

The Board's Minutes of the East Donegal Township Board of Supervisors
Held on January 3, 2023

The organization/regular meeting of the Board of Supervisors of East Donegal Township was held on Tuesday, January 3, 2023, 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 Esbenshade.

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

Roll call of Supervisors: Present were Supervisor Allen D. Esbenshade and Supervisor Scott Kingsboro. Jeffrey Butler, Township Manager was also present.

Public attendance is attached.

A motion was made by Mr. Kingsboro and seconded by Mr. Esbenshade to accept the resignation of Supervisor Tom Jones from the Board of Supervisors. Vote: Mr. Esbenshade; yes, and Mr. Kingsboro; yes. Motion carried.

Mr. Esbenshade announced that the Board will be accepting letters of interest and resumes from Township residents interested in serving on the Board of Supervisors. The appointment would finish the term of Mr. Jones that ends December 31, 2023. Letters of interest should be submitted to the Township office by noon, Friday, January 20, 2023.

Re-Organization of the Board:

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

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

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

Mr. Butler relinquished position of Chairman to Supervisor Kingsboro.

A motion was made by Mr. Esbenshade and seconded by Mr. Kingsboro 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, 2025.

Reappointment of Justin Arnold to the East Donegal Township Municipal Water Authority for a five-year term until December 31, 2027.

Reappointment of Rose Madar to the East Donegal Township Park Commission for a four-year term until December 31, 2026.

Reappointment of R. Keith Vogt to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2025.

Reappointment of Thomas Johnstin, Phil Kling and Michael Brubaker to the East Donegal Township Planning Commission for five-year terms until December 31, 2027.

Reappointment of Dennis Drager to the East Donegal Township Sewer Authority for a five-year term until December 31, 2027.

Reappointment of Dennis Drager to the Marietta Donegal Joint Authority for a three-year term until December 31, 2025.

Reappointment of Anthony Eshleman as Chairman of the East Donegal Township Vacancy Board for a one-year term until December 31, 2023.

The Board approved the minutes for the December 1, 2022 regular meeting of the Board of Supervisors, by a motion made by Mr. Esbenshade and seconded by Mr. Kingsboro. Discussion: None. Vote: Mr. Esbenshade; yes, and Mr. Kingsboro; yes. Motion passed.

A motion was made by Mr. Kingsboro 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, and Mr. Kingsboro; yes. Motion carried.

FUND	AMOUNT	CHECK #'s
General Fund	\$284,355.25	52591-52624
Trash and Recycling Fund	\$ 58,118.27	2081-2088
Subdivision Escrow Fund	\$ 11,017.40	602-603
Highway Aid Fund	\$ 5,514.99	145
TOTAL	\$353,490.92	

Mr. Kingsboro acknowledged the Board's receipt of the Balance Sheets for the period ending November 30, 2022, for all Township Funds.

Old Business.

Release of Financial Security – Preliminary/Final Land Development Plan for LEPCO Building Expansion

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve a release of financial securities posted for the Preliminary/Final Land Development Plan for LEPCO Building Addition, in the amount of \$94,338.99, as recommended in the letter from David Miller/Associates, Inc., dated December 9, 2022.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Release of Financial Security - Preliminary/Final Land Development Plan Oil Transfer Facility for Perdue

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve a release of financial securities posted for the Preliminary/Final Land Development Plan Oil Transfer Facility for Perdue, in the amount of \$49,472.50, as recommended in the letter from David Miller/Associates, Inc., dated December 15, 2022.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

New Business.

Resolution 2023-1 Appointing Len Spencer, SEO Services, LLC, as Sewage Enforcement Officer and Establish Rates for Services.

A motion was made by Mr. Kingsboro, and seconded by Mr. Esbenshade, to approve Resolution 2023-1 Appointing Len Spencer, SEO Services, LLC, as Sewage Enforcement Officer and establish rates for services.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Resolution 2023-2 Appointing the Lancaster County Treasurer's Office as the Tax Collector of Real Estate Taxes for the Township.

