

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

The regular meeting of the Board of Supervisors of East Donegal Township was held on Thursday, March 7, 2019, 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 Murphy led with a Prayer and Pledge to the Flag.

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

Phil Rudy and Shawn Carl, both representing White Rudy and Company, presented the 2018 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. 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 no irregularities were found with Township finances and 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 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 2017 totaled approximately \$5.2 million while expenses total approximately \$4.7 million. At the end of 2018, the Township general fund had a balance of approximately \$3.4 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 February 7, 2019 regular meeting and February 21, 2019 special meeting of the Board of Supervisors by a motion made by Mr. Esbenshade and seconded by Mr. Jones. Discussion: None. Vote: Mr. Jones; yes, Mr. Esbenshade; yes and Mr. Murphy; yes. Motion carried.

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

Mr. Murphy acknowledged the Board's receipt of the Balance Sheets for the period ending January 31, 2019 for all Township Funds.

Old Business.

Final Subdivision Plan for Bridle Path at Village Square, Section 3 – Extension of Time

A motion was made by Mr. Jones, and seconded by Mr. Esbensshade, to accept the extension of time for consideration of the Final Subdivision Plan for Bridle Path at Village Square, Section 3 until April 5, 2019, as granted by the applicant.

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

Request by Sheetz, Inc. for Approval of Inter-Municipal Transfer of Restaurant Liquor License

A motion was made by Mr. Esbensshade, and seconded by Mr. Jones, to approve the written decision approving the request of Sheetz, Inc. for inter-municipal transfer of a restaurant liquor license from the Spot on Turnpike, Inc., West Donegal Township, to 1158 River Road, East Donegal Township.

It was noted that the written decision reflects the action taken by the Board of Supervisors at the February 7, 2019 meeting, including the imposition of a condition prohibiting the use of canopy banner signs to advertise the sale of alcoholic beverages. Vote: Mr. Jones, yes; Mr. Esbensshade, no; and Mr. Murphy, yes.

New Business.

Stormwater Management Plan for the Expand/Rehabilitate Apron, Donegal Springs Airpark, 186 Airport Road

A motion was made by Mr. Esbensshade, and seconded by Mr. Jones, to approve the Stormwater Management Plan for the Expand/Rehabilitate Apron, Donegal Springs Airpark, prepared by CDI L.R. Kimball, dated November 2018, last revised February 5, 2019 and grants the following modifications to Township requirements.

Modification to Chapter 28, Part 3, Section 302.A.2.C. -To permit modification of permitted maximum loading ratio for stormwater volume control facilities.

Modification to Chapter 28, Part 3, Section 307.A. 1.(c)[1]. -To permit above-ground stormwater storage facilities with a depth of greater than two feet (2') be constructed without a dewatering feature.

The approval of the Stormwater Management Plan and the granting of the ordinance modification are subject to the following conditions:

Compliance with the review comments outline by David Miller/Associates, Inc. in a review letter dated February 5, 2019.

Applicant signing a statement acknowledging that 1.5' of standing water may be present in the infiltration basin in conditions where the soil is fully saturated.

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 of the Board of Supervisors will be revoked, and the application will be denied for the reasons listed as conditions of the approval of the plan.

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

Ordinance 2019-1 Inter-Municipal Agreement with Mount Joy Borough.

A motion was made by Mr. Esbensshade, and seconded by Mr. Jones, to approve Ordinance 2019-1 authorizing the Township and Mount Joy Borough to enter into an Inter-Municipal Agreement concerning a joint composting facility.

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

Award Contract for 2019 Oil & Chip Roadway Projects.

Chairman Murphy announced that two firms submitted bids for the oil and chip scope of work, Martin Paving, Inc. and Hammaker East Ltd. The bid amounts, opened on Tuesday, March 5, 2019 were exactly the same amount, as indicated below:

<i>COMPANY</i>	<i>BID SUBMITTED</i>
<i>Hammaker East, LTD</i>	<i>\$67,702.32</i>
<i>Martin Paving Inc.</i>	<i>\$67,702.32</i>

Therefore, the contract award would be based on a coin-flip. Jake Bair, Township Public Works Director, was asked to toss a coin to determine the contract winner. Martin Paving, Inc. was the winner of the coin toss.

A motion was made by Mr. Jones, and seconded by Mr. Esbensshade, to award the contract for the seal coating of Carmany Road, Trout Run Road, Ashley Drive and Engle Tollgate Road to Martin Paving Inc., based on bids received and opened on Tuesday, March 5, 2019.

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

Award Contract for Roadway Materials (Aggregate) for 2019.

A motion was made by Mr. Esbensshade, and seconded by Mr. Jones, to award the

contract for asphalt materials, both Freight on Board and Delivered, to County Line Quarry, Inc., based on bids received and opened on Tuesday, March 5, 2019, and listed below:

COMPANY	BID SUBMITTED	
	<u>FOB Total</u>	<u>Delivered Total</u>
<i>County Line Quarry, Inc.</i>	<i>\$4,005.00</i>	<i>\$6,639.50</i>
<i>Pennsy Supply, Inc.</i>	<i>\$6,733.50</i>	<i>\$9,988.50</i>

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

Award Contract for Roadway Materials (Asphalt) for 2019.

