

MINUTES OF THE MARTIC TOWNSHIP BOARD OF SUPERVISORS

DATE: January 5, 2015

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

ATTENDANCE: Ted Irwin, Beth Birchall, Duane Sellers, Carl Drexel and Richard Drumm, Jr. 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: Carl Drexel made a motion, which was seconded by Beth Birchall to appointed Ted Irwin as Temporary Chairman. The motion passed (4-0) with Ted Irwin abstaining.

Temporary Secretary: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Karen Sellers as Temporary Secretary. The motion passed (5-0).

Chairman: Beth Birchall made a motion, which was seconded by Carl Drexel 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 Richard Drumm 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 Ted Irwin to appoint Beth Birchall as Treasurer. The motion passed (4-0) 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 (4-0) with Duane Sellers abstaining.

Road Foreman: Richard Drumm made a motion, which was seconded by Ted Irwin to appoint Les Null as the Road Foreman. The motion passed (5-0).

Zoning/Code Enforcement Officer: Duane Sellers made a motion, which was seconded by Carl Drexel to appoint Dennis Shenk as the Zoning Officer. The motion passed (5-0).

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

Building Code Official: Ted Irwin 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 Carl Drexel which was seconded by Beth Birchall 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.

The Board of Supervisors recognizes and affirms Patricia Sourbeer as the Deputy Tax Collector.

Treasurer's Bond: Ted Irwin made a motion, which was seconded by Carl Drexel to set the Treasurer's Bond at \$1,000,000.00 (one million dollars). 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).

Railroad Legal Council: Beth Birchall made a motion, which was seconded by Richard Drumm 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 Duane Sellers to appoint Wilson Consulting Group, PC as the Township Engineer. The motion passed (5-0).

Emergency Management: Duane Sellers made a motion, which was seconded by Carl Drexel to appoint Tony Williams for Emergency Management coordinator and Mike Hall as his assistant. The motion passed (5-0).

Chairman of the Vacancy Board: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Mike Hall as Chairman of the Vacancy Board. The motion passed (5-0).

Vacancies/Expired Terms: Beth Birchall made a motion which was seconded by Duane Sellers to reappoint Fran Mannino Corse as a Zoning Hearing Board member. The motion passed (5-0). Beth Birchall made a motion which was seconded by Carl Drexel to reappoint Shawn Lehman and to appoint Charles Braught to the Planning Commission. The motion passed (5-0).

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

Regular Monthly Meeting time and dates: Beth Birchall made a motion, which was seconded by Carl Drexel to hold the monthly Board meeting on the first Monday of the month unless it's a holiday and to begin at 7:00 pm. Work Sessions scheduled for Sept 23 and October 21, 2015 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 to begin at 7:00 pm. The motion passed (5-0).

Township Employee Holidays: Duane Sellers made a motion, which was seconded by Carl Drexel to approve the 2015 Township Employee Holiday List. The motion passed (5-0).

2015 Employee compensation schedule: Beth Birchall made a motion, which was seconded by Ted Irwin to increase the pay by 2% for the Road Foreman \$24.48, full-time road workers \$18.72 & \$18.82, part-time road workers \$23.40 and the Zoning Officer \$25.25. The motion passed (4-0) with Beth Birchall abstaining.

Mileage reimbursement: Beth Birchall made a motion, which was seconded by Richard Drumm to increase the mileage reimbursement to 57.5 cents/mile as per the IRS notification. 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 Denny Shenk, Beth Birchall, Duane Sellers and Karen Sellers, to the State Association's annual convention in the spring of 2015. The motion passed (5-0).

SLCIMC Meeting Representatives: Beth Birchall made a motion which 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).

2015 Tax Rate (Millage): Beth Birchall made a motion which was seconded by Duane Sellers to set the 2015 tax rate (millage) as "0" like the past years. The motion passed (5-0).

Municipal & Zoning Office hours: Beth Birchall 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 Company: Beth Birchall made a motion which was seconded by Carl Drexel to acknowledge and recognize as the Township Fire Company, Rawlinsville Volunteer Fire Company. The motion passed (5-0).

Fire Companies Activity Lists: Beth Birchall made a motion which was seconded by Duane Sellers to approve both Rawlinsville Volunteer Fire Company's 2015 activities list as submitted to the Board. The motion passed (5-0).

