

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on January 6, 2020

The re-organization and regular meeting of the Board of Supervisors of East Donegal Township was held on Monday, January 6, 2020 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 Jones 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 Jones was appointed Temporary Chairman. Supervisor Jones called for nominations from the floor.

A motion was made by Mr. Esbenshade and seconded by Mr. Jones 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. Esbenshade and seconded by Mr. Jones 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, 2022.

Reappointment of Robert Smeal to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2024.

Reappointment of Dennis Drager to the East Donegal Township-Marietta Joint Sewer Authority for a three-year term until December 31, 2022.

Reappointment of Scott Kingsboro and James Gerlach to the East Donegal Township Park Commission for four-year terms until December 31, 2023.

Reappointment of R. Keith Vogt to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2022.

Reappointment of Keith Heigel to the East Donegal Township Sewer Authority for a five-year term until December 31, 2024.

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

Ms. Teresa Via, 88 Beatty's Tollgate Road, was present to suggest changes to the Township's trash/recycling program. Specifically, she would like to see the limit of the amount trash accepted, without additional payment, reduced from three 32-gallon bags to two 32-gallon bags. She stated that the reduction should lower costs for those that only generate a limited amount of waste for disposal.

Ms. Via also raised a concern regarding water withdrawn from waterways by farmers. She is concerned that the withdrawal impacts the quantity and quality of water for others in the area. It was indicated that farmers are permitted to withdrawal water, however, the amount is regulated by other state or federal agencies.

Ms. Via questioned the curb bump-outs installed with the East High Street reconstruction project. She's concerned that vehicles will damage the curb while making turns onto and from Queen Street.

Ms. Via stated that she has not been receiving the Township newsletter. She believes the problem may be with the Marietta Post Office. The Board indicated that the newsletter is posted on the Township website and additional copies are available at the Township office. The mailing list will be checked to confirm that Ms. Via's address is included.

The Board approved the minutes for December 5, 2019, 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. Jones, and seconded by Mr. Esbenshade, 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. Motion carried.

Mr. Murphy acknowledged the receipt of the Balance Sheets for all Township Funds as of November 30, 2019, which were provided to each Supervisor.

#### Old Business.

None.

#### New Business.

Stormwater Management Plan for Marietta Motors – 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 Stormwater Management Plan for Marietta Motors until February 10, 2020, as granted by the applicant.

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

Resolution 2020-1 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 2020-1 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 2020-2 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 2020-2 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.

Resolution 2020-2 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 2020-2 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.

Resolution 2020-3 Approving Contract Change Orders for East High Street Improvements, Phase II Project

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to adopt Resolution 2020-3 approving contract Change Order 7 for an increase in the amount of \$15,319.71 and Change Order 8 for an increase in the amount of \$7,569.25 for the East High Street Improvements, Phase II Project.

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

Reappointment of Jodi L. Diaz as the East Donegal Township 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 and alternate representative can attend any Executive Sessions held by the Police Commission. The Commission Agreement provides for the appointment of one alternate member per municipality. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

#### Extension of Employment Agreement for the Township Manager

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the extension of the Employment Agreement with Jeffrey L. Butler for the position of Township Manager as executed May 3, 2012 with a 1% increase in the Township's contribution to Mr. Butler's Section 547 Plan.

Mr. Murphy stated that the Employment Agreement currently outlines a 4% contribution by the Township into Mr. Butler's Section 547 Plan. This change to increase the Township's portion of the contribution is matched by Mr. Butler receiving an increase of 1% to his base salary in lieu of the 2% approved within the Township 2020 budget. Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy, yes.

#### 2020 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 2020 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.

#### 2020 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 Jones as the alternate voting delegate at the 2020 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of May 3 to May 6, 2020.

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.

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

#### 2020 Wage Schedule for Township Employees

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the 2020 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 2020

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to establish the following Refuse and Recycling fees for 2020:

- 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

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

#### Township Engineer Appointment

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, 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. Jones, and seconded by Mr. Esbenshade, 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 2020

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the mileage reimbursement rate at the current IRS rate of 57.5 cents per mile through the year 2020.

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 2019 Audit.

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the selection of White, Rudy & Company, LLP to complete the audit of the Township financial statements for the year ended December 31, 2019.

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

#### Request for Allocation of Public Sewer and Public Water EDU's

A motion was made by Mr. Esbenshade, and seconded by Mr. Jones, to approve the request for the allocation of one (1) public sewer EDU and one (1) public water EDU for 1152 West Main Street in East Donegal Township.

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

Copies of the December 2019 Zoning/Building Report were provided to the Board. For the month, 1 Zoning Permit and 0 UCC Permits were issued. The total value of construction authorized equaled \$10,000.00. Permit fees collected totaled \$93.00. There were 6 zoning inspections and 19 UCC inspections conducted in the month.

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

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

For November 2019, Northwest EMS responded to 57 calls in East Donegal Township. To date, for the year 2019 Northwest EMS has responded to a total of 553 calls in East Donegal Township.

For November 2019, Fire Department Mount Joy responded to 2 first due calls in East Donegal Township.

Maytown East Donegal Township Fire Department – No Report.

The Board received copies of the November 6, 2019 meeting minutes of the Susquehanna Regional Police Commission.

The Board received copies of the September 12, 2019 meeting minutes of the East Donegal Township Planning Commission.

The Board received copies of the November 19, 2019 meeting minutes of the East Donegal Sewer Authority.

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

The Board received copies of the November-December 2019 PSATS NewsBulletin.

The Board received copies of the Legislative Locator, November 2019, prepared by The Pennsylvania Municipal League

The Board received copies of the Notice of Change in Ownership of Eagle Disposal of PA, Inc. The Board noted that the change in ownership should not impact the service provided to the Township.

The Board received a letter for Northwest EMS highlighting the success of their Toys for Tots collection effort. Northwest EMS places a Toys for Tots collection in box in the lobby of the Municipal Building.

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 thanked the emergency service providers for their dedication and work done over the holidays.

Public Works – None.

Adjournment

A motion was made by Mr. Jones and seconded by Mr. Esbenshade to adjourn at 5:55 PM.

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary

**The next meeting of the Board of Supervisors will be held on Thursday, February 6, 2020 at 6:00 PM at the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta PA 17547.**