A motion was made by Mr. Jones, 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, March 5, 2019, and listed below:

COMPANY	BID SUBMITTED	
	<u>FOB Total</u>	<u>Delivered Total</u>
<i>Highway Materials, Inc.</i>	<i>\$24,410.00</i>	<i>\$27,315.00</i>
<i>Pennsy Supply, Inc.</i>	<i>\$26,883.00</i>	<i>\$30,703.00</i>

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

Award contract for Roadway Improvements to Long Lane and Koser Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to award the contract for the completion of roadway improvements to Long Lane and Koser Road to Pennsy Supply, Inc., based on the bids received and opened on Tuesday, March 5, 2019, and listed below:

COMPANY	BID SUBMITTED
<i>Pennsy Supply, Inc.</i>	<i>\$232,437.40</i>
<i>Highway Materials, Inc.</i>	<i>\$246,185.00</i>

Lancaster County Board of Elections Polling Place Letter of Agreement.

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve entering into an agreement with the Lancaster County Board of Elections for the use of the Township Municipal Building as Polling Place for the Municipal Primary to be held on Tuesday, May 21, 2019 and the Election to be held on Tuesday, November 5, 2019.

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

R&J Field Agreement with Donegal School District.

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve

entering into an agreement with the Donegal School District regarding the use of R&J Field for the Donegal High School Varsity Baseball Program.

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

Placement of Storage Building on Township Property – Request From Maytown Historical Society

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the request of the Maytown Historical Society to place a 14'X20' storage shed on Township property located on the northeast corner of Apple Street and Cameron Street.

Representative of the Maytown Historical Society indicated that the proposed shed would be used to store achieved materials. The Historical Society hopes to build a larger storage building on the museum property in the future. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

2019 Contribution to Lancaster County Drug Enforcement Task Force.

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to table action on this item until a future meeting.

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

Kraybill Mennonite School 5k Run - Saturday, May 11, 2019

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the request of Kraybill Mennonite School to hold a 5k run on Saturday, May 11, 2019, subject to submittal of the appropriate Certificate of Insurance citing East Donegal Township as an additional insured party.

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

Copies of the February 2019 Zoning/Building Report were provided to the Board. For the month, 6 Zoning Permits and 5 UCC Permits were issued. The total value of construction authorized equaled \$92,520.00. Permit fees collected totaled \$1,212.00.

The Board received copies of the February 2019 Roadmaster Report prepared by Jake Bair, Public Works Director.

The Board received copies of the January 2019 Milanof-Schock Library Report.

For January 2019, Northwest EMS responded to 47 calls in East Donegal Township.

For January 2019, Fire Department Mount Joy responded to 3 first due call in East Donegal Township.

The January 2019 report from the Maytown East Donegal Township Fire Department indicated that the Department responded to a total of 38 incidents in the Township for the month. Of these, there were 21 EMS incidents, 4 authorized burning events and 3 cancellations after being dispatched. For the month, there were 10 incidents of mutual aid assists to other Departments, 7 of which were cancelled after being dispatched.

The Board also received copies of the Department's Firemen's Relief Association Compliance Report Prepared by the PA Department of the Auditor General.

The Board received copies of the January 15, 2019 meeting minutes of the East Donegal Township Sewer Authority.

The Board received copies of the application filed by Donald Hess regarding property located at 280 Ore Mine Road for the March 11, 2019 meeting of the Township Zoning Hearing Board.

The Board received copies of the February 19, 2019 meeting minutes of the East Donegal Township Municipal Water Authority.

The Board received copies of the Susquehanna Regional Police Commission's End of Year Report for 2018.

The Board received notice of the upcoming Spring Meeting of the Lancaster County Association of Township Supervisors scheduled for Thursday, March 28, 2019.

The Board received copies of the February 28, 2019 meeting minutes of the East Donegal Township Park Commission.

The Board received copies of the February 2019 PSATS NewsBulletin.

Liaison Assignment Reports

Administration/Personnel – Supervisor Jones - None.

Finance – Supervisor Murphy – None.

Parks and Recreation – Supervisor Murphy – None.

Planning and Development – Supervisor Esbenshade - None.

Public Safety – Supervisor Jones indicated that he would like the Board to pursue an idea discussed during the preparation of the 2019 Township Budget regarding a method to fund future apparatus purchases by the Maytown East Donegal Township Fire Department. The idea would provide for the Township to create a mechanism to match funds raised by the Department through fundraising activities, and set aside by the Department as earmarked for future apparatus purchases. He stated that the potential that the Township will match the amount the Department sets aside would provide an incentive for doing fundraising activities while increasing the funds for future apparatus.

There was general discussion regarding the need for a maximum amount of the Township match, the need to identify what entity might control the release of funds set aside when needed, and the ability of the Township to earmark the matching donation for a specific purpose. The Board agreed that the Township manager should would with the Township Solicitor to create a framework for such a program.

Public Works – None.

Adjournment

A motion was made by Mr. Jones and seconded by Mr. Esbenshade to adjourn at 7:45 PM.

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary

The next meeting of the Board of Supervisors will be held on Thursday, April 4, 2019 at 7:00 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.