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve Resolution 2023-2 appointing the Lancaster County Treasurer's Office as the Deputy Tax Collector of Real Estate Taxes for the Township.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Staff Appointments

A motion was made by Mr. Kingsboro, and seconded by Mr. Esbenshade, 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 Robert Ansell as the East Donegal Township Roadmaster.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Appointment of Supervisor to Serve as Representative on the Susquehanna Regional Police Commission

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve the appointment of Supervisor Kingsboro as the East Donegal Township representative to the Susquehanna Regional Police Commission and appoint Supervisor Esbenshade as the Alternative Representative.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

2023 Lease for Susquehanna Regional Police Department - 188 Rock Point Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve extending the lease of the Susquehanna Regional Police Department for the year 2023 at the annual rate of \$50,000.00.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Township Solicitor Appointment

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

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Zoning Hearing Board Solicitor Appointment

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

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

2023 PSATS Educational Conference and Trade Show

A motion was made by Mr. Kingsboro, and seconded by Mr. Esbenshade, to approve the appointment of Jeffrey L. Butler as the voting delegate at the 2023 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of April 23, 2023 to April 26, 2023.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Banks for Deposit of Township Funds

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, 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. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Township Engineer Appointment

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

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Alternate Township Engineer Appointment

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

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Mileage Reimbursement Rate 2023

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve the mileage reimbursement rate at the IRS rate of 65.5 cents per mile through the year 2023.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Establish Treasurer's Bond Amount

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

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Appointment of CPA to Complete 2022 Audit.

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to approve the selection of White, Rudy LLC to complete the audit of the Township financial statements for the year ended December 31, 2022.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Memorandum Of Understanding – Termination of Northwest Lancaster County River Trail Intermunicipal Agreement

A motion was made by Mr. Kingsboro, and seconded by Mr. Esbenshade, to approve the execution of the Memorandum of Understanding terminating the Intermunicipal Agreement dated October 30, 2013 related to the development of the Northwest Lancaster County River Trail, a portion of which is located in East Donegal Township.

There was a brief discussion regarding the ability of trail communities to work together to address issues without the need for a formal agreement. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Advertise for the Receipt of Bids for Evans Run Streambank and Buffer Restoration Project
A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to authorize the Township Manager to have the appropriate bid documents prepared and to advertise for the receipt of bids for the completion of the Evans Run Streambank and Buffer Restoration Project.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

Advertise for the Receipt of Bids for the Chickies Creek Day Use Area Access Drive and Parking Lot Project

A motion was made by Mr. Kingsboro, and seconded by Mr. Esbenshade, to authorize the Township Manager to have the appropriate bid documents prepared and to advertise for the receipt of bids for the completion of the Chickies Creek Day Use Area Access Drive and Parking Lot Project.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

MS4 Annual Meeting - Thursday, March 2, 2023

A motion was made by Mr. Esbenshade, and seconded by Mr. Kingsboro, to authorize the Township Manager to advertise the MS4 Annual Meeting for Thursday, March 2, 2023 at 7:00 PM to update the general public on the status of the Township's ongoing Stormwater Management Program.

Discussion: None. Vote: Mr. Esbenshade, yes; and Mr. Kingsboro, yes. Motion passed.

East Donegal Township Park Commission Vacancy

Supervisor Kingsboro announced that a vacancy exists on the Township Park Commission. Interested residents should submit a letter of interest to the Township office.

Copies of the December 2022 Zoning/Building Report were provided to the Board. For the month, 2 Zoning Permits and 2 UCC Permits were issued. The total value of construction authorized equaled \$79,300.00. Permit fees collected totaled \$538.00. There was 1 zoning inspection and 24 UCC inspections conducted in the month.

The Board received copies of the December 2022 Township Roadmaster report.

The Board received copies of the December 2022 report from the Milanof-Schock Library

For November 2022, Northwest EMS responded to 61 calls in East Donegal Township. To date, Northwest EMS has responded to 613 calls in East Donegal Township.

Maytown East Donegal Township Fire Department – No Report.

The Board received copies of the Susquehanna Regional Police Commission November 1, 2022 meeting minutes.

The Board received copies of the East Donegal Township Planning Commission September 8, 2022 meeting minutes.

The Board received copies of the East Donegal Sewer Authority November 16, 2022 meeting minutes and the Authority's Financial Statements for the Year Ended December 31, 2021.

The Board was reminded of the Pennsylvania State Association of Township Supervisors Annual Educational Conference & Exhibit Show scheduled for April 23-26, 2023.

The Board announced the meeting of the Township Board of Auditors scheduled for Wednesday, January 4, 2023, 8:00 PM.

The Board received copies of the Marietta Donegal Joint Authority November 22, 2022 meeting minutes.

The Board received copies of the East Donegal Township Municipal Authority November 15, 2022 meeting minutes.

Liaison Assignment Reports

Administration/Personnel – None.

Finance – None.

Parks and Recreation – None.

Planning and Development – None.

Public Safety – Supervisor Kingsboro stated that the Susquehanna Regional Police Commission has finalized contracts with the Department's Chief and Lieutenant.

Public Works – None.

Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Kingsboro to adjourn at 5:30 PM. Motion passed.

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary