

MINUTES OF THE MARTIC TOWNSHIP BOARD OF SUPERVISORS

DATE: January 7, 2013

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

ATTENDANCE: Ted Irwin, Beth Birchall, Duane Sellers & Carl Drexel were present. Richard Drumm, Jr. arrived later.

ORDER OF BUSINESS

CALL TO ORDER: Duane Sellers called the meeting to order at 7:01 PM and led with the Pledge to the Flag.

REORGANIZATION

Temporary Chairman: Carl Drexel made a motion, which was seconded by Duane Sellers to appointed Ted Irwin as Temporary Chairman. The motion passed (3-0) with Ted Irwin abstaining.

Temporary Secretary: Carl Drexel made a motion, which was seconded by Duane Sellers to appoint Karen Sellers as Temporary Secretary. The motion passed (4-0).

Chairman: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Duane Sellers as Chairman. The motion passed (3-0) with Duane Sellers abstaining.

Vice Chairman: Ted Irwin made a motion, which was seconded by Beth Birchall to appoint Carl Drexel as Vice-Chairman. The motion passed (3-0) with Carl Drexel abstaining.

Treasurer: Duane Sellers made a motion, which was seconded by Ted Irwin to appoint Beth Birchall as Treasurer. The motion passed (3-0) with Beth Birchall abstaining.

Secretary: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Karen Sellers as Secretary. The motion passed (3-0) with Duane Sellers abstaining.

Road Master: Duane Sellers made a motion, which was seconded by Beth Birchall to appoint Mike Rankin as the Road Master. The motion passed (4-0).

Zoning/Code Enforcement Officer: Ted Irwin made a motion, which was seconded by Carl Drexel to appoint Dennis Shenk as the Zoning Officer. The motion passed (4-0).

Construction Code Officials: Ted Irwin made a motion, which was seconded by Duane Sellers to appoint Commonwealth Code Inspection Service, Inc and Municipal Solutions Inc. as the Township Construction Code Officials. The motion passed (4-0).

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

SEO Officer: A motion was made by Duane Sellers, which was seconded by Richard Drumm to appoint Marvin Stoner as our SEO Officer at a \$4000/annual salary. The motion passed (5-0).

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

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

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

Railroad Legal Council: Beth Birchall made a motion, which was seconded by Duane Sellers to appoint Scott Wyland of Salzman Hughes, P.C. as the Railroad Legal Council. The motion passed (5-0).

Engineer Firm: Carl Drexel made a motion, which was seconded by Ted Irwin to appoint Wilson Consulting Group, PC as the Township Engineer. The motion passed (5-0).

Chairman of the Vacancy Board: Ted Irwin made a motion, which was seconded by Carl Drexel to appoint Barb Stokes as Chairman of the Vacancy Board. The motion passed (5-0).

Vacancies/Expired Terms: Duane Sellers made a motion which was seconded by Beth Birchall to reappoint Melissa Anderson and Laura Finberg as Zoning Hearing Board members. The motion passed (5-0).

Township Auditor: Carl Drexel made a motion, which was seconded by Ted Irwin to appoint Christian Gruber as a Township auditor for 1 year. The motion passed (5-0).

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

Regular Monthly Meeting time and dates: Duane Sellers made a motion, which was seconded by Beth Birchall to hold the monthly Board meeting on the first Monday of the month unless it's a Holiday and approve the 2013 Meeting Schedule. The motion passed (5-0).

Township Employee Holidays: Carl Drexel made a motion, which was seconded by Richard Drumm for the Township Employee Holidays to be as noted on the 2013 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 4th, Labor Day, Election Day as a "floater holiday", Thanksgiving Day and Christmas Day. The motion passed (5-0).

2013 Employee compensation schedule: Duane Sellers explained that PSATS surveys and submits to every township a Wage and Salary guide, which shows the low, middle and high range of pay for township employees across PA. After discussion, a motion was made by Ted Irwin, which was seconded by Richard Drumm, to increase all employee pay by 2%. The motion failed (2-2) with Duane Sellers abstaining due to a conflict of interest. A motion was made by Ted Irwin and seconded by Carl Drexel, to increase the Road Master and full-time road workers pay by 2%. The motion passed (5-0). A motion was made by Ted Irwin and seconded by Carl Drexel to increase the secretary's pay to \$17.50/hr, to conform to the average of the study. The motion passed (4-0) with Duane Sellers abstaining. A motion was made by Ted Irwin and seconded by Duane Sellers, based on the same criteria as the secretary, to increase the Zoning Officer's pay by \$3.14/hr. The motion passed (5-0). A motion was made by Richard Drumm and seconded by Ted Irwin to increase all part-time road workers pay by 2%. The motion passed (4-0) with Beth Birchall abstaining due to a conflict of interest. Ted Irwin made a motion, which was seconded by Beth Birchall to give a one time wage adjustment for the full-time road employees: Road Master to be compensated the same as was done in 2012 at a gross pay of \$7700 and the road men at \$625; however our new employee will be pro-rated to when he began. The motion passed (4-1) with Richard Drumm opposing.

