

MINUTES OF THE MARTIC TOWNSHIP BOARD OF SUPERVISORS

DATE: January 6, 2014

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 Duane Sellers 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 Richard Drumm 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 Ted Irwin to appoint Carl Drexel as Vice-Chairman. The motion passed (4-0) with Carl Drexel abstaining.

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

Secretary: Richard Drumm made a motion, which was seconded by Beth Birchall to appoint Karen Sellers as Secretary. The motion passed (4-0) with Duane Sellers abstaining.

Road Foreman: Carl Drexel made a motion, which was seconded by Richard Drumm to appoint Scott Smith as the Road Foreman. The motion passed (4-0).

Zoning/Code Enforcement Officer: Beth Birchall 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: Carl Drexel made a motion, which was seconded by Beth Birchall 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 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 Ted Irwin which was seconded by Carl Drexel 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: 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 (4-0) with Beth Birchall abstaining.

Legal Council: Beth Birchall made a motion, which was seconded by Richard Drumm 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 Carl Drexel 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).

Chairman of the Vacancy Board: Beth Birchall 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: Ted Irwin made a motion which was seconded by Carl Drexel to reappoint Mike Miller as Zoning Hearing Board alternate member. The motion passed (5-0).

Township Auditors: Beth Birchall made a motion, which was seconded by Carl Drexel to appoint Daphne Hathaway, Barb Stokes and Judy Duke as the Township auditors for 1 year, to conduct the 2013 Township audit. The motion passed (5-0).

Depositories for Township Funds: Beth Birchall made a motion, which was seconded by Ted Irwin 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: Carl Drexel made a motion, which was seconded by Duane Sellers to hold the monthly Board meeting on the first Monday of the month unless it's a holiday and approve the 2014 Meeting Schedule for advertising with the inclusion of a work session scheduled for March 26. The motion passed (5-0).

Township Employee Holidays: Beth Birchall made a motion, which was seconded by Duane Sellers for the Township Employee Holidays to be as noted on the 2014 Employee Holiday List. The motion passed (5-0).

2014 Employee compensation schedule: Beth Birchall made a motion, which was seconded by Carl Drexel to increase the pay by 2.5% for the Road Foreman, full-time road workers, secretary, part-time road workers and the Zoning Officer. The motion passed (4-0) with Beth Birchall abstaining.

Mileage reimbursement: Beth Birchall made a motion, which was seconded by Carl Drexel to decrease the mileage reimbursement to 56 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 Beth Birchall, to appoint and send Denny Shenk, Ted Irwin, Duane Sellers and Karen Sellers, to the State Association's annual convention in the spring of 2014. The motion passed (5-0).

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

2014 Tax Rate (Millage): Beth Birchall made a motion which was seconded by Duane Sellers to set the 2014 tax rate (millage) as "0" like the past years. The motion passed (5-0).

Municipal & Zoning Office hours: Carl Drexel made a motion which was seconded by Beth Birchall 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: Beth Birchall 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's 2014 activities list as submitted to the Board. The motion passed (5-0). Beth Birchall commented that Pequea should coordinate their activities with RVFC and submit a list for approval at the February meeting. Comment was heard from Carl Strickler, RVFC and Brandon Evans, PVFC.

Pension Fund Admin: Beth Birchall made a motion which was seconded by Richard Drumm to appoint Karen Sellers as the Township pension fund administrator. The motion was passed (4-0) with Duane Sellers abstaining.

Point of Contact list: Richard Drumm made a motion which was seconded by Beth Birchall to set the Point of Contact list for 2014 the same as 2013. The motion passed (5-0).

Tax Collection Committee rep and alternative: Ted Irwin made a motion which was seconded by Carl Drexel 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 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. 01-06-14 A: Appointment of Martic Township Construction Code Officials & the Building Code Officials. The resolution passed by roll call vote (5-0)

Resolution No. 01-06-14 B: Exemption to CMV Driving time limits during emergencies. The resolution passed by roll call vote (5-0)

Resolution No. 01-06-14 C: Authorization to pay operating disbursements that may become due and payable prior to Board approval. 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 2, 2014 Supervisors Meeting. The motion passed (5-0).

Beth Birchall presented the Treasurer's Report for the period ending January 1, 2014. With no questions asked, a motion was made by Carl Drexel and seconded by Duane Sellers, to approve the Treasurer's Report. The motion passed (5-0).

OTHER BUSINESS – PUBLIC COMMENT:

Dave Walters of RVFC commented on the fire company merger. The Attorney General's office is asking for the latest financial reports from both companies. Matt Crème is coordinating everything. Beth Birchall asked Brandon Evans of PVFC if he had spoken to Matt Crème and he indicated that he did. He will work on getting PVFC information to Matt.

UNFINISHED BUSINESS

A motion was made by Carl Drexel and seconded by Beth Birchall to sign the Indemnification Addendum for the Trestle Bridge Grant. The motion passed (5-0).

A motion was made by Duane Sellers and seconded by Richard Drumm to grant Doug Metzler's request for release from his Letter of Credit for the Stormwater Agreement, approved by the township's engineer Wilson Consulting Group. The motion passed (5-0).

Per a request made by the Township solicitor, since PPL and Exelon have not responded to his and the Township's request to comment on the closure of two portions of unused roadways, a motion was made by Beth Birchall and seconded by Ted Irwin, to proceed to close by ordinance both the Old Pinnacle Road portion and Bethesda Church Road West Portion. The motion passed (5-0).

Ted Irwin gave the Board updates on the recently vacated rental properties:

631 Martic Heights Dr. – He commented that the Board had been presented with a quote to do the corrective work by Shenk Builders for \$3,260.00. The basement work will be another quote at a later date. Ted recommended that they proceed as quickly as possible so that they can get tenants in that property. A motion was made by Duane Sellers and seconded by Richard Drumm to proceed to have the work completed asap and to advertise this property for rent once the work is done. The motion passed (5-0).

