

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on November 21, 2023

The work session of the Board of Supervisors of East Donegal Township was held on Tuesday, November 21, 2023, at 8:30 AM in the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta, PA 17547.

The meeting was called to order by Chairman Kingsboro.

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

Roll call of Supervisors: Present were Chairman Scott Kingsboro, Vice-Chairman Allen Esbshade and Supervisor Michael Brubaker. Jeffrey Butler, Township Manager, Jodi Diaz, Township Finance Officer, Robert Ansell, Township Roadmaster and Craig Underwood, Township Zoning Officer/Code Official, were also present.

Mr. Kingsboro opened the meeting for public comment on items not on the agenda. None were heard.

#### FINANCE

##### 2024 Budget Calander

The Board was reminded that the draft 2024 Budget has been made available for public review. The adoption of the 2024 Budget will be an agenda item for the December 7, 2023 meeting of the Board of Supervisors.

##### ARPA Funds

Mr. Butler circulated a draft Resolution to transfer funds from the Township's American Rescue Plan Act (ARPA) Fund to the Township's General Fund. It's proposed to transfer \$385,006.88 from the ARPA Fund to the General Fund. Should the transfer occur, \$370,379.65 of the Township's ARPA allocation would remain. ARPA funds must be expended, or committed by contract, by December 31, 2024. The Resolution will be placed on the agenda for the December 7, 2023 meeting of the Board of Supervisors.

#### PARKS AND RECREATION

##### DCNR Grant Application – Chickies Creek Day Use Area

Mr. Butler reported that he has spoken with the regional representative from PA Department of Conservation and Natural Resources (DCNR) regarding a proposed project to replace the pavilion at the Chickies Creek Day Use Area. In addition, he participated in a grant webinar held by DCNR. It was announced that this round of grants would be awarded in the fall 2024 and grant agreement executed in January 2025.

Mr. Butler suggested that, for the pavilion project to proceed in 2024, the Township use

Township funds and identify another project for the DCNR grant application. Additional, grant-eligible, projects will be discussed with DCNR.

### PLANNING AND DEVELOPMENT

#### Short-term Rental Units

Mr. Underwood provided the Board with an update of Township Planning Commission discussions regarding the development of regulations addressing short-term rental units. A Planning Commission recommendation will be forwarded to the Board. The Board will consider establishing a public hearing date on an ordinance amendment when meeting in January 2024.

### PUBLIC SAFETY

#### Long Lane

Mr. Ansell reported that both new radar speed signs are in place on Long Lane. One had previously been sent back for repair.

#### Change in Basic Life Support (BLS) Service Area

Mr. Kingsboro reminded the Board that a Resolution regarding a change in BLS service will be needed to reflect that the Municipal Emergency Services Authority of Lancaster County will be primary BLS provided for the entire Township.

### PUBLIC WORKS

#### Traffic Signal Maintenance Agreement

Mr. Butler indicated that authorization to issue a Request for Proposals for Traffic Signal Maintenance will be on the Board's agenda for December 7, 2023.

#### Lawn Maintenance Request for Proposals

As discussed during the budget preparation, lawn mowing in some of the Township's smaller parks may be contracted to outside firms. Mr. Butler indicated that authorization to issue a Request for Proposals for maintenance of Bridle Path Park, Longwood Square Park and Clearbrook Park will be on the Board's agenda for December 7, 2023.

#### Route 441/Route 23 Traffic Signal Control Box Relation

Mr. Ansell reported that CM High has been contracted to move the traffic signal control box at the intersection. The box has been repeatedly damaged by turning trucks.

### ADMINISTRATION/PERSONNEL

#### 2024 Meeting Dates and Township Holidays

Mr. Butler circulated the proposed 2024 meeting schedule for the Board of Supervisors. Regular meetings remain on the first Thursday of the month and Work Sessions remain on the third Tuesday of the month. The July regular meeting date has been proposed for Wednesday, July 3, 2024 due the first Thursday of the month being a holiday.

In addition, the proposed 2024 holiday schedule was provided to the Board.

Both items will be on the Board's agenda for December 7, 2023.

OTHER MATTERS BEFORE THE BOARD

Mr. Kingsboro suggested that the Park Commission, when meetings start in January 2024, discuss improvements and/or changes to R&J Park.

ADJOURNMENT

There being no further business, a motion was made by Mr. Brubaker and seconded by Mr. Esbenshade to adjourn at 9:30 AM. Motion passed.

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary