##### PUBLIC MEETING MINUTES

December 14, 2017

Chairman Harlacher called the Public meeting to order at 7:09 p.m.

**ATTENDANCE**

Supervisors Present: Steve J. Harlacher , Chairman

Dave Markel, Vice-Chairman

Supervisor Absent: Rosa Hickey, Supervisor

Staff Present: Kelly Kelch, Township Manager

Lori Trimmer, Assistant Twp. Manager/Recreation Director

Keith Whittaker, Finance Director

Stephen Callahan, Public Works Director

Rachelle Sampere, Zoning Officer

Art Smith, Chief of Police

Clif Laughman, Fire Chief

Craig Wilson, Township Engineer

Suzanne Griest, Township Solicitor

Tricia Smeltzer, Stenographer

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**EXECUTIVE SESSION**

Chairman Harlacher announced an Executive Session was held prior to tonight’s meeting to discuss personnel matters. No action was taken.

**PUBLIC COMMENTS**

There were no public comments, but Manager Kelch wanted to take this moment to honor Chief Arthur Smith, Jr. for 41 years of service to West Manchester Township. Resolution 2017-22 permanently documents Chief Smith’s service and congratulates him on his retirement as of December 31, 2017. Chief Smith’s family and the West Manchester Police Department were in attendance to show their support and appreciation. The board and staff wish him well in this new chapter of his life. Motion to approve Resolution 2017-22 honoring Chief Arthur Smith, Jr. for his 41 years of service.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### APPROVAL OF MINUTES

1. The minutes of the November 9, 2017 regular Public Meeting were presented for approval. Motion to approve the minutes of the November 9, 2017 regular Public Meeting as presented.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

1. ALBRIGHT CARE SERVICES REZONING REQUEST: Motion to approve authorization for the solicitor to prepare an Ordinance and advertise the amendment of the official West Manchester Township Zoning map to rezone five parcels, along Roosevelt Avenue, from R-3 Residential to R-4 Residential.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

**NEW BUSINESS**

1. RESOLUTION 17-17: Motion to approve Resolution 17-17, the 2018 General Fund Budget. Manager Kelch stated that there were some recent, minor modifications.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 17-16: Motion to approve Resolution 17-16, establishing sewer rentals and charges for the Shiloh sanitary sewer system and the Lincolnway sewer system, for the year 2018. Manager Kelch noted there was a slight increase this year due to continued maintenance of the system.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 17-18: Motion to approve Resolution 17-18, fixing assessment rates for the year 2018 for street lighting purposes. Manager Kelch noted there is no change in these rates.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 17-19: Motion to approve Resolution 17-19, a tax levy resolution, establishing the tax rate for the year 2018 at 1.0 mills. Manager Kelch stated that this is a slight increase due to normal increased costs.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 17-20: Motion to approve Resolution 17-20, establishing refuse fees for 2018. Manager Kelch stated there is no change to these fees.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 17-21: Motion to approve Resolution 17-21, adopting portions of Berlin Court, Friends Circle, Plain Way, and Quaker Court as public roads of West Manchester Township.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. STORMWATER WAIVER: Motion to approve a request by Blake Chronister of the West York Boys Club to waive the stormwater fees for the American Legion Indoor facility, located at 1490 Poplars Road. This piece of property is located at the rear of the property and sits adjacent to Broad Street Park. This small tract of land is being leased by the West York Boys Club. Assistant Manager Trimmer noted that the club will be generating only enough funds to cover operating costs. Manager Kelch noted that the township does have a relationship with the West York Boys Club and recommends approval.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. REQUEST TO ADVERTISE FOR A HANDICAPPED PARKING SPACE: Motion to approve a request to advertise for a new handicapped parking space at 1305 West College Avenue. Officer Sefchick has done a traffic study on the location and recommended approval.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-832 FINAL SUBDIVISION PLAN: Motion to approve, with conditions and waivers, a final subdivision plan for Daniel R. & Esther C. Petre located at 4344 Wolfs Church Road, 122.5-acre tract to convey approximately 1 total acre to 2 existing lots; not creating any new lots. Zoning Officer Sampere noted the West Manchester Township Planning Commission recommended approval. The applicants were present at the meeting and agreed to the following outstanding conditions and waivers:

**Conditions:**

1. § 121-15.F – Provide all signatures and seals.

2. All administrative items shall be addressed prior to plan recording.

(Payment of invoices, etc.)

3. All final plans, as recorded, shall be submitted in electronic format. (i.e.

PDF)

**The following waivers were approved:**

1. § 121-14.C.3 – Provide existing features within 200’ of the site.

2. § 121-23.C – Improvements should be made to the existing road.

3. § 121-25 – Sidewalks shall be placed along all road frontages.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. FUND BALANCE DISCUSSION: Discussion was held regarding the possible adoption of a Fund Balance Resolution. Motion to approve and adopt Resolution 2017-23.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. MINI CASINO DISCUSSION: Discussion was held on the pros and cons of opting in/out of Act 42 legislation, which was recently passed. No action was taken at this time.
2. PENSION ROLLOVER PROVISION: Motion to approve authorization for the solicitor to prepare and advertise an Ordinance to allow the defined contribution pension plan to accept rollover pension amounts from participating employees.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

### ADMINISTRATIVE REPORTS

1. Recreation Director/Assistant Manager: Trimmer’s report was reviewed. She mentioned that the Winter newsletter will be mailed out to residents within the next week. No additional comments.
2. Finance Director: Whittaker’s report was reviewed. No additional comments.
3. Fire Chief: Chief Laughman’s report was reviewed. No additional comments.
4. Police Chief: Chief Smith’s last report was reviewed. He thanked the Board and Manager Kelch for the opportunity to serve West Manchester Township. No additional comments.
5. Manager: Manager Kelch’s report was reviewed. No additional comments.
6. Engineer: Engineer Wilson’s report was reviewed. No additional comments.
7. Zoning Officer: The Zoning report was reviewed. No additional comments.
8. Solicitor: Solicitor Griest’s report was reviewed. Solicitor Herrold was in the audience at the time of review of his report. No additional questions or comments.
9. Public Works Director: Callahan’s report was reviewed. He made everyone aware that leaf season is officially over. No additional comments.

**STORM WATER MANAGEMENT/MS4**:

Zoning Officer Sampere noted, during her report, that 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:

**Fund** **Check No.** **Amount**

Warrant 17-12 Fund 01 24906 - 25067 $ 717,381.74

WMT Sewer Fund 3358-3406 $ 737,865.97

Liquid Fuels 412-423 $ 7,246.34

Payroll 23: Pay Pd. Ending 11/11/17 Paytime Vouchers $ 158,143.93

Payroll 24: Pay Pd. Ending 11/25/17 Paytime Vouchers $ 166,420.19

Payroll 24A:Pay Pd. Ending 11/25/17 Paytime Vouchers $ 73.31

Payroll 25: Pay Pd. Ending 12/09/17 Paytime Vouchers $ 170,695.08

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Chairman Harlacher announced that the Board will be continuing their Executive Session after this meeting adjourns.

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:37 pm

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Trish Smeltzer/Stenographer

MOTION TO APPROVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECOND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_