Mileage reimbursement: Beth Birchall made a motion, which was seconded by Carl Drexel to increase the mileage reimbursement to 56.5 cents per mile as per the IRS and PSATS recommendations. The motion passed (5-0).

Delegates to the State Association's annual convention: Duane Sellers made a motion which was seconded by Ted Irwin, to appoint and send Duane Sellers, Mike Rankin, Karen Sellers, Carl Drexel

Denny Shenk and Beth Birchall, to the State Association's annual convention in the spring of 2013. The motion passed (5-0).

SLCIMC Meeting Representatives: Duane Sellers made a motion and was seconded by Beth Birchall, to appoint Duane Sellers as SLCIMC Meeting Representative and to appoint Richard Drumm as the alternate representative. The motion passed (5-0).

2013 Tax Rate (Millage): Duane Sellers made a motion and was seconded by Carl Drexel to set the 2013 tax rate (millage) as "0" like the past years. The motion passed (5-0).

Municipal & Zoning Office hours: Duane Sellers made a motion, which was seconded by Ted Irwin to set the Municipal Office hours as Monday through Thursday 8:00 a.m. - 1:00 p.m. and to set the Zoning Office hours to be by appointment only. The motion passed (5-0).

Township fire companies: Duane Sellers made a motion which was seconded by Carl Drexel to acknowledge as the Township Fire Companies both Rawlinsville Volunteer Fire Company and Pequea Volunteer Fire Company until they are merged. The motion passed (5-0).

Fire Companies Activity Lists: Carl Drexel made a motion which was seconded by Beth Birchall to approve both Rawlinsville Volunteer Fire Company and Pequea Volunteer Fire Company's 2013 activities list as submitted to the Board. The motion passed (5-0).

Pension Fund Admin: Ted Irwin made a motion which was seconded by Beth Birchall to appoint Karen Sellers as the Township pension fund administrator. The motion was passed (5-0).

Point of Contact list: Beth Birchall made a motion which was seconded by Carl Drexel to set the Point of Contact list for 2013 the same as 2012. The motion passed (5-0).

Tax Collection Committee rep and alternative: Duane Sellers made a motion which was seconded by Richard Drumm to appoint Ryan Strohecker (Manor Twn) and as alternate Ed Arnold (Millersville Boro) to the Lancaster County Tax Collection Bureau representatives for Penn Manor School District. The motion passed (5-0)

A motion was made by Duane Sellers which was seconded by Ted Irwin to declare English as the official language for all township business. The motion passed (5-0).

MINUTES & TREASURER'S REPORT

Ted Irwin made a motion and was seconded by Beth Birchall to approve the minutes of the December 3, 2012 Supervisors Meeting, with the correction of Jim Montgomery's name on page 3. The motion passed (5-0).

Beth Birchall presented the Treasurer's Report for the period ending January 1, 2013. With no questions asked, a motion was made by Ted Irwin and seconded by Duane Sellers, to approve the Treasurer's Report. The motion passed (5-0). Duane Sellers commented that the Township has increased its assets from 2012 - 2013 by \$ 133,577.14.

OTHER BUSINESS – PUBLIC COMMENT:

No public comments were heard.

UNFINISHED BUSINESS

Resolution No. 01-07-13 A: 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)

Resolution No. 01-07-13 B: Exemption to CMV Driving time limits during emergencies. The resolution passed by roll call vote (5-0)

Resolution No. 01-07-13 C: Fee Schedule as-is: Roll call vote (1-4) With Beth Birchall, Duane Sellers, Ted Irwin and Richard Drumm voting against. Beth Birchall made a motion, which was seconded by Duane Sellers, to change the Rezoning Application or Curative Amendment fees to \$1000.00 and the second and subsequent hearings to \$500.00 each. The motion passed (5-0). With the fee changes in place, a roll call vote for the Resolution passed (5-0).

A motion was made by Beth Birchall and seconded by Ted Irwin, to authorize the Chairman or Vice Chairman of the Board of Supervisors to execute and acknowledge and that the Township Secretary be authorized to attest the Agreement dated as of October 11, 2012, among the Township of Martic, the Lancaster County Conservancy and Charles L. Van Gorden and Kathleen S. Van Gorden providing for the vacation of a portion of Tucquan Glen Road (T-401) as more fully set forth in the Agreement presented at this meeting. The motion passed (5-0).

