

PUBLIC MEETING MINUTES

December 15, 2011

Chairperson Markel called the meeting to order at 7:00 p.m.

ATTENDANCE

Supervisor's Present: Dave Markel, Chairman
 Rosa Hickey, Vice-Chairman
 Steve Harlacher, Supervisor

Staff Present: Kelly Kelch, Township Manager
 Kelly Palmer, Stenographer
 Chris Ferro, Solicitor
 Bony Dawood, Township Engineer
 Arthur Smith, Police Chief
 Dave Nichols, Fire Chief
 Lori Trimmer, Recreation Director
 Stephen Callahan, Public Works Director
 Wendy Boutilier, Finance Director

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Chairman Markel announced an Executive Session was held at 6:00 pm prior to the meeting to discuss a personnel matter. No action was taken.

PUBLIC COMMENTS

Chairman Markel requested comments from the public regarding any matter not scheduled for discussion on the Agenda.

Terry Reichard appeared to commend the Township and Parks and Recreation Department for the Mistletoe Magic home tour. Reichard indicated the township's web site did not have the November and December meeting dates listed and requested they be noted in the future, on the web site, when the dates are determined. Reichard inquired if there is a Township Comprehensive Plan, specifically noting each Department's short and long term goals. Kelch indicated most departments do have short and long term goals and every effort will be made to include those on the web site by department.

APPROVAL OF MINUTES

The minutes of the November 14, 2011, regular Public Meeting were presented for approval. Motion to approve the minutes of the November 14, 2011 regular Public Meeting as presented.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

T-774 Integrity Bank & T-775 Integrity Bank: Motion to table the Integrity Bank Final Subdivision Plan, located on the east side of Carlisle Road just north of the Rt. 30 westbound off-ramp; and the Final Land Development Plan located at 1401-1455 Carlisle Road, as requested by the developer.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

UNFINISHED BUSINESS

Nothing presented.

NEW BUSINESS

Resolution 11-18: Motion to adopt Resolution 11-18, establishing fees and charges for the disposal of garbage, ashes, rubbish, and other refuse materials for 2012. There is no change in the rates for garbage collection.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Resolution 11-19: Motion to adopt Resolution 11-19, establishing the assessment rate for street lighting purposes for the year 2012. The rate for unimproved property has increased to .15 cents a lineal foot and .50 cents a lineal foot for improved properties

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Resolution 11-20: Motion to adopt Resolution 11-20, the 2012 General Fund Budget.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Resolution 11-21: Motion to adopt Resolution 11-21, a tax levy resolution, establishing the tax rate for 2012 at .214 mills.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Ordinance Authorization: Motion to authorize staff to prepare and advertise an Ordinance amending the West Manchester Township sanitary sewer use ordinance to conform to federal and state requirements.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Appointment of Auditors: Motion to authorize staff to advertise the appointment of Maher Duessel, CPA's, to prepare the Audit Report and Financial Statement of West Manchester Township's 2011 financial accounts in place of the elected West Manchester Township Board of Auditors.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Bid Award: Motion to award a three year contract (2012-2014) for Mowing and Fertilization Services to Tee to Green Grounds Maintenance Company, at a bid price of \$57,765.00/year.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Request to Release Public Improvement Surety: Motion to approve a request from Richard D. Poole to release the public improvement surety bond for Little Creek Farms. A letter is on file supporting this request.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Lease Agreement: Motion to execute a five-year Cylinder Lease Agreement with Dressel Welding Supply, Inc. There is not a price increase from the past lease.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Execute Memorandum of Understanding: Motion to execute a Memorandum of Understanding (MOU) between the York County Conservation District and West Manchester Township.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director: Trimmer's report was reviewed. The Board congratulated Trimmer on the success of the Mistletoe Magic tour. There were no additional questions or comments for Trimmer.
- B. Finance Director: Boutilier's report was reviewed. There were no additional questions or comments for Boutilier.
- C. Fire Chief: Nichols' report was reviewed. Nichols reported the radios have been installed in the new ladder truck. Nichols provided an update on the status of the traffic signal pre-emption devices with eight of the nine intersections complete. Nichols provided information on the LOSAP program.

Motion to execute the LOSAP agreement with Penflex at a cost of \$3,340.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

There were no additional questions or comments for Nichols.

- D. Police Chief: Smith's report was reviewed. Smith reported the evacuation drill for the West York Senior High and Middle School went well. Smith thanked the Fire Department and Public Works Department for their assistance. There were no additional questions or comments for Smith.
- E. Manager: Kelch's report was reviewed. Kelch noted there will be an Executive Session after the regular Board meeting to conduct his employee evaluation. There were no additional questions or comments for Kelch.
- F. Engineer: Dawood's report was reviewed. There were no additional questions or comments for Dawood.
- G. Zoning Officer: Loves' report was reviewed. Love noted the Next 5 Land Development Plan is continuing to move forward. There were no additional questions or comments for Love.
- H. Solicitor: Herrold's report was reviewed. There were no additional questions or comments for Herrold.
- I. Public Works Director: Callahan's report was reviewed. Callahan noted that leaf collection should be completed by the end of next week. The Board congratulated Callahan on another successful leaf season. There were no additional questions or comments for Callahan.

APPROVAL OF BILLS

Bills: Motion to pay the following bills as presented:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
Warrant 11-12 Fund 01	12785 - 12894	\$ 444,529.68
WMT Sewer Fund	1119 – 1146	\$ 747,182.83
Payroll: Pay Period Ending 11/19/11	ADP Vouchers	\$ 127,561.35
Pay Period Ending 12/03/11	ADP Vouchers	\$ 137,519.39

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Motion to adjourn the regular meeting at 7:20 p.m.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch/Secretary
Kelly Palmer/Stenographer

MOTION TO APPROVE: _____

SECOND: _____

DATE: _____