

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on January 2, 2024

The re-organization and regular meeting of the Board of Supervisors of East Donegal Township was held on Tuesday, January 2, 2024 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 Scott Kingsboro.

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

Public attendance is attached.

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

Re-Organization of the Board:

On a motion of Supervisor Kingsboro, seconded by Supervisor Esbenshade, Supervisor Brubaker was appointed Temporary Chairman. Motion passed 3-0.

Supervisor Brubaker called for nominations from the floor.

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

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

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

Reappointment of Marvin Nissley and Tony Brubaker to the East Donegal Township Zoning Hearing Board for three-year terms until December 31, 2026.

Reappointment of Alex Daubert and James Gerlach to the East Donegal Township Park Commission for four-year terms until December 31, 2027.

Appointment of Michael Brubaker to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2026.

Reappointment of James Miller to the East Donegal Township Sewer Authority for a five-year term until December 31, 2028.

Reappointment of Daniel Aungst to the Marietta Donegal Joint Authority for a three-year term until December 31, 2026.

Reappointment of Anthony Eshleman as Chairman of the East Donegal Township Vacancy Board for a one-year term until December 31, 2024.

Supervisor Kingsboro opened the meeting for public comment on items not on the meeting's agenda.

Mr. Ed Strickler, 1172 Long Lane, asked if traffic information collected by the radar signs could be made available to him.

The Board approved the minutes for the December 7, 2023 regular meeting of the Board of Supervisors by a motion made by Mr. Brubaker and seconded by Mr. Esbenshade. Discussion: None. Vote: Mr. Brubaker: yes, Mr. Esbenshade; yes, and Mr. Kingsboro; yes. Motion passed.

#### Old Business.

Reduction of Financial Security – Preliminary/Final Land Development Plan for Wissler Properties

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve a reduction of financial securities posted for the Preliminary/Final Land Development Plan for Wissler Properties, in the amount of \$271,801.92, as recommended in the letter from David Miller/Associates, Inc., dated December 28, 2023.

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

#### New Business.

Resolution 2024-1 Appointing Len Spencer, SEO Services, LLC, as Sewage Enforcement Officer and Establish Rates for Services.

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve Resolution 2024-1 Appointing Len Spencer, SEO Services, LLC, as Sewage Enforcement Officer and Establish Rates for Services.

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

Resolution 2024-2 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. Brubaker, to approve Resolution 2024-2 appointing the Lancaster County Treasurer's Office as the Deputy Tax Collector of Real Estate Taxes for the Township.

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

#### Resolution 2024-3 Designating EMS Area.

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve Resolution 2024-3 designating the Municipal Emergency Services Authority of Lancaster County as first due response agency for emergency medical services for the entirety of the Township.

Discussion: None. Vote: Mr. Brubaker; yes, Mr. Esbenshade, yes; and Mr. Kingsboro, abstained. Motion passed 2-0.

#### Staff Appointments

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

#### 2024 Lease for Susquehanna Regional Police Department - 188 Rock Point Road

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve extending the lease of the Susquehanna Regional Police Department for the year 2024 at the annual rate of \$50,000.00.

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

Motion passed.

#### 2024 Lease for Municipal Emergency Services Authority of Lancaster County - 186 Rock Point Road

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve entering into a lease with the Municipal Emergency Services Authority of Lancaster County for the year 2024 at the annual rate of \$6,000.00.

It was noted that rent was not collected from Northwest EMS due to it being a non-profit organization. Vote: Mr. Brubaker; yes, Mr. Esbenshade, yes; and Mr. Kingsboro, abstained. Motion passed 2-0.

#### Township Solicitor Appointment

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

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

#### Zoning Hearing Board Solicitor Appointment

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

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

#### 2024 PSATS Educational Conference and Trade Show

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve the appointment of Jeffrey L. Butler as the voting delegate at the 2024 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of April 14, 2024 to April 17, 2024.

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

#### Banks for Deposit of Township Funds

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

#### Township Engineer Appointment

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

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

#### Alternate Township Engineer Appointment

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

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

#### Mileage Reimbursement Rate 2024

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve the mileage reimbursement rate at the IRS rate of 67.0 cents per mile through the year 2024.

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

#### Establish Treasurer's Bond Amount

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

#### Appointment of CPA to Complete 2023 Audit.

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve the selection of White, Rudy LLC to complete the audit of the Township financial statements for the year ended December 31, 2023.

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

#### Lancaster County Board of Elections Polling Place Letter of Agreement.

A motion was made by Mr. Brubaker, 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 Presidential Primary to be held on Tuesday, April 23, 2024, and the Presidential Election to be held on Tuesday, November 5, 2024.

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

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

A motion was made by Mr. Esbenshade, and seconded by Mr. Brubaker, to approve the extension of the Employment Agreement with Jeffrey L. Butler for the position of Township Manager as executed May 3, 2012.

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

#### Purchase of Fitness Court

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve the purchase of Fitness Court equipment from National Fitness Campaign LP, for a cost not to exceed \$130,000.00, as provided for in a quote dated July 27, 2023.

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

#### East Donegal Township Park Commission Vacancy

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

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

FUND	AMOUNT	CHECK #'s
General Fund	\$313,272.96	52986-53013
Trash and Recycling Fund	\$ 58,529.99	2166-2174
Subdivision Escrow Fund	\$ 7,177.64	618-620
TOTAL	\$378,980.59	

Mr. Kingsboro acknowledged the Board's receipt of the Balance Sheets for the period ending November 30, 2023, for all Township Funds.

Copies of the December 2023 Zoning/Building Report were provided to the Board. For the month, a total of 7 permits were issued (5 Zoning Permits, 1 UCC Permits, and 1 combination Zoning/UCC Permits). The total value of construction authorized equaled \$536,715.00. Permit fees collected totaled \$5,142.50. There were 17 zoning inspections and 39 UCC inspections conducted in the month.

The Board received copies of the December 2023 Township Roadmaster report.

For November 2023, Fire Department Mount Joy responded to 3 first due calls in East Donegal Township.

The Board received copies of the East Donegal Township Planning Commission November 9, 2023 meeting minutes.

The Board received copies of the Marietta Donegal Joint Authority November 28, 2023 meeting minutes.

The Board received copies of the GEARS Board of Directors November 21, 2023 meeting minutes.

#### Liaison Assignment Reports

Administration/Personnel - None

Finance - None

Parks and Recreation-None.

Planning and Development - None

Public Safety – Mr. Kingsboro asked Deputy Chief Houseal to give an update on the activities of the Fire Department. Chief Houseal stated that the Department is gaining members. He agreed to share pictures of the new rescue as the apparatus is being built..

Public Works – None.

#### Adjournment

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

Respectfully Submitted,

Jeffrey L. Butler, Township Secretary