

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on January 7, 2019

The re-organization and regular meeting of the Board of Supervisors of East Donegal Township was held on Monday, January 7, 2019 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 John Murphy.

Roll call of Supervisors: Present were Supervisor Allen D. Esbenshade, Supervisor John Murphy and Supervisor Thomas Jones. Also present was Jeffrey Butler, Township Manager.

Public attendance is attached.

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

Re-Organization of the Board:

On a motion of Supervisor Murphy, seconded by Supervisor Jones, Supervisor Esbenshade was appointed Temporary Chairman. Supervisor Esbenshade called for nominations from the floor.

A motion was made by Mr. Jones and seconded by Mr. Esbenshade to nominate Mr. Murphy as Chairman. Vote: Mr. Esbenshade; yes, Mr. Jones; yes and Mr. Murphy; yes. Motion carried.

A motion was made by Mr. Murphy and seconded by Mr. Jones to nominate Mr. Esbenshade as Vice-Chairman. Vote: Mr. Murphy; yes, Mr. Esbenshade; yes and Mr. Jones; yes. Motion carried.

A motion was made by Mr. Jones and seconded by Mr. Esbenshade to approve the following reappointments to Township Boards and Commissions:

Reappointment of Brent Hershey to the East Donegal Township Zoning Hearing Board for a three-year term until December 31, 2021.

Reappointment of Donald Geib to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2023.

Appointment of Justin K. Arnold to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2023.

Reappointment of Michael Guinivan and David Houseal to the East Donegal Township Park Commission for four-year terms until December 31, 2022.

Reappointment of Sean Way to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2021.

Reappointment of James R. Miller to the East Donegal Township Sewer Authority for a five-year term until December 31, 2023.

Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes. Motion carried.

Tania and Greg Cooper, 128 West High Street, were present to discuss issues associated with the unopened alley that separates the properties. The Board shared information received from the Township Solicitor as a follow-up to the information the Coopers provided at a previous meeting. The alley is not a public right of way. The County records show it as having no known owner and that is not the same thing as being a public right of way. The Board suggested that the Coopers pursue civil action to try to address issues regarding the use of the ally area and issues with the neighbor.

The Board approved the minutes for December 6, 2018, by a motion made by Mr. Esbenshade and seconded by Mr. Jones. Discussion: None. Vote: Mr. Jones; yes, Mr. Esbenshade; yes, Mr. Murphy; 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; Mr. Jones, yes; and Mr. Murphy, yes, abstaining from the vote on checks #50636 and #50640 payable to Union Community Bank. Motion carried.

Mr. Murphy acknowledged the receipt of the Balance Sheets for all Township Funds as of November 30, 2018, which were provided to each Supervisor.

#### Old Business.

Request for Reduction – Elam Stoltzfus Stormwater Management Plan, 2323 Donegal Springs Road

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the release of financial securities posted for the Elam Stoltzfus Stormwater Management Plan in the amount of \$1,075.00, as recommended in the letter from David Miller/Associates, Inc., dated January 7, 2019.

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

#### New Business.

Request For Waiver Of Subdivision and Land Development Plan Processing – Scenic Ridge Amish Parochial School, 727 Kraybill Church Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the request of Eli Fisher to waive the subdivision and land development plan processing procedures as required by Chapter 22 of the Code of Ordinances of East Donegal Township for the construction of a proposed 1-room private Amish schoolhouse and accessory building, in accordance with the request dated October 23, 2018, subject to

the applicant filing a stormwater management plan compliant with Township regulations.

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

#### Final Subdivision Plan for Bridle Path, Section 3 – Extension of Time

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to accept the extension of time for consideration of the Final Subdivision Plan for Bridle Path, Section 3 until March 8, 2019, as granted by the applicant.

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

#### Resolution 2019-1 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. Jones, to approve Resolution 2019-1 Appointing David Lockard as Sewage Enforcement Officer and Dylan Sites as Alternate Sewage Enforcement Officer and Establish Rates for Services.

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

#### Resolution 2019-2 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. Jones, and seconded by Mr. Esbenshade, to approve Resolution 2019-2 appointing the Lancaster County Treasurer's Office as the Deputy Tax Collector of Real Estate Taxes for the Township.

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

#### Staff Appointments

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

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

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

Reappointment of Jacob L. Bair as the East Donegal Township Roadmaster.

Discussion: None. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, 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 Jones as the Alternate Representative.

