

## **MINUTES OF THE MARTIC TOWNSHIP BOARD OF SUPERVISORS**

**DATE:** January 3, 2012

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

**ATTENDANCE:** Ted Irwin, Beth Birchall, Richard Drumm, Jr., Duane Sellers & David K. Wedge were present.

### **ORDER OF BUSINESS**

**CALL TO ORDER:** Richard Drumm, Jr. called the meeting to order at 7:06 PM and led the Pledge to the Flag.

### **REORGANIZATION**

**Temporary Chairman:** Beth Birchall made a motion to appointed Irwin as Temporary Chairman and was seconded by Duane Sellers. The motion passed (4-0) with Ted Irwin abstaining.

**Temporary Secretary:** Ted Irwin made a motion to appoint Karen Sellers as Temporary Secretary and was seconded by Beth Birchall. The motion passed (5-0).

**Chairman:** Beth Birchall made a motion to appoint Duane Sellers as Chairman and was seconded by David Wedge. The motion passed (4-0) with Duane Sellers abstaining.

**Vice Chairman:** Beth Birchall made a motion to appoint Ted Irwin as Vice-Chairman and was seconded by Richard Drumm. The motion passed (5-0).

**Affirm Board of Supervisors Duane Sellers and David Wedge:** Beth Birchall made a motion, which was seconded by Ted Irwin to affirm Duane Sellers and David K. Wedge as Supervisors. The motion passed (3-0) with Duane Sellers and David K. Wedge abstaining.

**Treasurer:** Ted Irwin made a motion to appoint Beth Birchall as Treasurer and was seconded by Duane Sellers. The motion passed (4-0) with Beth Birchall abstaining.

**Secretary:** Beth Birchall made a motion to appoint Karen Sellers as Secretary and was seconded by Richard Drumm. The motion passed (5-0).

**Road Master:** Duane Sellers made a motion to appoint Mike Rankin as the Road Master and was seconded by Beth Birchall. The motion passed (5-0).

**Zoning/Code Enforcement Officer:** Ted Irwin made a motion to appoint Dennis Shenk as Zoning Officer and was seconded by Beth Birchall. The motion passed (5-0).

**Construction Code Officials:** David Wedge made a motion to appoint Commonwealth Code Inspection Service, Inc and Municipal Solutions Inc. as Township Construction Code Officials and was seconded by Beth Birchall. The motion passed (5-0).

**Building Code Official:** Duane Sellers made a motion to appoint Dennis Shenk as the Martic Township Building Code Official and was seconded by David Wedge. The motion passed (5-0).

**SEO Officer:** A motion was made by Ted Irwin to appoint Marvin Stoner as our SEO Officer at \$1,000 monthly salary and was seconded by Richard Drumm. The motion passed (5-0).

The Board of Supervisors recognizes and affirms Doris Frey as the Township Tax Collector.

Treasurer's Bond: Ted Irwin made a motion to set the Treasurer's Bond at \$1,000,000.00 (one million dollars) and was seconded by Duane Sellers. The motion passed (4-0) with Beth Birchall abstaining.

Legal Council: Ted Irwin made a motion to appoint Morgan, Hallgren, Crosswell & Kane as our Township Legal Council and was seconded by David Wedge. The motion passed (5-0).

Railroad Legal Council: Beth Birchall made a motion to appoint Scott Wyland of Salzmann Hughes, P.C. as our Railroad Legal Council and was seconded by Richard Drumm. The motion passed (5-0).

Engineer Firm: David Wedge made a motion to appoint Wilson Consulting Group, PC as our Township Engineer and was seconded by Beth Birchall. The motion passed (5-0).

Chairman of the Vacancy Board: Beth Birchall made a motion to appoint Barb Stokes as Chairman of the Vacancy Board and was seconded by Ted Irwin. The motion passed (5-0).

