

PUBLIC MEETING MINUTES

December 17, 2015

Chairman Hickey called the Public meeting to order at 7:00 p.m.

ATTENDANCE

Supervisors Present: Rosa Hickey, Chairperson  
Dave Markel, Vice-Chairman  
Steve J. Harlacher, 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  
Richard Trout, Acting Fire Administrator  
Chris Ferro, Solicitor  
Craig Wilson, Township Engineer  
Art Smith, Chief of Police

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Chairman Hickey announced that no actions were taken at the Executive Session that was announced following the last board meeting on November 12, 2015. She also announced an Executive Session was held at 6:00 pm prior to tonight's meeting to discuss personnel matters. No action was taken.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

The minutes of the November 12, 2015 regular Public Meeting were presented for approval. Motion to approve the minutes of the November 12, 2015 regular Public Meeting as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

None

## UNFINISHED BUSINESS

None

## NEW BUSINESS

- A. WESTVIEW MANOR CONDO ASSOCIATION: Motion to approve a request to replace some vegetating screening with a vinyl fence. The original condition of the plan approval was for trees. The West Manchester Township Zoning Hearing Board directed this action to the Board of Supervisors.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- B. ORDINANCE 15-07: Motion to approve Ordinance 15-07; amending Ordinance 90-10 ; requiring all Township Community Activities with more than 200 people in attendance to recycle. Manager Kelch stated that this ordinance has been duly advertised.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- C. RESOLUTION 15-25: Motion to approve Resolution 15-25; updating Act 537, also known as the Pennsylvania Sewage Facilities Act. Engineer Wilson stated this update is to hopefully limit DEP from requiring residents to tap into the main sewer system.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- D. RESOLUTION 15-26 : Manager Kelch stated the tax increase is to help with a current deficit and to help with projected increased costs. He also noted that mercantile tax has not been good in recent years and that the tax increase is a relatively small increase considering there has not been a Township tax increase in approximately 35 years. Chairman Hickey opened up the floor for public comment.

David Gerzewski of 1800 Barrington Drive spoke. He asked if the Township would ever decrease the taxes since we are increasing it by 4 times the normal tax rate. Manager Kelch responded with a 'No' stating that all operating costs increase every year and he directed the question to Public Works Director, Steve Callahan. Callahan gave current approximate costs of highway road improvements and projects they will continue to rise. Manager Kelch stated it was a difficult decision and his hope is that a smaller incremental increase would be able to be implemented the next time tax increases are necessary. No other public comments were made.

Motion to approve Resolution 15-26, the 2016 General Fund Budget.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- E. RESOLUTION 15-27: Motion to approve Resolution 15-27, establishing fees and charges for the disposal of garbage, ashes, rubbish, and other refuse materials, for the year 2016. Manager Kelch stated the new fees will be an \$8/quarter increase.

MOTION: D. Markel  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- F. RESOLUTION 15-28: Motion to approve Resolution 15-28, fixing assessment rates for the year 2016 for street lighting purposes. Manager Kelch confirmed with Finance Director Whittaker that these rates will be staying the same as last year.

MOTION: S. Harlacher  
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- G. RESOLUTION 15-29: Motion to approve Resolution 15-29, a tax levy resolution, establishing the tax rate for the 2016 at .8 mills.

MOTION: D. Markel  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- H. POLICE 12 HOUR SHIFT PROPOSAL: Motion to approve a M.O.U. to allow the transition of a 12-hour work schedule for the Police Department. Police Chief Smith thanked the board for allowing this trial shift proposal and assured the board that the Police Department are dedicated to the safety of the public and will implement this proposal seamlessly. Manager Kelch noted the success of this program will be based on overtime and finances.

MOTION: R. Hickey  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- I. T-813 325 SALEM PROPERTY LP, WEST MANCHESTER CORPORATE CENTER LOT 4: Christian Brown, of Brown Design Corp. was in attendance to present the Final Land Development Plan. Discussion ensued regarding the safety of the second proposed driveway. Manager Kelch inquired if the owner would agree to pay for an updated study if at any time the Township perceives the second driveway to be unsafe. Mr. Brown noted that they have staggered work shifts to alleviate high traffic during starting and ending work shifts and he does not foresee any problems, but he agreed to pay the cost of a new study if the Township deems the second driveway unsafe.

