

MINUTES OF THE MARTIC TOWNSHIP BOARD OF SUPERVISORS

DATE: January 2, 2018

PLACE: Township Building, 370 Steinman Farm Road, Pequea, Pa. 17565

ATTENDANCE: Beth Birchall, Duane Sellers, Carl Drexel, Don Snyder and John Ulaky were present.

ORDER OF BUSINESS

CALL TO ORDER: Duane Sellers called the meeting to order at 7:00 PM and led with the Pledge to the Flag.

REORGANIZATION

Temporary Chairman: Beth Birchall made a motion, which was seconded by Duane Sellers to appoint Carl Drexel as Temporary Chairman. The motion passed 4-0 with Carl Drexel abstaining.

Temporary Secretary: Duane Sellers made a motion, which was seconded by Carl Drexel to appoint Beth Birchall as Temporary Secretary. The motion passed 4-0 with Beth Birchall abstaining.

Chairman: Don Snyder made a motion, which was seconded by John Ulaky to appoint Duane Sellers as Chairman. The motion passed 4-0 with Duane Sellers abstaining.

Vice Chairman: Beth Birchall made a motion, which was seconded by Don Snyder to appoint Carl Drexel as Vice-Chairman. The motion passed 4-0 with Carl Drexel abstaining.

Treasurer: Carl Drexel made a motion, which was seconded by Don Snyder to appoint Beth Birchall as Treasurer. The motion passed 4-0 with Beth Birchall abstaining.

Manager/Secretary: Beth Birchall made a motion, which was seconded by John Ulaky to appoint Karen Sellers as Manager/Secretary. The motion passed 4-0 with Duane Sellers abstaining.

Road Foreman: John Ulaky made a motion, which was seconded by Don Snyder to appoint Todd Simone as the Road Foreman. The motion passed 5-0.

Zoning/Code Enforcement Officer: Don Snyder made a motion, which was seconded by Beth Birchall to appoint Dennis Shenk as the Zoning Officer. The motion passed 5-0.

Construction Code Officials: Carl Drexel made a motion, which was seconded by Beth Birchall to appoint Commonwealth Code Inspection Service, Inc as the Township's Construction Code Officials. The motion passed 5-0.

Building Code Official: Don Snyder made a motion, which was seconded by Carl Drexel to appoint Dennis Shenk as the Martic Township Building Code Official. The motion passed 5-0.

SEO Officer: A motion was made by Don Snyder which was seconded by Beth Birchall to appoint Marvin Stoner as our SEO Officer at a \$4000/annual salary. The motion passed 5-0.

Legal Council: Carl Drexel made a motion, which was seconded by Beth Birchall to appoint Morgan, Hallgren, Crosswell and Kane as the Township Legal Council. The motion passed 5-0.

Engineer Firm: Beth Birchall made a motion, which was seconded by Don Snyder to appoint Wilson Consulting Group, PC as the Township Engineer. The motion passed 5-0.

Emergency Management: Carl Drexel made a motion, which was seconded by Don Snyder to appoint Tony Williams for Emergency Management coordinator and Mike Hall and Bill Birchall as his assistants.

The motion passed 4-0 with Beth Birchall abstaining.

Depositories for Township Funds: Beth Birchall made a motion, which was seconded by Carl Drexel to use PLGIT, BB&T, Citizens Bank, Fulton Bank, Sovereign Bank, Wachovia and Wells Fargo, for depositing Township Funds. The motion passed 5-0.

Regular Monthly Meeting time and dates: Carl Drexel made a motion, which was seconded by John Ulaky to hold the monthly Board meetings on the first Monday of each month in 2018 except in September when the meeting will be held on the first Tuesday and Organize again on January 7, 2018, all to begin at 7:00 pm. Work Sessions scheduled for Sept 20 and October 18, 2017 to begin at 6:30 pm. Zoning Hearing Board will meet the second Thursday of the month (if needed) to begin at 7:00 pm. The Planning Commission will meet the third Thursday of each month (if needed) to begin at 7:00 pm. Auditors will meet the first Tuesday in January 2019 to begin at 7:00 pm. The motion passed 5-0.

