26, 2018 and listed below:

COMPANY	BID SUBMITTED	
	<u>FOB Total</u>	<u>Delivered Total</u>
County Line Quarry Inc.	\$5,075.00	\$7,803.00
Allan Myers Materials, Inc.	\$5,475.00	\$9,985.00
R.E. Pierson Materials Corp.	\$6,250.00	\$8,300.00

For the seal coating of Donegal Springs Road, Iron Bridge Road, Long Lane and Beattys Tollgate Road.to Hammaker East, Ltd., based on bids received and opened on Monday, March 26, 2018 and listed below:

COMPANY	BID SUBMITTED
Hammaker East LTD	\$56,372.52
Martins Paving Inc.	\$57,344.46

For roadway improvements to Village Square Drive and Morning Circle to Pennsy Supply, Inc., based on bids received and opened on Monday, March 26, 2018 and listed below:

COMPANY	BID SUBMITTED
Pennsy Supply, Inc.	\$163,069.80
Highway Materials, Inc.	\$165,120.32

For roadway improvements to Beatty's Tollgate Road to Martin Paving, Inc., based on bids received and opened on Monday, March 26, 2018 and listed below:

COMPANY	BID SUBMITTED
Martin Paving, Inc.	\$52,782.71
Pennsy Supply, Inc.	\$53,912.65
Construction Masters Services, LLC.	\$71,703.50

For the paving of the Fuhrman Park parking lots to Highway Materials, Inc., based on bids received and opened on Monday, March 26, 2018 and listed below:

<b>COMPANY</b>	<b>BID SUBMITTED</b>
Highway Materials, Inc.	\$42,733.45
Pennsy Supply, Inc.	\$45,096.70
Rholan Paving, LLC	\$49,855.00
Construction Masters Services, LLC.	\$58,275.00

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

**Appointment of Township Treasurer**

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the appointment of Jodi Diaz as Township Treasurer.

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

**Contribution to the Maytown Historical Society**

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve a contribution of \$3,500.00 to the Maytown Historical Society for the year 2018.

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

**2018 Contribution to Lancaster County Drug Enforcement Task Force.**

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve a contribution of \$7,755.00 to the Lancaster County Drug Enforcement Task Force for the year 2018.

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

**Public Hearing – Zoning Ordinance Amendment.**

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to authorize the Township Manager to advertise a Public Hearing on a proposed amendment to the East Donegal Township Zoning Ordinance regarding required front-yard setbacks within the R-1 District for May 3, 2018 at 7:00 pm.

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

**Award Contract for Construction of Public Works Storage Building.**

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to award the contract for the construction of a new public works storage building to B&B Pole Building Co. in the amount of \$118,500.00 based on bids received and opened on Wednesday, April 4, 2018 and listed below:

<b>COMPANY</b>	<b>BID SUBMITTED</b>
B&B Pole Building Co.	\$118,500.00
Dutchman Contracting, LLC	\$124,756.00
MCS Construction	\$169,405.00

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

Award Contract for East High Street-Phase I Curb and Drainage Improvements (Route 743 and East High Street).

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to reject the sole bid received for curbing and drainage improvements to the southeast corner of the intersection of PA Route 743 and East High Street due to bids received and opened on Wednesday, April 4, 2018 significantly exceeding cost estimates prepared for such work.

<b>COMPANY</b>	<b>BID SUBMITTED</b>
Construction Masters Services	\$77,777.00

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

Fire Department Mount Joy – Proposed Box Alarm Changes

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to authorize the Fire Department Mount Joy’s box alarm changes proposed by Chief Gohn in letters dated February 26, 2018.

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

Letter of Resignation – Scott Kingsboro, Township Emergency Management Coordinator  
Acknowledge the receipt of the letter from Scott Kingsboro informing the Board of his intent to resign from the position of East Donegal Township Emergency Management Coordinator effective June 1, 2018.

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

East Donegal Township Scholarship Program

Mr. Murphy announced that the East Donegal Township Scholarship Program information and application packet has been provided to the Donegal School District. The deadline for applications to the program that provides \$1,000 scholarship to a graduating east Donegal Township senior is April 19, 2018.

Copies of the March 2018 report were provided to the Board. For the month, 3 Zoning Permits and 4 UCC Permits were issued. The total value of construction authorized equaled \$1,400.00. Permit fees collected totaled \$325.00.

For the year 2018, 138 Zoning Permits and 40 UCC Permits were issued. A total of 631 inspections were conducted.

The Board received copies of the March 2018 Roadmaster Report prepared by Jake Bair, Public Works Director.

The Board received copies of the February 2018 Library Report compiled by Barbara Basile, Executive Director. In addition, the Board received copies of the Library Financial Statements for the year ended December 30, 2017.

For February 2018, Northwest EMS responded to 47 calls in East Donegal Township. For the year 2018, Northwest EMS has responded to a total of 98 calls in East Donegal Township.

For February 2018, Fire Department Mount Joy responded to 0 first due calls in East Donegal Township.

The Board received copies of the February 6, 2018 meeting minutes of the Susquehanna Regional Police Commission. In addition, the Board received copies of the Department's End of Year Report for 2017.

The Board received copies of the proposed Resolutions to be considered at the upcoming annual conference of the Pennsylvania State Association of Township Supervisors. The Board was asked to notify Mr. Butler of any questions or concerns regarding the proposed Resolution.

It was noted by the Board that the Maytown Historical Society will be holding its monthly meetings at the East Donegal Township Municipal Building beginning September 2018.

#### Liaison Assignment Reports

Administration/Personnel - Supervisor Jones indicated that he has talked stopped by the office to talk with the Township's new Finance Officer, Jodi Diaz, and she seems to be filling the job nicely.

Finance - Supervisor Murphy – None.

Parks and Recreation - Supervisor Jones noted he attended the Park Commission meeting. It was reported that the responses to the Park and Recreation Survey have been coming in through the online portal. In addition, the schedule for the Music in the Park program has been finalized. The Music in the Park program begins Sunday, June 3<sup>rd</sup> at 7:00 PM.

Planning and Development - Supervisor Esbenshade – None.

Public Safety - Supervisor Murphy indicated the contract negotiations continue between the Police Commission and the officers' union.

Public Works - Supervisor Esbenshade commended the Public Works crew for the work on the snow events that have occurred late in the winter season.

Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Jones to adjourn at 7:55 PM.

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary

**The next regular meeting of the Board of Supervisors will be held on Thursday, May 3, 2018 at 7:00 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.**