Vacancies/ Expired Terms: Ted Irwin made a motion and was seconded by Richard Drumm to reappoint Fran Mannino Corse as Zoning Hearing Board member. The motion was passed (5-0). Richard Drumm made a motion to reappoint Chris High, Barbara Spiegelberg & Jon Kloppmann to the Planning Commission and was seconded by Ted Irwin. The motion passed (5-0).

The Board of Supervisors affirms that the elected Township Auditors are Adele Callahan and Elaine Campbell. Beth Birchall made a motion and was seconded by Richard Drumm to appoint Daphne Hathaway as a Township auditor for 1 year. The motion passed (5-0).

Depositories for Township Funds: David Wedge made a motion to use PNC, Citizens Bank, Susquehanna Bank, Pliggitt, Fulton Bank, Sovereign Bank, Wachovia and Wells Fargo for depositing Township Funds and was seconded by Richard Drumm. The motion passed (5-0).

Regular Monthly Meeting time and dates: Ted Irwin made a motion to hold the monthly Board meeting on the first Monday of the month unless it's a Holiday and approve the 2012 Meeting Schedule and was seconded by Beth Birchall. The motion passed (5-0).

Township Employee Holidays: David Wedge made a motion and was seconded by Beth Birchall for Township Employee Holidays to be as noted on the 2012 Employee Holiday List: New Year's Day, President's Day as a "floater holiday", Good Friday, Primary Election Day as a "floater holiday", Memorial Day, July 4<sup>th</sup>, Labor Day, Election Day as a "floater holiday", Thanksgiving Day and Christmas Day. The motion passed (5-0).

2012 Employee compensation schedule: After discussion, a motion was made by Beth Birchall and was seconded by Ted Irwin, to increase the Road Master's salary by 3%. The motion passed (4-1) with Richard Drumm opposing. A motion was made by Ted Irwin and seconded by David Wedge, to increase the full-time road workers pay by 3%. The motion passed (5-0). A motion was made by David Wedge and seconded by Beth Birchall to increase the secretary's pay by 3%. The motion passed (4-0) with Duane Sellers abstaining. A motion was made by Duane Sellers and seconded by Richard Drumm to keep the part-time road worker's pay at the 2011 rate, but to begin new, part-time employees at \$16.00/hr. The motion passed (4-0) with Beth Birchall abstaining. A motion was made by Beth Birchall and seconded by Ted Irwin, to increase the Zoning Officer's pay by 3%. The motion passed (4-0) with David Wedge abstaining.

Mileage reimbursement: Duane Sellers made a motion and was seconded by Richard Drumm, to increase the mileage reimbursement to 55.5 cents per mile as per the IRS and PSATS recommendations. The motion passed (5-0).

Delegates to the State Association's annual convention: Beth Birchall made a motion and was seconded by Richard Drumm, to appoint and send Duane Sellers as the voter attendee, David Wedge, Mike Rankin and Karen Sellers, to the State Association's annual convention in the spring of 2012. The motion passed (5-0).

SLCIMC Meeting Representatives: David Wedge made a motion and was seconded by Ted Irwin, to appoint Duane Sellers as SLCIMC Meeting Representative and to appoint Richard Drumm as the Alternate representative. The motion passed (5-0).

2012 Tax Rate (Millage): Beth Birchall made a motion and was seconded by Duane Sellers to set the 2012 tax rate (millage) as "0" like the past years. The motion passed (5-0).

A motion was made by Beth Birchall and was seconded by David Wedge to set the Municipal Office hours of Monday through Thursday 9:00 a.m. - 1:00 p.m. and to have someone check the phone on Fridays and/or setup a forwarding phone system and have the Zoning Office be by appointment only. The motion passed (5-0).

Ted Irwin made a motion and was seconded by Richard Drumm to acknowledge that the Township Fire Company will be Rawlinsville Volunteer Fire Company and Pequea Volunteer Fire Company at the present time, until they are merged. The motion passed (5-0).