Township Holidays: Beth Birchall made a motion, which was seconded by Don Snyder to approve the 2018 Township Holiday List with one change. The Floating Holiday (President's Day) will now be on Monday, December 24th, Christmas Eve. The motion passed 5-0.

2018 Employee compensation schedule: John Ulaky made a motion, which was seconded by Don Snyder to increase the Road Workers, full-time and part-time, Manager and the Zoning Officer's pay by 3%. The motion passed 3-0 with Duane Sellers and Beth Birchall abstaining.

Mileage reimbursement: Beth Birchall made a motion, which was seconded by Carl Drexel to reimburse mileage at 54.5 cents/mile as per the IRS notification. The motion passed 5-0.

SLCIMC Meeting Representatives: Beth Birchall made a motion which was seconded by John Ulaky, to appoint Duane Sellers as SLCIMC Meeting Representative and to appoint Don Snyder as the alternate representative. The motion passed 5-0.

Lancaster County Earned Income Tax Bureau Representatives: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Ryan Strohecker of Manor Twp and to appoint Ed Arnold of Millersville Borough as the alternate. The motion passed 5-0.

Municipal & Zoning Office hours: Carl Drexel made a motion which was seconded by Don Snyder to set the Municipal Office hours as Monday through Thursday 8:00 a.m. - 1:00 p.m. The motion passed 5-0. Carl Drexel made a motion which was seconded by Don Snyder to set the Zoning Office hours to be by appointment only. The motion passed 5-0.

Township Fire Company: John Ulaky made a motion which was seconded by Beth Birchall to acknowledge and recognize as the Township's Fire Company, Rawlinsville Volunteer Fire Company. The motion passed 5-0.

Fire Companies Activity Lists: Don Snyder made a motion which was seconded by Carl Drexel to approve Rawlinsville Volunteer Fire Company's 2018 activities list as submitted to the Board. The motion passed 5-0.

Pension Fund Admin: Beth Birchall made a motion which was seconded by Carl Drexel to appoint PSATS as the Township pension fund administrator. The motion was passed 5-0.

Point of Contact list: Duane Sellers made a motion which was seconded by Beth Birchall to set the Point of Contact list for 2018. The motion passed 5-0.

2018 Municipal mowing: Carl Drexel made a motion which was seconded by Don Snyder to have DWD Landscaping to do the municipal property mowing for 2018 at a rate of \$95/per time. The motion passed 5-0.

A motion was made by Beth Birchall which was seconded by Don Snyder to declare English as the official language for all township business. The motion passed 5-0.

Chairman of the Vacancy Board: Duane Sellers made a motion, which was seconded by Carl Drexel to appoint John Lahr as Chairman of the Vacancy Board. The motion passed 5-0.

MINUTES & TREASURER'S REPORT

Beth Birchall made a motion and was seconded by Don Snyder to approve the minutes of the December 4, 2017 Supervisors Meeting. The motion passed 5-0.

Beth Birchall presented the Treasurer's Report for the period ending January 1, 2018. A motion was made by John Ulaky and seconded by Don Snyder, to approve the Treasurer's Report. The motion passed 5-0.

Don Snyder made a motion which was seconded by John Ulaky, to approve the bills for payment totaling \$ 33,432.72. The motion passed 4-0 with Carl Drexel abstaining in accordance with Section 1103(j) of the Ethics Act and noted that his public disclosure memorandum is on file in the township office.

OTHER BUSINESS – PUBLIC COMMENT:

Bill Birchall 303 Tucquan Glen Rd- asked if the Zoning Hearing Board and the Planning Commission need to be reappointed each year? No they do not.

UNFINISHED BUSINESS

Resolution No. 01-02-18 A: Exemption to CMV Driving time limits during emergencies. The resolution passed by roll call vote 5-0.

Resolution No. 01-02-18 B: The authorization to pay operating disbursements that may become due and payable prior to Board's approval. The resolution passed by roll call vote 5-0.

