

SALISBURY TOWNSHIP SUPERVISORS' MEETING MINUTES
JANUARY 3, 2023- 7:00 AM
SALISBURY TOWNSHIP MUNICIPAL BUILDING
REORGANIZATION MEETING

The meeting was called to order by 2022 Chairman Gordon Hoover. Present was Dean Stoltzfus, Gordon Hoover and Chris Beiler.

Also in attendance was Kirsten Peachey, Manager; Don Ranck.

Items covered in this meeting: Reorganization; SEO Fee Resolution; Holding Tank Agreement for John F. Blank- 173 Hershey Church Road (PM220003); Sewer Line Easement and Maintenance Agreement for 6011 Wanner Road; Financial Guarantee Reduction for Benjamin King (NTD220102/SWM220004); Final Land Development and SWM Plan for Emanuel D. Zook (HRS221103/SWM220117); Traffic Signal Maintenance Agreement & Resolution- PennDOT; Houston Run Performance Guarantee; Open Bank Account at Fulton for Escrow Funds; Executive Session.

Hoover opened the meeting for public comment. Don Ranck (former supervisor for Paradise Township) attended the meeting to provide some information about some research he is doing to help resolve some of the issues with the volunteer fire companies within Paradise Township. Several years ago, Paradise Township Supervisors felt it would be beneficial if the 2 fire companies would merge. This was not something that both fire companies felt was a good idea so there have been some ongoing problems related to this. He suggested that in the future there may be a possibility of creating a joint Pequea Valley fire/ems association. He said that if Salisbury Township had any suggestions or questions that they could reach out to him at any point.

Hoover opened the floor for nominations for the office of Chairman of the Board of Supervisors. Beiler nominated Hoover to serve as Chairman. Seconded by Stoltzfus. All voted in favor.

Hoover nominated Chris Beiler for the office of Vice Chairman. Seconded by Stoltzfus. All voted in favor.

Hoover nominated Dean Stoltzfus to the office of Treasurer. Seconded by Beiler. All voted in favor.

The Secretary-Treasurer report and minutes were previously distributed. Stoltzfus made a motion to approve the minutes. Seconded by Beiler. All voted in favor.

The current account balances are as follows (December interest is not included):

01 General Account	\$1,983,782.82
08 Sewer Account	\$ 794,096.02
35 State Account	\$ 3,958.71
Park & Rec Account	\$ 22,017.81
General Fund CD	CLOSED IN 2022
Fire Fund Account	\$ 302,137.98
ARPA Funds	\$1,212,743.79

Beiler made a motion that for 2023 the medical, liability insurance and lost time Workman's Insurance Plan is paid from the General Fund. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to appoint Maher-Duessel (CPA firm) to perform the 2022 financial audit. Seconded by Stoltzfus. All voted in favor.

Beiler moved to authorize that the Lancaster County Tax Collection Bureau (LCTCB) collect the Earned Income Tax and Local Services Tax for 2023. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to appoint Kirsten Peachey (Salisbury Township) as the primary member on the LCTCB Board and to work with Paradise and Leacock Township to find an alternate member. Seconded by Stoltzfus. All voted in favor.

Beiler moved that the real estate (property) tax millage rate for 2023 remain at zero. Seconded by Stoltzfus. All voted in favor.

Beiler moved that the Fulton Bank, Gap Branch, be used as a depository banking institution for the Township for 2023 and that PLGIT and Fulton be used for all other accounts and investments. Seconded by Stoltzfus. All voted in favor.

Beiler moved that the Treasurer bond and the bond for the Township Manager for 2023 be paid from the General Fund and the amount of the bond recommended to the Auditors be \$2,000,000 for each. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion that the monthly meetings be held on the 1st Tuesdays of each month at 7:00 AM and 3rd Tuesdays of each month at 7:00 PM with work sessions occurring, as needed, on the 1st Tuesdays of each month at 7:30 AM and the 3rd Tuesdays of each month at 2:30 PM at the Township Building. Seconded by Stoltzfus. All voted in favor.

Beiler moved to appoint Josele Cleary of Morgan, Hallgren, Crosswell & Kane as Solicitor for 2023 and retain any other legal council on an as needed basis. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion that the Sanitation Officer for 2023 be Quinn Haller of Technicon and the alternate be Mike Reinhart of Technicon. Seconded by Stoltzfus. All voted in favor.