Pension Fund Admin: Beth Birchall made a motion which was seconded by Ted Irwin 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 2015 the same as 2014. The motion passed (5-0).

Tax Collection Committee rep and alternative: Beth Birchall made a motion which was seconded by Carl Drexel to reappoint 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 Richard Drumm which was seconded by Beth Birchall to declare English as the official language for all township business. The motion passed (5-0).

Resolution No. 01-05-15 A: A motion was made by Ted Irwin and seconded by Carl Drexel for the appointment of Martic Township Construction Code Officials as Commonwealth Code Inspection Services and the Building Code Official as Dennis Shenk, Zoning Officer. The resolution passed by roll call vote (5-0)

Resolution No. 01-05-15 B: A motion was made by Carl Drexel and seconded by Beth Birchall for the Exemption to CMV Driving time limits during emergencies. The resolution passed by roll call vote (5-0)

Resolution No. 01-05-15 C: A motion was made by Carl Drexel and seconded by Ted Irwin for the authorization to pay operating disbursements that may become due and payable prior to Board approval. The resolution passed by roll call vote (5-0).

Resolution No. 01-05-15 D: A motion was made by Carl Drexel and seconded by Beth Birchall for the updating of the Fee Schedule. The resolution passed by roll call vote (5-0).

MINUTES & TREASURER'S REPORT

Beth Birchall made a motion and was seconded by Carl Drexel to approve the minutes of the December 1, 2014 Supervisors Meeting. The motion passed (5-0).

Carl Drexel made a motion and was seconded by Beth Birchall to approve the minutes of the December 1, 2014 Public Hearing. The motion passed (5-0).

Beth Birchall presented the Treasurer's Report for the period ending January 1, 2015. Comment was heard from Jared Tunnell 463 Frogtown Rd as to what the reports showed. A motion was made by Ted Irwin and seconded by Richard Drumm, to approve the Treasurer's Report. The motion passed (5-0).

OTHER BUSINESS – PUBLIC COMMENT:

Melinda Clatterbuck 550 Tucquan Glen Rd commented on what the PSATS convention is and the feasibility of purchasing more chairs for the monthly meeting. Barb Spiegelberg 240 Steinman Farm Rd and Jared Tunnell commented on the possibility of moving the monthly meetings to a larger building.

UNFINISHED BUSINESS

Ordinance No. 01-05-15 A: Notice of 'Establishing the office of Manager' was advertised and posted at the township office. A motion was made by Beth Birchall and seconded by Carl Drexel to approve this ordinance. The motion passed by roll call vote (5-0). Comment was heard from Melinda Clatterbuck who asked that the ordinance be read. Also comments were heard from Mark Clatterbuck 550 Tucquan Glen Rd, Jodi Stauffer 293 House Rock Rd, Barry Finberg 142 Deerfield Dr. and Barb Stokes 888B Hilldale Rd.

A motion was made by Ted Irwin and seconded by Carl Drexel to appoint Karen Sellers as the Township Manager. The motion passed (4-0). Duane Sellers abstained.

Resolution 01-05-15 E: Compensation of the Township Manager. A motion was made by Ted Irwin and seconded by Carl Drexel to set the hourly wage of the Township Manager as \$20.66/hour. The motion passed roll call vote (4-0) with Duane Sellers abstaining. Comment was heard from Barb Spiegelberg.

Ordinance No. 01-05-15 B: Notice of PSATS Unemployment Compensation was advertised and posted at the township office. A motion was made by Beth Birchall and seconded by Carl Drexel to approve this ordinance. The motion passed by roll call vote (5-0).

Ordinance 01-05-15 C: Notice of PSATS Pension Trust was advertised and posted at the township office. A motion was made by Carl Drexel and seconded by Beth Birchall to approve this ordinance. The motion passed by roll call vote (5-0).

Bill of Rights discussion: Duane Sellers read a prepared statement on the proposed Community Bill of Rights Ordinance, after hearing back from the Township's solicitor. The solicitor's opinion is that the proposed ordinance is contrary to law and would be invalid and unenforceable. A motion was made by Duane Sellers and seconded by Beth Birchall to not advertise the proposed Community Bill of Rights Ordinance for consideration at a subsequent meeting. For clarification purposes, an affirmative vote by the Board of Supervisors on the motion, is a vote against further consideration of this Ordinance. The motion passed (5-0).