Beth Birchall made a motion and was seconded by David Wedge to appoint Karen Sellers as the Township pension fund administrator. The motion was passed (5-0).

**Point of Contact List:**

<b>Martic Township "Point of Contact" List</b>		
<b>2012</b>		
<b>Name/Organization</b>	<b>Board of Supervisor appointment</b>	<b>Alternate Board of Supervisor appointment, if needed</b>
Fire Companies	Beth	David
Tenants (330 Hilldale Rd, 631 Martic Heights Dr. & farmer	Ted	Richard
Employee/Employer relations:	Beth	Duane
Railroad Property	Duane	Ted
Planning Commission & Zoning Hearing Board	Richard	David
Zoning Officer & Sewage Enforcement Issues	David	Richard
Residents Concerns	Duane	David

A motion was made by David Wedge and seconded by Beth Birchall to set the Point of Contact list as attached. The motion passed (5-0).

A motion was made by Richard Drumm and seconded by Beth Birchall to approve both Rawlinsville Volunteer Fire Company and Pequea Volunteer Fire Company's 2012 activities list as submitted to the Board. The motion passed (5-0).

A motion was made by Beth Birchall and seconded by Ted Irwin to appoint Ryan Strohecker (Manor Twn) and alternate as Ed Arnold (Millersville Boro) to the Lancaster County Tax Collection Bureau representatives for Penn Manor School District. The motion passed (5-0)

**MINUTES & TREASURER'S REPORT**

Beth Birchall made a motion and was seconded by Duane Sellers to approve the minutes of the December 5, 2011 Supervisors Meeting. The motion passed (5-0).

Beth Birchall presented the Treasurer's Report for the period ending December 1, 2012. With no questions asked, a motion was made by David Wedge and seconded by Richard Drumm, to approve the Treasurer's Report. The motion passed (5-0).

### **OTHER BUSINESS – PUBLIC COMMENT:**

No public comments were heard.

### **UNFINISHED BUSINESS**

Resolution No. 01-03-12 – Appoint Martic Township Construction Code Officials & the Building Code Officials: The Township Construction Code Officials will be Commonwealth Code Inspection Service, Inc. and Municipal Solutions, Inc. and the Township Building Code Officials will be Dennis Shenk. The Resolution passed by roll call vote (5-0)

Planning Commission Report- no report submitted/no meeting held in December 2011.

Plot plans: Strausser Engineer's request for a signature, showing compliance for the planning module for land development for the Keith Dussinger subdivision. A motion was made by Beth Birchall and seconded by David Wedge to sign the document. The motion passed (5-0).

Road Master's Report: Mike Rankin gave the road report for the month of December. They were taking care of spots on roads that were still holding water and spent a good amount of time doing this. So everyone does understand they are only taking care of the NEEDS TO BE DONE NOW spots. They will be coming back through all the roads in time, cleaning shoulders back from the beginning of the road to the end of the road.

With the asphalt plants closed until spring, they did not get done what they wanted to get done on Hilldale Rd., so they are watching that area closely to make sure it holds until spring when they can get back to it.

They were out 5 times in December putting salt down, as of 1-1-12 am. They had some problems with the spreaders, they will be getting 2 new ones, which will carry them well into the future as they are stainless steel and will not rust and rot-out. The spreader on the little Chevy was bought in 78' or 79', so it is time to replace them. Those spreaders did more than enough of what was asked of them.

As they go into January, they will be keeping an eye on the weather. They also plan on being out as long as they are able; doing shoulder clean up until the frost sets and they cannot effectively continue doing it. When this happens they will start marking pipes and signs so they can get a pipe/sign management system in place. Discussion was heard on the possibility of getting a computer software which uses GPS to map locations.