A motion was made by Duane Sellers and Carl Drexel to sign the Township's portion of the agreement between David L. Glick and Lydia S. Glick/ 78 Old Holtwood Road/ Accessory Dwelling Unit. The motion passed (5-0).

The Planning Commission met on Thursday, December 20th to discuss and make recommendation to the Board of Supervisors, on the CNA subdivision project's sewage module.

A motion was made by Carl Drexel and seconded by Beth Birchall to approve, for signing, the CNA sewage module for the subdivision at 109 Hilldale Road. The motion passed (5-0).

Road Master's Report: Mike Rankin gave the road report for the month of December: They were cutting trees, cleaning gutters and fixing equipment. They also were changing out signs to get up to code throughout the Township. This month they had vacation that needed to be taken, so they had some time with just 2 people. They had 3 minor snow storms in December. The first was a salt only event, the others they plowed and salted. Winds caused some drifting which had them back out plowing areas and salting. For January they are clearing and grubbing and cleaning shoulders as weather permits. These roads include Pencroft North, Hilldale Road and Crystal Rd. Mike commented to residents that when there are signs up, to please use caution. They are also ready to go for snow if and when it comes, hopefully it stays away. To everyone.....if it is snowing or temperatures are low.....drive slowly as road conditions can and will deteriorate...remember its winter time!

Trestle Bridge grant update: Duane Sellers explained that he and Ted Irwin attended a meeting at Providence Township, along with Steve Charles from Conestoga Twp. DCNR and the state had representatives there, along with Mark Wilson, the Township engineer for the project. The discussion explained how the grant works and how the money can be used. Martic & Conestoga will both receive \$70,000 for the trestle bridge work.

Next Gen follow up request: The Township had sent a letter back to Next Gen, regarding their request for a donation. The township asked for more information concerning the services they provide, also asking how many of Martic Township residents actually utilize their services. Next Gen responded back that they are confident that some of the seniors that come in for free food boxes do live in our township; however they have no way to know exactly how many seniors come from Martic. A motion was made by Beth Birchall and seconded by Duane Sellers to table their request until they can provide the requested information. The motion passed (5-0).

Zoning Officer Report shows: 1 new construction, 3 other permits, 5 inspections and 4 Use and Occupancy permits were issued in December.

The SEO Report shows: nothing was done in December.

NEW BUSINESS

December 2012 Bills – Ted Irwin made a motion and was seconded Duane Sellers to approve the bills with the addition of 2 Cintas invoices at \$33.23 each, Pa One Call at \$6.96, PPL invoice at \$15.60 and EM Herr at \$10.46 for a total of: \$29,086.74. The motion passed (4-0) with Carl Drexel abstaining in accordance with Section 1103(j) of the Ethics Act and noting that his public disclosure memorandum will be attached to these minutes and kept on file in the township office.

A motion was made by Carl Drexel and seconded by Beth Birchall to send Comcast a letter requesting that they remove the township's name and phone number from their invoices. The motion passed (5-0).

A motion was made by Beth Birchall and seconded by Ted Irwin to reimburse Tony Williams, our Emergency Management representative, Martic's portion of \$203.87, for his 2012 training. The motion passed (5-0).

A motion was made by Duane Sellers and seconded by Carl Drexel to pay Conestoga ambulance our \$2000 annual donation. The motion passed (5-0). Regarding LEMSA, until more information is received regarding donations to this organization, the Board will hold off approving any donations.

A motion was made by Ted Irwin and seconded by Richard Drumm to establish an agreement and to have both 631 Martic Heights Dr. and 330 Hilldale Road furnaces cleaned. The motion passed (5-0).

Ted Irwin updated the Board that Critter Control was out to visit 631 Martic Heights Drive. The squirrel was caught and removed. The invoice is \$380.00 in which they set up traps and removed the critter. A proposal was also received to close off the area and make repairs. That proposal is higher than if we would check with some local contractors who are also able to make those repairs. Ted Irwin's recommendation to the Board would be to pay the invoice that we have already received and to contact a local contractor to fix the other problems. It was also mentioned that a new rain spout was installed at 364 Steinman Farm Road and the electrical work was also completed. Ted Irwin recommended paying the electrician invoice as well as the spouting invoice.

Duane Sellers commented that the electrician has been notified to re-install the fluorescent lights on the Township sign, since they have been out for some time.

Beth Birchall commented that with the New Year, she will be submitting applications to PLGIT to set up our new accounts and then transferring our funds from PNC to PLGIT.

The Township Auditor's reorganization meeting will be held Tuesday, January 8, 2012 at 7:00 pm.

The next meeting of the Martic Township Board of Supervisors is scheduled for February 4, 2013 at 7:00 p.m. at the Municipal Building.

They're being no further business the meeting was adjourned at 8:58 pm by a motion from Beth Birchall.

Respectfully submitted,

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