Comments were heard from:

Mark & Melinda Clatterbuck 550 Tucquan Glen Rd

Greg & Bonnie Long 1233 Pennsy Rd.

Tim Spiese Covered Bridge Rd

Jared Tunnell 463 Frogtown Rd

Barry Finberg 142 Deerfield Dr

Jodi Stauffer 293 House Rock Rd

Barb Spiegelberg 240 Steinman Farm Rd

Kevin Shelly 929 Susquehannock Dr

Chris Collins ?

? Clatterbuck

Ralph Huber – 247 Red Hill Road

Road Department:

Duane Sellers read the report for December:

- The week of December 1: washed vehicles, sign repairs and replacements, truck maintenance, tree removal on Sellers Rd, Deer Lane and Pencroft Dr S.
- The week of December 8: scrap metal to recycle, gutter clean up on Crystal Dr and Steinman Farm Rd, grate cleanup on Deer Lane, winter maintenance: salting icy roads, vehicle maintenance
- The week of December 15: Walsh/ PPL patches, sign replacements, pothole filled on Hilldale, and Drytown Rd (along edge), stoned end of pipe on Bethesda Church W, measured roads for spring bid work.
- The week of December 22: cleaned and graded entrance to rail trail (off Pennsy Rd) added No Parking signs, added new locks for Township and Amtrak, equipment maintenance
- The week of December 29: tree trimming Tucquan Glen Rd, serviced and inspected equipment,

tree removal on Loop Rd, cleaned equipment
Comment was heard from John Lahr 699 Martic Heights Dr.

Zoning Officer Report shows: 1 Driveway Permit, 2 Zoning Permit and 2 Zoning Use and Occupancy permits were issued in December.

The SEO Report shows: 1 perc & Probe and 1 inspection were done in December.

December 2014 bills: Richard Drumm made a motion which was seconded by Duane Sellers to approve the bills with the addition of 2 Cintas invoices at \$ 38.62 each, Manor Fuels for \$ 1066.75, Drexel's Auto for \$79.83 and 2 Susquehanna Truck invoices for \$53.97 and \$219.37 for a total of \$ 31,568.18. 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 kept on file in the township office.

NEW BUSINESS

Keith Dussinger made a request to have all of his Letters of Credits released for his subdivision project. After discussion, a motion was made by Duane Sellers and seconded by Richard Drumm to grant Keith Dussinger's request for release from his Letter of Credits for stormwater on lots 1 and 3 only, approved by the township's engineer Wilson Consulting Group. And to keep in place the Letter of Credits for stormwater for Lot's 2 and 5 until all stormwater improvements are completed, per the agreement on file at the county. The motion passed (5-0).

The Township Auditor's reorganization meeting will be held Tuesday, January 6, 2015 at 7:00 pm. Comment was heard from Ralph Huber as to when it was time to have a cpa firm conduct the audit again. A past Board had decided that every 5 years it should be done by an outside firm. The last time a cpa firm conducted the audit was in 2012 for 2011.

Trestle Bridge: Duane Sellers commented that Mark Wilson w/ Wilson Consulting has informed both Conestoga and Martic that the cost for the additional work to be done by Heisey Mechanical will be \$73,766.91. This work needs to be done first before Heisey can proceed with the rest of the project. After discussion, a motion was made by Ted Irwin and seconded by Carl Drexel to allow Heisey to do the work and split the cost with Conestoga Township. The motion passed (5-0). Comments were heard from John Strosser 123 Den Mar Dr and Dennis Shenk Zoning Officer. Beth Birchall commented that all invoices should go through Wilson Consulting for review before forwarding onto the Township's for payment and to also make sure Heisey is aware that Martic must vote on invoice payment at a public meeting.

330 Hilldale Rd – tenant has failed to find a co-applicant for her lease. Numerous phone calls have been made to her by Carl Drexel. After discussion, Carl Drexel will try contacting her one more time to have her submit her information along with the January rent. If after a week and we still don't have her information, then the Township will send her a certified letter that will give her 30 days to comply or move out. Comment was heard from Melinda Clatterbuck.

The next meeting of the Martic Township Board of Supervisors is scheduled for February 2, 2015 at 7:00 p.m. at the Municipal Building.

They're being no further business the meeting was adjourned at 9:32 pm.

Respectfully submitted,

Karen D. Sellers
Martic Township Manager