Beiler moved that RAV Associates be retained as Township Engineer with the option left open to receive bids from other engineering firms for specific projects. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to appoint, for 2023, Code Administrators as a third-party to do building code administration/inspections, Code Enforcement Officer and the Building Code Official. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to appoint Kirsten Peachey as Township Manager and Township Secretary for 2023 and to authorize the manager or any of the Supervisors to sign all O&M agreements and any other documents related to Stormwater Management, Subdivision/Land Development. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion that the Public Works Director for 2023 be Alex Balla. Seconded by Stoltzfus. All voted in favor.

Beiler moved to appoint Damian Clawser as Zoning Officer for 2023 and Kirsten Peachey as the Assistant Zoning Officer. Seconded by Stoltzfus. All voted in favor.

Beiler moved to appoint Gordon Hoover to be the voting delegate at the annual convention of the Association of Township Supervisors (PSATS). Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to reappoint Peter Horvath to serve a 3-year term on the Zoning Hearing Board and John Wanner as the alternate member for 2023 and reappoint Menno Blank to the Planning Commission for a 4-year term. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion that board members shall continue the policy of attending 70% of the board meetings, except for sickness, to be considered for reappointment. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to appoint John Oberholser for a 1-year term to position of Vacancy Board Chairman. Seconded by Stoltzfus. All voted in favor.

Beiler made a motion to pay dues to PSATS and LCATS for 2023. Seconded by Stoltzfus. All voted in favor.

Technicon (the Township's SEO firm) supplied the new fee schedule for 2023. Fees are remaining the same as 2022. After review, Hoover made a motion to approve the fees (Resolution #1-3-23-1).

A holding tank was prepared for John F. Blank- 173 Hershey Church Road (PM220003). After review, Hoover made a motion to accept and sign the agreement. Seconded by Stoltzfus. All voted in favor.

A sewer line easement and maintenance agreement was prepared for 6011 Wanner Road. After review, Hoover made a motion to sign the agreement. Seconded by Beiler. All voted in favor.

A request was received to reduce the financial guarantee being held for Benjamin King (NTD220102/SWM220004). After review, Hoover made a motion to release \$33,544.88, leaving a remaining balance of \$31,668.35, as recommended by the Township Engineer. Seconded by Beiler. All voted in favor.

A final land development and SWM plan was received for Emanuel D. Zook (HRS221103/SWM220117). The plan involves subdivision of a residential lot from the agricultural lot at 406 Hershey Church Road. The property is split between Leacock and Salisbury Township, but the newly created lot (.9-acres) will be fully located within Salisbury Township. After review, Hoover made a motion to approve the plan with the condition that all the comments from the Township Engineer's review letter are met. The motion also authorized the Township Manager and a member of the Board to execute any related agreements. Seconded by Beiler. All voted in favor.

The Township Manager provided the Board with a copy of the Traffic Signal

Maintenance Agreement (TSMA) and Resolution that was prepared by PennDOT. The documents spells out the roles and responsibilities of PennDOT and the Township with regard to traffic signals on State owned roads. The Township Solicitor reviewed the document. After review, Beiler made a motion to pass the resolution (#1-3-23-2) and sign the TSMA. Seconded by Stoltzfus. All voted in favor.

A letter was received from Houston Run Properties requesting that the start date of the performance guarantee (being held for street improvements within Houston Run) begin from the date the agreement was signed (May 1, 2022) instead of the date that the funds were submitted to the Township (December 21, 2022). The agreement is to be in place for 24 months to ensure that there are no failures with the roads. After discussion, Beiler made a motion to approve the date of May 1, 2022, which means that funds will be held until April 30, 2024. Seconded by Stoltzfus. All voted in favor.

The Township Manager requested that the Board authorize opening a bank account at Fulton Bank for the escrow fund account and close the account at PLGIT due to regulations with the account. Beiler made a motion to move forward with closing the PLGIT account and shifting the funds to Fulton. Seconded by Stoltzfus. All voted in favor.

The next work session will be held (if needed) January 17, 2023, at 2:30 PM and the next meeting will be January 17, 2023 at 7:00 PM.

Hoover made a motion to adjourn at 7:54 PM. Seconded by Stoltzfus. All voted in favor.

Respectfully Submitted,

Kirsten J. Peachey
Secretary- Salisbury Township

SUPERVISORS WORK SESSION
JANUARY 3, 2023- 7:30 AM
SALISBURY TOWNSHIP MUNICIPAL BUILDING

No work session held.