

The Board's Minutes of the East Donegal Township Board of Supervisors  
Held on January 6, 2025

The re-organization and regular meeting of the Board of Supervisors of East Donegal Township was held on Monday, January 6, 2025 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 Allen Esbenshade.

Roll call of Supervisors: Present were Supervisors Allen D. Esbenshade, Michael L. Brubaker and Kenton L. Sweigart. Also present was Jeffrey Butler, Township Manager, Scott Kingsboro, Assistant Township Manager, Jodi Diaz, Township Treasurer and Robert Ansell, Township Roadmaster.

Public attendance is attached.

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

Re-Organization of the Board:

On a motion by Supervisor Esbenshade seconded by Supervisor Sweigart Mr. Butler was appointed Temporary Chairman. Motion passed 3-0.

Mr. Butler called for nominations for Chairman of the Board.

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

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

Mr. Butler turned the meeting over to Chairman Esbenshade.

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

Reappointment of Brent L. Hershey to the East Donegal Township Zoning Hearing Board for three-year term until December 31, 2027.

Reappointment of Alan Kaylor to the East Donegal Township Park Commission for four-year term until December 31, 2028.

Reappointment of Sean Way to the Maytown East Donegal Township Fire Department Board of Directors for a three-year term until December 31, 2027.

Reappointment of Keith L. Heigel to the East Donegal Township Sewer Authority for a five-year term until December 31, 2029.

Reappointment of Linda Good to GEARS for a three-year term until December 31, 2027.

Reappointment of Anthony Eshleman as Chairman of the East Donegal Township Vacancy Board for a one-year term until December 31, 2025.

Discussion: None. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbensshade; yes. Motion passed.

Supervisor Esbensshade opened the meeting to hear public comments on items not on the meeting agenda. None were heard.

The Board approved the minutes for the December 5, 2024 regular meeting of the Board of Supervisors by a motion made by Mr. Brubaker and seconded by Mr. Sweigart. Discussion: None. Vote: Mr. Sweigart: yes, Mr. Brubaker; yes, and Mr. Esbensshade; yes. Motion passed.

#### Old Business.

Release of Financial Security – Lot Add-On & Final Land Development Plan for Columbia Water Company, Anderson Ferry Road & Colebrook Road

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve the reduction of the amount of financial securities posted for the Lot Add-On & Final Land Development Plan for Columbia Water Company, to \$6,500.00, as recommended in the letter from David Miller/Associates, Inc., dated December 6, 2024.

Discussion: None. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbensshade; yes. Motion passed.

Resolution 2025- 1, Terminating the American Rescue Plan Act Fund

A motion was made by Mr. Brubaker, and seconded by Mr. Sweigart, to approve Resolution 2025-1 terminating the American Rescue Plan Act Fund and transferring the accrued interest to the East Donegal Township General Fund.

Discussion: None. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbensshade; yes. Motion passed.

Ordinance 2025-1 Amending Chapter 1 (Administration and Government), Article IV (Compensation of Supervisors), Section 1-66 (Compensation) of the Code of Ordinances of East Donegal Township to Establish Annual Compensation Received by Board of Supervisors.

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to adopt Ordinance 2025-1 Amending Chapter 1 (Administration and Government), Article IV (Compensation of Supervisors), Section 1-66 (Compensation) of the Code of Ordinances of East Donegal Township to establish annual compensation received by Supervisors to be \$4,190.00.

Mr. Butler noted that the approved increases would only be implemented at the start of a new term in office. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbenschade; yes. Motion passed.

### New Business.

#### Final Land Development Plan for Hess Auctioneers, 1451 River Road

A motion was made by Mr. Esbenschade, and seconded by Mr. Brubaker, to approve the Final Land Development Plan for Hess Auctioneers, prepared by D.C Gohn Associates, Inc., dated August 30, 2024, last revised November 19, 2024, and grant the following modifications to Township ordinance requirements:

Modification of Chapter 42, Article VI, Section 42-71.(b) to waive preliminary plan processing.