1033 Truce Road request to have the property removed from Martic Twp/ Penn Manor districts & placed in Providence Twp / Solanco districts. This was tabled from the December meeting. Since Penn Manor School District has yet to be contacted regarding this issue, this request was tabled until Penn Manor has a chance to learn of the request and give an opinion on the matter.

Road Department:

Tod Simone read the report for December 2017:

- 12/4-12/7- Tree work Hilldale Rd, Bradys Hill Rd, Pennsy Rd, Repairs at 631 Martic Heights Dr. 2001 Peterbilt = T-84 is cleaned and ready for service. Installed T-78 plow on T07. 3 Loads salt delivered. R4 in washouts. Located septic at office.
- 12/9/17- 10am-2pm 3 men, 3 trucks, SALT....4pm-8pm 4 men, 4 trucks. MIX
- 12/11-12/14- repair trucks. Trim trees with boom and chipper. cleaned all trucks. pipe repair at 631 Martic Heights Dr. T84 outfitting. Sweep parking lot. Sign repair.
- 12/13/17- 10pm-130am 4 men, 4 trucks. MIX. 4am-6am 2 men, 2 trucks.
- 12/15/17- 12pm-3pm 4 men, 4 trucks, and 4pm -730 pm
- 12/18-12/21- Clean all trucks, equipment and shop. Remove dead trees on Loop Rd., Hilldale Rd., Pennsy Rd. Clean up and clean inlets. Check all fire apparatus. Clean and cut fallen trees at RT gate.
- 12/26-12/28- Sign work. Gutter work on West view Rd. and House Rock Rd.
- 12/30/17- 4am-1pm 4 men, 4 trucks, MIX and PLOW

Submitting request for Susquehanna Riverlands Mini-grant- All money requested will be spent on Martic park. Either to contractor or to reimburse Martic Township for time and equipment usage.

Items: Parking lot graded and paved.

Repair or Remove bridge

Purchase Signage for rules and regulations and Boundary markings

Mark all Boundaries

Zoning Officer Report shows: 2 zoning permits and 1 Home Occupation permit were issued in December.

The SEO Report shows: 1 perc & probe was done in December.

NEW BUSINESS

BIF III Holtwood, LLC – Parcel #101L Tract 2 – extension deadline was granted to the Township for this minor subdivision plan. A motion was made by Beth Birchall and seconded by Carl Drexel to recognize the deadline change to May 7, 2018. The motion passed 5-0.

Zoning Hearing Board fee waiver request for a secondary meeting, due to confusion on what the applicant was requesting and what was advertised for. A motion was made by John Ulaky and seconded by Carl Drexel to waive the fee reimbursement to the Township for the secondary meeting. The motion passed 5-0.

Beth Birchall questioned the Board on their thoughts on vacation carry-over for the Road Crew. It's always been assumed it was by the end of the year; however there is nothing in the Personnel policy. John Ulaky commented that the County does not allow it. Duane Sellers made a motion to have Beth Birchall look into the working to allow for 1 week to be used by the end of the year. The motion died due to a lack of a second. After more discussion, Beth Birchall made a motion, which was seconded by Don Snyder to allow 1 week until the end of the second quarter and any exceptions should be looked at on a case by case. The motion passed 5-0.

Beth Birchall questioned the Board on their thoughts on Comp time. Deadline to use by, carry-over? John Ulaky commented that the County does allow it and it is their Personnel policy. He would forward a copy of that section of County's policy onto Beth Birchall for review. It was also recommended to check the labor law. Bill Birchall commented that when he worked, it was at the discretion of the employee supervisor and depended on the work load. Continued discussion will be tabled until the February meeting.

The Board of Auditors will meet on Wednesday, January 3, 2018 at 7:00 pm at the Municipal Building for their Organizational meeting.

The next meeting of the Martic Township Board of Supervisors is scheduled for February 5, 2018 at 7:00 p.m. at the Municipal Building.

There being no further business the meeting was adjourned at 8:02 pm.

Respectfully submitted,

Karen D. Sellers
Martic Township Manager