

PUBLIC MEETING MINUTES

April 28, 2016

Chairman Harlacher called the Public meeting to order at 7:05 p.m.

ATTENDANCE

Supervisors Present:	Steve J. Harlacher, Chairman Dave Markel, Vice-Chairman Rosa Hickey, Supervisor
Staff Present:	Kelly Kelch, Township Manager Lori Trimmer, Assistant Twp. Manager/Recreation Director Tricia Smeltzer, Stenographer Keith Whittaker, Finance Director Stephen Callahan, Public Works Director Monica Love, Zoning Officer Art Smith, Chief of Police Clif Laughman, Fire Chief John Herrold, Solicitor Craig Wilson, Township Engineer

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Chairman Harlacher announced that an Executive Session was held at 6:00 pm prior to tonight's meeting to discuss personnel matters. No action was taken.

PUBLIC COMMENTS

Tom Harleman, 230 Lincolnway Drive, commended the public works department on the great street sweeping job. He pointed out that residents at 160 Lincolnway Drive have nine vehicles on their property. Zoning Officer Love said two vehicles are in violation and she sent letters to them. He also discussed more parking spaces for the Beauty Shop near him. He noted that the resident next to the Beauty Shop drives van for a school and parks right up against a sign that says 'Stop Ahead'. Public Works Director Callahan proposed looking into possibly moving the sign to resolve the issue. Mr. Harleman added that no one stops at the stop sign. He also mentioned that people who go to the Dollar Store nearby have to walk in the street for about fifty yards because there is no sidewalk. Manager Kelch asked Engineer Wilson to go out and look at the situation and report back to the Township.

APPROVAL OF MINUTES

The minutes of the March 24, 2016 regular Public Meeting were presented for approval. Motion to approve the minutes of the March 24, 2016 regular Public Meeting as presented.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

None

UNFINISHED BUSINESS

- A. RESOLUTION 2016-16: Motion to approve signing FEMA's DAP-2 form , Resolution 2016-16, which authorizes our Agent to sign the DAP-01 Form, Public Assistance Application and Agreement for Financial Assistance form.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- B. ORDINANCE 16-02: REQUEST TO APPROVE A HANDICAPPED PARKING SPACE: Motion to approve Ordinance 16-02 requesting a new handicapped parking space at 1445 Worth Street. Public Works department will proceed with properly marking the space at this address.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

NEW BUSINESS

- A. ORDINANCE 16-03: ADVERTISE FOR A HANDICAPPED PARKING SPACE: Motion to approve advertising for a new handicapped parking space at 29 North Diamond Street.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- B. RESOLUTION 2016-17: AMENDMENT TO THE INVESTMENT POLICY: Motion to approve Resolution 2016-17 approving amending the Township Investment Policy.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- C. LED LIGHTING REPLACEMENT: Motion to retro-actively approve staff to proceed with replacement of all the interior township building lighting to LED lighting and participate in the Met-Ed rebate program.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- D. RESOLUTION 2016-18: ROUTE 74 ADAPTIVE SIGNAL: Motion to approve Resolution 2016-18 signing an agreement to allow Penn Dot to install an Adaptive Signal System along Route 74.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- E. LIQUOR LICENSE TRANSFER ADVERTISEMENT: Motion to approve advertising for a Public Hearing to be held on May 26, 2016 for a liquor license transfer for Outback Steakhouse of Florida, LLC.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- F. AUTHORIZATION TO PARTICIPATE: Motion to approve authorization for workers compensation coverage for the Volunteer Firefighters to participate in the following:

- Annual West York Memorial Day Parade, Monday, May 30, 2016 in West York Borough.
- York County Firefighter Convention Parade, Saturday , August 20, 2016 in Wellsville

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- G. ROAD MATERIALS CONTRACT AWARDS: Motion to award contracts for Road Materials as follows and as outlined on the attached Bid Tabulation Sheet:

- | | |
|------------------------------------|-----------------------------|
| 1. Stone: | Kinsley Materials |
| 2. Super pave: | York Materials Group LLC |
| 3. Traffic Line & Symbol Painting: | Alpha Space Control |
| 4. Placement of Bituminous Paving: | Kinsley Constructions, Inc. |
| Lincolnway – Evergreen | Kinsley Construction, Inc. |

Oxford – White
School – Middle

Kinsley Construction, Inc.
Kinsley Construction, Inc.