Modification of Chapter 42, Article V, Section 42-96.(a) to allow the use of varying scales on the plans.

Modification of Chapter 42, Article V, Section 42-96.(b) to waive the typical cross-sections for each proposed existing street.

Modification of Chapter 42, Article V, Section 42-96.(c)(3) to show only those utilities which were obtained by the field survey and all referenced easements on sheet 2 be linked to a recorded plan /document.

Modification of Chapter 42, Article VI, Section 42-163.(a)(2) to only construct curbing in the areas of the landscaped islands within the parking area.

Modification of Chapter 42, Article VI, Section 42-163.(b)(3) to only construct sidewalks within portions of the proposed parking area.

Modification of Chapter 39, Article IV, Section 39-87.(c)(1)(a)(4) to propose an 8" pipe and 6" pipe as roof leaders in an area subject to vehicular loading.

The approval of the Land Development plan and the granting of the ordinance modifications are subject to the following conditions:

Applicant addresses the Traffic Impact Study requirements of Chapter 42, Article VI, Section 42-123. (a)(10).

Applicant providing an “overall site plan” be provided showing the full length of the access drive and existing right-of-way width and cartway width.

Compliance with the review comments outlined by David Miller/Associates, Inc. in a review letter dated December 18, 2024.

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

Representatives of the applicant that were in attendance indicated they did not have any questions regarding the motion to approve the land development plan. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbenshade; yes. Motion passed.

Resolution 2025- 2, Appointing Len Spencer, SEO Services, LLC, and David Miller/Associates, Inc as an alternate Sewage Enforcement Officer and Establish Rates for Services.

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve Resolution 2025-2 Appointing Len Spencer, SEO Services, LLC, as Sewage Enforcement Officer and David Miller/Associates as an alternate Sewage Enforcement Officer and Establish Rates for Services.

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

Resolution 2025- 3, Appointing the Lancaster County Treasurer's Office as the Tax Collector of Real Estate Taxes for the Township.

A motion was made by Mr. Brubaker, and seconded by Mr. Sweigart, to approve Resolution 2025-3 appointing the Lancaster County Treasurer's Office as the Tax Collector of Real Estate Taxes for the Township.

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

Resolution 2025- 4, Approving and Authorizing Participating Members of the Township’s Fire Company to Participate in Certain Operational Support Activities as Designated in the Pennsylvania Workers Compensation Act as Modified by Act 109 of 2020.

A motion was made by Mr. Brubaker, and seconded by Mr. Sweigart, to approve Resolution 2025- 4 Approving and Authorizing Participating Members of the Township’s Fire Company to Participate in Certain Operational Support Activities for 2025 as Designated in the PA Workers Compensation Acts as Modified by Act 109 of 2020.

It was explained that this extends coverage to those involve in non-firefighting activities on behalf of the Fire Department. Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbenshade; yes. Motion passed.

#### Staff Appointments

A motion was made by Mr. Sweigart, 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 Scott A. Kingsboro as the East Donegal Township Assistant Manager

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. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbenshade; yes. Motion passed.

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

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

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

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve the appointment of Supervisor Sweigart as the alternative representative to the Susquehanna Regional Police Commission.

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

#### Appointment of Supervisor to Serve as Representative on Municipal Emergency Services Authority of Lancaster County

A motion was made by Mr. Brubaker, and seconded by Mr. Esbenshade, to approve the appointment of Supervisor Sweigart, as the East Donegal Township representative to the Municipal Emergency Services Authority of Lancaster County.

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

**2025 Lease for Susquehanna Regional Police Department - 188 Rock Point Road**  
A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve extending the lease of the Susquehanna Regional Police Department for the year 2025 at the annual rate of \$50,000.00.

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

**2025 Lease for Municipal Emergency Services Authority of Lancaster County - 186 Rock Point Road**

A motion was made by Mr. Brubaker and seconded by Mr. Sweigart, to approve extending the lease with the Municipal Emergency Services Authority of Lancaster County for the year 2025 at the annual rate of \$6,000.00.