There was general discussion regarding Board member attendance at the public meetings held by the Police Commission and participation in Executive Sessions held by the Police Commission. All Board members can attend the public meetings, however, only the appointed representative on the Police Commission can attend any Executive Sessions held by the Police Commission. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

#### 2019 Lease for Susquehanna Regional Police Department - 188 Rock Point Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve extending the lease of the Susquehanna Regional Police Department for the year 2018 at the annual rate of \$50,000.00.

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

#### Township Solicitor Appointment

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

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

#### Zoning Hearing Board Solicitor Appointment

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

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

#### 2019 PSATS Educational Conference and Trade Show

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the appointment of Jeffrey L. Butler as the voting delegate and Supervisor Esbenshade as the alternate voting delegate at the 2019 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of April 14 to April 17, 2019.

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

#### Banks for Deposit of Township Funds

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

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

Discussion: None. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes, abstaining from the vote regarding Northwest Bank and Union Community Bank.

#### 2019 Wage Schedule for Township Employees

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the 2019 Wage Schedule for Township Employees as presented.

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

#### Refuse and Recycling fees for 2019

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to establish the following Refuse and Recycling fees for 2019:

- Refuse/Recycling Collection - \$206.00 per year, billed as \$103.00 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

It was indicated that the collection fee represents an increase of \$16.00 from 2018. The last time the rate was adjusted was a reduction of \$20.00 in 2013. Even with the increase, the 2019 rate is lower than the rate in 2012. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

#### Township Engineer Appointment

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

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

#### Alternate Township Engineer Appointment

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

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

#### Mileage Reimbursement Rate 2019

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the mileage reimbursement rate at the current IRS rate of 58 cents per mile through the

year 2019.

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

#### Establish Treasurer's Bond Amount

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the setting of the amount of the Treasurer's Bond at \$1,500,000.00.

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

#### Appointment of CPA to Complete 2018 Audit.

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the selection of White, Rudy & Company, LLP to complete the audit of the Township financial statements for the year ended December 31, 2018.

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

#### 9th Annual Chiques Challenge, Saturday, August 10, 2019.

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the request of The Susquehanna Valley Chamber of Commerce for use of Riverfront Park and the East Donegal Township portion of the Northwest Lancaster County River Trail for the 8th Annual Chiques Challenge (a running and kayaking event) to take place on Saturday, August 10, 2019, with the time of the event is 7:00 AM to 11:00 AM, the actual time spent using the trail is approximately 8:30 AM to 9:45 AM.

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

#### Advertise for the Receipt of Bids for East High Street Reconstruction Project

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to authorize the Township Manager to have the appropriate bid documents prepared and to advertise for the receipt of bids for the completion of improvements to East High Street.

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

#### MS4 Annual Meeting - Thursday, January 24, 2019

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to change the schedule MS4 Annual Meeting and authorize the Township Manager to advertise a special meeting of the Township Board of Supervisors for Thursday, February 21, 2019 at 7:00 PM to update the general public on the status of the Township's ongoing Stormwater Management Program.

It was indicated that a scheduling conflict with the original January meeting date has necessitated the change. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

## Liaison Assignments

Board members agreed on the following Liaison assignments for 2018:

- Administration/Personnel - Supervisor Jones
- Finance - Supervisor Murphy
- Parks and Recreation - Supervisor Murphy
- Planning and Development - Supervisor Esbenshade
- Public Safety - Supervisor Jones
- Public Works - Supervisor Esbenshade

Copies of the December 2018 Zoning/Building Report were provided to the Board. For the month, 5 Zoning Permits and 3 UCC Permits were issued. The total value of construction authorized equaled \$339,583.75. Permit fees collected totaled \$6,057.00.

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

The Board received copies of the November 2018 Milanof-Schock Library Report.

For November 2018, Northwest EMS responded to 48 calls in East Donegal Township. For the year 2018, Northwest EMS has responded to a total of 519 calls in East Donegal Township.

For November 2018, Fire Department Mount Joy responded to 3 first due call in East Donegal Township.

Maytown East Donegal Township Fire Department – No Report.

The Board received copies of the November 20, 2018 meeting minutes of the East Donegal Sewer Authority.

The Board received copies of the December 18, 2018 meeting minutes of the East Donegal Township Municipal Authority.

The Board received notice of the upcoming Northwest Emergency Management Services (Northwest EMS) Municipal Officials Meeting scheduled for Wednesday, February 13, 2019 at the Mount Joy Township Building. The meeting is a follow-up to the “state of Local EMS Services” session held last August.

The Board received an invitation to a Municipal Officials Breakfast sponsored by Senator Ryan Aument schedule for Thursday, February 21, 2019.

## Adjournment

A motion was made by Mr. Jones and seconded by Mr. Esbenshade 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 7, 2019 at 7:00 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.**