330 Hilldale Road – He explained that he walked through this property with Dennis Shenk and major revitalization needs to be done, both inside and outside. Heating pipes in the basement are covered with asbestos and needs cleaned up and removed. Duane Sellers asked if any outside work needs to be done regarding bushes and shrubs. Ted stated that yes this too is overgrown and it is something our Road Dept. could possibly work on in the spring. Then they could possibly hire a landscaper to finish the outside after the cleanup. Spouting also needs repaired; 3-4 spouts are broke. A motion was made by Beth Birchall and seconded by Carl Drexel, to proceed with the asbestos removal. The motion passed (5-0).

Road Report: Scott Smith gave the road report for the month of December:

The trimmed trees and cleaned gutters in various locations.

Snow events, Dec. 8, 10, 14, 17, 18 and 26th.

Cleaned up snow plow damage in various locations.

Cleaned snow equipment, repaired and replaced items on the trucks and equipment, due to winter storms.

Worked on repair and building of street and highway signage.

Rail Trail gate: Scott Smith has looked into gate prices for the rail trail. The gate that Conestoga Twp has at their entrance cost them \$2,800.00. Holtwood Supply has gates available ranging in price from \$82-\$184/per gate. He commented that the gate that Conestoga installed is very sturdy and can't be knocked down. This was custom made and it blends into the environment nicely. After discussion, it was decided that Duane Sellers will contact both Dave Alexander and Jim Wiker for prices on a gate similar to Conestoga's.

Zoning Officer Report shows: 2 Building, 1 Zoning Permit and 6 Building Use and Occupancy permits were issued in December.

Esther Steel enforcement update: Dennis Shenk the ZO commented that Judge Mylin cancelled the meeting. He would check with the Judge to see when the next meeting will be rescheduled to. He asked for permission to contact the solicitor to begin the process to send enforcement papers to her brother John Harman's property at 90 Hilldale Rd. She is moving all of her stuff to his vacant property. A motion was made by Duane Sellers and seconded by Beth Birchall to have the ZO contact the Township solicitor to begin drawing up those papers and also to begin proceedings against both properties regarding the fact that both properties had been vacant for over 1 year, before anyone moved into them and we have an ordinance in place which requires an inspection and a U&O. The motion passed (5-0).

The SEO Report shows: 1 sewage permit was issued in December.

December 2013 bills: Carl Drexel made a motion which was seconded by Duane Sellers to approve the bills with the addition of Cintas invoice at \$30.58, PSATS annual dues at \$1,763.00, Comcast for \$28.33 for a total of \$ 79,334.67. The motion passed (5-0).

NEW BUSINESS

A motion was made by Ted Irwin and seconded by Beth Birchall, to adopt the Emergency Operation Plan, which has been updated and submitted by Tony Williams our Emergency Management coordinator. The motion passed (5-0). Comment was heard from Tony Williams that he will be adding annexes as they become available. Ted Irwin asked about the cost impact to the Township. Per Tony, most expenses are reimbursable, for example the monitors in the meeting room and the fax feature were purchased for Emergency Management needs and they have been reimbursed.

In light of the Affordable Care Act, a motion was made by Beth Birchall and seconded by Carl Drexel to update the employee handbook to reflect the 90 day limit to the health care benefit taking effect. The motion passed (5-0). Comment was heard from Justin Doutrich with Lanc. Newspapers.

Duane Sellers commented that Kim Harris has picked up the administrative work for the Road Department. This is a great benefit to the Township because he is now organizing the Road Department onto spreadsheets for future reference. This is helping them to become more efficient by tracking items bought and used. He is also logging fuel cost, usage, mileage of the vehicles and equipment hours. A motion was made by Beth Birchall and seconded by Carl Drexel to give Kim Harris a onetime wage adjustment of \$625, which nets out to \$500 for the additional work that he is devoting to this project. The motion passed (5-0).

Duane Sellers commented that once Beth Birchall runs the 2013 final reports, if the Township is under budget for the 2013 year, to entertain the thought of putting that money into an investment account to begin looking towards the future for any capital investments, such as building and property maintenance and possibly new buildings, etc. Carl Drexel commented that it only makes sense to begin planning for the future. Ted Irwin commented that he thinks this is a good way to plan and recommends that it be an account like the Trestle and Liquid Fuels accounts are in, which utilizes Ginnie Mae's. Ted also said that they consider not only using any leftover budget money at the year's end, but other funds that may become available. By the February meeting, Beth will have the final numbers from 2013 available. A motion was made by Beth Birchall and seconded by Carl Drexel to establish a Capital Improvement account and to discuss at the February meeting the dollar amount to be inserted into it. The motion passed (5-0).

Beth Birchall commented that with the next paycheck she will begin pulling out the employee contribution for the new PSATS fund. She asked if anyone knew when and how this gets sent to PSATS. Ted thinks quarterly, however the secretary was asked to contact PSATS to get this information.

Beth Birchall asked Scott Smith where we are with the new truck which was ordered. He stated that it should be here sometime in January. Duane Sellers commented on the old truck which was damaged. He thinks it should be sold and not worth fixing. Duane will contact Mike Rankin about getting it on Muncibid. The old truck discussion was tabled until the February meeting.

The Township Auditor's reorganization meeting will be held Tuesday, January 7, 2014 at 7:00 pm.

The next meeting of the Martic Township Board of Supervisors is scheduled for February 3, 2014 at 7:00 p.m. at the Municipal Building.

They're being no further business the meeting was adjourned at 9:02 pm by a motion from Beth Birchall.

Respectfully submitted,

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