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

**Township Solicitor Appointment**

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

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

**Zoning Hearing Board Solicitor Appointment**

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

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

**2025 PSATS Educational Conference and Trade Show**

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve the appointment of Scott A. Kingsboro as the voting delegate at the 2025 Pennsylvania State Association of Township Supervisors Educational Convention and Trade Show on the dates of May 4, 2025, to May 7, 2025.

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

#### Banks for Deposit of Township Funds

A motion was made by Mr. Brubaker, and seconded by Mr. Sweigart, to approve the following financial institutions for the deposit of Township Funds:

Northwest Bank

PA Local Government Investment Trust

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

#### Township Engineer Appointment

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

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

#### Alternate Township Engineer Appointment

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

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

#### Mileage Reimbursement Rate 2025

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve the mileage reimbursement rate at the IRS rate of 70.0 cents per mile through the year 2025.

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

#### Establish Treasurer's Bond Amount

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

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

#### Appointment of CPA to Complete 2024 Audit.

A motion was made by Mr. Sweigart, 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, 2024.

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

Lancaster County Board of Elections Polling Place Letter of Agreement.

A motion was made by Mr. Brubaker, and seconded by Mr. Sweigart, 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 Primary to be held on Tuesday, May 20, 2025, and the Elections to be held on Tuesday, November 4, 2025.

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

Approval of 2025 Contribution to GEARS for building renovations

A motion was made by Mr. Sweigart, and seconded by Mr. Brubaker, to approve a contribution of \$7,500 to GEARS for the Community Center building renovation project for 2025.

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

A motion was made by Mr. Brubaker and seconded by Mr. Sweigart to approve the Treasurer’s Reports for the Township and approve the payment of Township bills.

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

FUND	AMOUNT	CHECK #'s
General Fund	\$320,255.66	53392-53425
Trash and Recycling Fund	\$ 70,626.70	2253-2261
Subdivision Escrow Fund	\$ 3,561.15	646-647
TOTAL	\$394,443.51	

Mr. Esbenshade acknowledged receipt of the Balance Sheets for the period ending November 30, 2024, for all Township Funds, as provided to all Board members.

Correspondence/Announcements

Copies of the December 2024 Zoning/Building Report were provided to the Board. For the month, a total of 7 permits were issued (2 Zoning Permits, 2 UCC Permits, and 4 combination Zoning/UCC Permits). The total value of construction authorized equaled \$1,544,331.00. Permit fees collected totaled \$2,282.25. There were 8 zoning inspections and 22 UCC inspections conducted in the month.

The Board received copies of the December 2024 Township Roadmaster Report.

The Board received copies of the December 2024 Milanof-Schock Library Report.

The Board received copies of the Township Planning Commission’s November 14, 2024



meeting minutes.

The Board received copies of the Marietta Donegal Joint Authority's November 26, 2024 meeting minutes.

The Board received the legal notice for the meeting of the Township Board of Auditors, scheduled for Tuesday, January 7, 2025 at 7:00 PM. The meeting will be held at the Municipal Building, 190 Rock Point Road, Marietta PA 17547.

Liaison Assignment Reports

Administration/Personnel - None.

Finance – None.

Parks and Recreation- None.

Planning and Development – None.

Public Safety – Deputy Chief Dan Houseal indicated that it's expected that the new rescue unit will be put into service late-March/early-April. He reported that there is a sales agreement for the Department's current rescue. He informed the Board of new members, including Junior members that have joined the Department.

Public Works – Roadmaster Robert Ansell reported on the Public Works efforts during the recent snow event.

Adjournment

A motion was made by Mr. Brubaker and seconded by Mr. Sweigart to adjourn at 5:40 PM.

Vote: Mr. Sweigart; yes, Mr. Brubaker; yes, and Mr. Esbenshade; yes. Motion passed.

Respectfully Submitted,  
Jeffrey L. Butler, Township Secretary