Motion was made to approve the Final Land Development Plan with the following conditions and waivers:

1. All administrative items shall be addressed prior to plan recording (payment of all invoices, copies, agreements etc.).

2. §121-17.D Public Improvement Construction Inspection Escrow account will be required for the area within South Salem Church Road. This escrow of 3.5% of the Public Improvement Bond amount must be remitted to the Township prior to the recording of the plans.

3. Per the note on the Land Development Plan, the applicant will, at their cost, update the traffic study upon request by West Manchester Township, and implement traffic improvements deemed necessary.

***The following waivers were approved:***

1. §121-9.A Waiver of Preliminary Plan – Preliminary plan is required for all land developments.

2. §121.14.C.3 & 121.15 Existing Features within 200 feet of the property.

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3. §121.25 Sidewalks and curbs shall be provided along the frontage of the entire property.

4. §42-8.F Access Drive Ordinance, The number of access drives intersection with a street may not exceed one (1) per lot.

5. §42-9.C Access Drive Ordinance – If two (2) or more access drives are permitted by the Board...they shall be separated by 300 feet in an industrial zone.

6. §42-9.G Access Drive Ordinance – Unless specifically approved by the Board, no access drive shall have a curb cut exceeding 35' in width as measured at the property line.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- J. T-790 SURETY REDUCTION: Motion to approve a request from 581 Manchester Court for a reduction in surety bond by \$431,139.41 bringing the retained amount to \$7,355.00. A letter from the Township Engineer has been received supporting this request.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- K. T-796 SURETY REDUCTION: Motion to approve a request from Shri Jogikrupa, LP (La Quinta Inn) for a reduction in surety bond by \$55,654.50 bringing the retained amount to \$3,960.00. A letter from the Township Engineer has been received supporting this request.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**ADMINISTRATIVE REPORTS**

- A. Recreation Director/Assistant Manager: Trimmer's report was reviewed. She thanked her co-workers for helping out during her surgery and recovery time out of the office. No additional comments.

- B. Finance Director: Whittaker's report was reviewed. No additional comments.

- C. Fire Chief: Trout's report was reviewed. No additional comments.
- D. Police Chief: Chief Smith's report was reviewed. No additional comments.
- E. Manager: Manager Kelch's report was reviewed. He proposed a \$1,200 increase in salary to Rick Trout, in the interim of being without a Fire Chief, while Rick is taking on the extra duties in addition to his regular job, noting that Rick did not ask or expect any additional monies. Manager Kelch noted that the \$1,200 would be taken from the current vacant Fire Chief Salary fund. A motion was made to approve \$1,200 payment to Rick Trout for additional Fire Chief duties he has voluntarily taken on.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Manager Kelch received a copy of a Zoning Ordinance Amendment to allow shopping centers smaller lot sizes in regional commercial zones provided the lot is an integral part of a shopping center. He recommends this be directed to West Manchester Township Planning Commission and York County Planning Commission at a meeting date of January 28, 2016. Motion was made to approve this matter be directed to West Manchester Township Planning Commission and York County Planning Commission with a meeting date of January 28, 2016.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- F. Engineer: Dawood's report was reviewed. No additional comments.
- G. Zoning Officer: Love's report was reviewed. No additional comments.
- H. Solicitor: Herrold's report was reviewed. No additional comments.
- I. Public Works Director: Callahan's report was reviewed. Callahan reported that leaf vacuuming will end tomorrow and that the whole program went well. They will be preparing the snow equipment for inclement weather. 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 15-12 Fund 01	22011 – 22135	\$ 458,029.38
WMT Sewer Fund	2534-2569	\$ 499,298.44

Payroll: Pay Period Ending 11/14/15	Paytime Vouchers	\$	144,959.57
Payroll: Pay Period Ending 11/28/15	Paytime Vouchers	\$	159,841.05
Payroll: Pay Period Ending 12/12/15	Paytime Vouchers	\$	138,653.71

MOTION: S. Harlacher  
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:54 pm

MOTION: D. Markel  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary  
Tricia Smeltzer/Stenographer

MOTION TO APPROVE: \_\_\_\_\_  
SECOND: \_\_\_\_\_  
DATE: \_\_\_\_\_