- 5. Sealcoat:
- 6. Micro surfacing:

Stewart & Tate, Inc.
Stewart & Tate, Inc.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- H. RESOLUTION 2016-19: DESTRUCTION OF RECORDS: Motion to approve a request from the Recreation Department to destroy Park Program files from 2005-2013. This is in accordance with the Municipal Records Manual, which allows for destruction of these records that are more than two years old.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- I. T-799 (NORMANDIE RIDGE) SURETY REDUCTION: Motion to approve reducing the surety from \$110,075.00 to \$19,736.00 ; a reduction of \$90,339.00. A letter from the Township Engineer has been received supporting this request.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- J. T-821– (NORMANDIE RIDGE) FINAL LAND DEVELOPMENT PLAN : Motion to approve the final land development plan for Normandie Ridge (Albright Care) with the following conditions:

- 1. A 'fair share contribution' was agreed upon in May 2010 regarding traffic impacts and improvements. The proportional contribution for this portion of the development was agreed upon by the Board of Supervisors as \$4,500.00 and is a condition of the Final Plan recording.
- 2. All administrative items shall be addressed prior to recording of the plans (surety, Operation & Maintenance Agreement, Inspection Escrow, etc.).
- 3. All final plans as approved shall be submitted in electronic format (i.e. PDF)

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- K. RESOLUTION 2016-20: APPOINTING ALTERNATE MEMBERS TO THE PLANNING COMMISSION: Motion to approve Resolution 2016-20 appointing alternate members to the West Manchester Township Planning Commission; Brenda Brown and Brian Schaeffer.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- L. ZONING HEARING BOARD ALTERNATE MEMBER: Motion to approve Colleen Brown as an alternate member of the West Manchester Township Zoning Hearing Board.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director/Assistant Manager: Trimmer's report was reviewed. No additional comments.
- B. Finance Director: Whittaker's report was reviewed. He pointed out that as of June 30th, M&T Bank will no longer be accepting township resident's sewer/trash payments. No additional comments.
- C. Fire Chief: Trout's report was reviewed. Rick thanked the board and Township Manager for the opportunity to fill in while searching for a Fire Chief and he thanked them for their support. No additional comments.
- D. Police Chief: Chief Smith's report was reviewed. No additional comments.
- E. Manager: Manager Kelch's report was reviewed. He asked for a motion to allow an additional payment of \$3,500 to be made to Rick Trout for his time and work during the interim of hiring a Fire Chief.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Manager Kelch advised the three year Fire Service Protection Agreement with the Shiloh Water Authority is increasing the rates to \$95/hydrant. He mentioned this is the first increase they have proposed in four or five years. A motion to sign the agreement for another three year term starting January 1, 2016 is being requested.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Manager Kelch presented the Mercantile Tax Agreement is a two part process. 1) Write out a Resolution 2) Contract with Veritax, Inc.. He noted that there is no cost to the Township. A motion

to enter into this agreement with Veritax, Inc. to make the necessary documents and audits in June is requested.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- F. Engineer: Dawood's report was reviewed. Craig reported that he is working with Public Works Director Callahan on two sewer projects and one stormwater project. No additional comments.
- G. Zoning Officer: Love's report was reviewed. She reported that she completed a building inspection of 35 Lawson Court. The property was declared unsafe. No additional comments.
- H. Solicitor: Herrold's report was reviewed. No additional comments.
- I. Public Works Director: Callahan's report was reviewed. He reported that the FEMA meeting is going to be held May 3. He will find out at that meeting how much will be reimbursed to the Township for the January Snow Disaster. No additional comments.

STORM WATER MANAGEMENT/MS4:

Zoning Officer Love noted the Township's MS4 Storm Water Inspector is available Monday thru Friday, 8 am to 4:30 pm to answer any questions relating to storm water management.

APPROVAL OF BILLS

Bills: Motion to pay the following bills as presented:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
Warrant 16-02 Fund 01	22500 – 22632	\$ 473,294.94
WMT Sewer Fund	2694-2740	\$ 157,225.20
Liquid Fuels	66-88	\$ 11,029.38
Payroll: Pay Period Ending 04/02/16	Paytime Vouchers	\$ 146,594.83
Payroll: Pay Period Ending 04/16/16	Paytime Vouchers	\$ 183,325.73

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Motion to adjourn the regular meeting at 7:39 pm

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary
Tricia Smeltzer/Stenographer

MOTION TO APPROVE: _____

SECOND: _____

DATE: _____