Clearview Road update:

Mike Rankin began by updating everyone that after checking with the township attorney, vacating just the center portion, between the two gates, is allowed. Mike Rankin proposed to the Board, to relocate the gate (off of Red Hill Rd) down approximately 400', thus giving Mr. Bunting access to his property. He would also have to install a cul de sac (turnaround) at both gates, with a minimum 40' radius, which is a state requirement. He would also concentrate on improving the portion, off of Red Hill Road, eventually bringing it up to the same standards as the other portion. The estimated, proposed measurements are: from Red Hill Road back to the gate, 1750'. Proposed are to be vacated between the gates: 3562' and from Rawlinsville Road to the gate is: 1709'. Comments were heard from Bill Webber and Jim Bunting. Mr. Bunting will contact Mike to schedule a meeting to meet at the road and to discuss exactly what Mike proposed.

Zoning Officer Report shows: 4 New Construction and 3 other permits, 8 inspections & 5 U & O's were issue in December 2011.

The SEO Report shows: 1 permit issued in December 2011.

## **NEW BUSINESS**

December 2011 Bills – David Wedge made a motion and was seconded Richard Drumm to approve the bills with the addition of PA Dept. of Labor at \$88.00, PSATS Emergency Management membership at \$125.00 and Reliance Standard at \$200.28 for a total of: \$25,358.16. The motion was passed (5-0).

A request was made by Dannel Wissler to begin a military directory and to allow information to be inserted in the Township Newsletter. Mrs. Wissler spoke on the need for a resource for families who have loved ones who are currently enlisted with our military, to be able to connect with another family who is going through a similar situation. It would be a way for the Martic Township community to come together and help support our service members and their families. She asked for permission to insert, into the next newsletter a flyer for distribution to our residents, along with permission to use the Martic Township name as part of her outreach service. She also asked for permission to possibly use the township building as a possible meeting place for any future meetings or as a drop-off point for supply collection. Comments were heard from Tony Williams and Carl Strickler who stated that the RVFC could possibly help in some way. After discussion, a motion was made by David Wedge, which was seconded by Richard Drumm, to give the Board's approval to allow Martic Township to be used in the name of her outreach and to also allow a flyer to be inserted into the Township newsletter, when it goes out. The motion passed (5-0).

A request was made by Tony Williams for the Board to consider an intermunicipal agreement with Providence Township for the establishment of an Emergency Management regionalization, between the two townships. Mr. Williams explained to the Board the benefits of 'pooling' our resources with a neighboring municipality. After discussion, a motion was made by Ted Irwin and seconded by the David Wedge to endorse the concept of the intermunicipal relationship with Providence Township, in regards to combining the efforts of Emergency Management regionalization. To authorize Tony Williams to begin compiling similar agreements and to also establish a discussion committee which would work out all of the details of the intermunicipal agreement. The motion passed (5-0). Also a motion was made by Duane Sellers and seconded by Beth Birchall to appoint David Wedge as the Board member to be part of the committee with Beth Birchall being the alternate. The motion passed (5-0).

The Township Auditor's reorganization meeting will be Tuesday, January 4, 2011 at 7:00 pm. They are who establishes the salary for the Treasurer, Treasurer – Ginnie Mae and the hourly rates for the Supervisors.

Duane Sellers said that he would like to see the Board purchase for the full-time Road Dept. employees, Hi-visibility, class 3 winter coats. This would be a thank you for all that they are doing, as well as a safety factor, when they are out of their vehicles. This also gives a more professional perception to our residents. A motion was made by Beth Birchall and seconded by David Wedge to get quotes for the winter coats. The motion passed (5-0).

Duane Sellers commented on the monthly calendar that will be in each of the Board members packets, showing all scheduled meetings and days off for the Board members and employees.

The next meeting of the Martic Township Board of Supervisors is scheduled for February 6, 2012 at 7:00 p.m. at the Municipal Building.

They're being no further business the meeting was adjourned at 9:10 pm by a motion from Beth Birchall which was seconded by David Wedge.

Respectfully submitted,

Karen D. Sellers  
Secretary to the Board of Supervisors  
Martic Township