##### PUBLIC MEETING MINUTES

February 22, 2018

Chairman Markel called the Public meeting to order at 7:04 p.m.

**ATTENDANCE**

Supervisors Present: Dave Markel, Chairman

Rosa Hickey, Vice-Chairperson

Steve J. Harlacher , 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

Matt Emig, Acting Chief of Police

Paul Wilson, Township Engineer

John Herrold, Township Solicitor

Tricia Smeltzer, Stenographer

Staff Absent: Clif Laughman, Fire Chief

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**EXECUTIVE SESSION**

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

**PUBLIC COMMENTS**

No Public Comments

#### APPROVAL OF MINUTES

1. The minutes of the January 25, 2018 regular Public Meeting were presented for approval. Motion to approve the minutes of the January 25, 2018 regular Public Meeting as presented.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

1. ORDINANCE 18-01 ALBRIGHT CARE SERVICES REZONING REQUEST: Motion to approve Ordinance 18-01 amending the official West Manchester Township Zoning map to rezone (5) five parcels from R-3 residential to R-4 residential along Roosevelt Avenue.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 18-04 ESTABLISHING A HANDICAPPED PARKING SPACE: Motion to approve a request for a new handicapped parking space at 1343 Old Salem Road. Officer Sefchick’s site study had been received and recommended approval.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**NEW BUSINESS**

1. ANNOUNCEMENT OF NEW POLICE CHIEF: Swearing in and introduction of new Chief of Police, John Snyder. Motion to ratify the offer of employment, which announces his starting date as March 5, 2018.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. LOUCKS ROAD DETOUR: Motion to approve a request from York Excavating to conduct the following road closures associated with the new Memorial Hospital Building. The following road closures will take place from April 1, 2018 to approximately August 16, 2018. Applicant will contact all affected parties.

* Intersection of Loucks Road and west bound Rt. 30
* Access from the Weis Market to Loucks Road
* East bound Loucks Road at Kenneth Road except for local traffic
* Rodney Road will be constricted to one lane right before the Loucks Road intersection

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. BID AWARD: Motion to award a Mowing & Fertilization bid to Tee to Green Grounds Management Co., at a bid price of $53,665.00 per year for three years. Bids received were as follows:

Tee to Green $53,665

Apex York Landscape $60,425

Strathmeyer Landscaping $62,816.85

American Mowing $68,638

Stone Valley Landscapes $100,145

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. ACT 101 SECTION 902 RECYCLING GRANT: Motion to approve a request to apply for a Recycling Grant, which may include advertisement costs. If awarded the grant money will help defray the cost of the purchase of an additional vacuum leaf collector.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 2018-08: DESTRUCTION OF RECORDS: Motion to approve Resolution 2018-08 to allow the destruction of records request from the Finance Department to destroy the following files from 2006-2010. These are considered acceptable records to be destroyed in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments.

* 2006-2010 Liquid Fuels Receipts / Usage Reports
* 2010 Township Accounts Payable/ Accounts Receivable/ Bank Statements/ Cash receipts
* 2010 Sewer Accounts Payable/ Accounts Receivable/ Pay Roll/ Bank Statements/ Cash receipts

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 2018-09: BUDGET AMENDMENT: Motion to approve Resolution 18-09 Amending the 2017 Budget as per the attachment on the resolution.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

### ADMINISTRATIVE REPORTS

1. Recreation Director/Assistant Manager: Trimmer’s report was reviewed. No additional comments.
2. Finance Director: Whittaker’s report was reviewed. No additional comments.
3. Fire Chief: Chief Laughman’s report was reviewed in his absence. No additional comments.
4. Police Chief: Acting Chief Emig’s report was reviewed. No additional comments.
5. Manager: Manager Kelch’s report was reviewed.
6. Motion to approve the Chief of Police’s Employment Agreement.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. Manager Kelch introduced a Violence in the Workplace policy which staff recommends to be incorporated into the current Personnel Policy handbook. Motion to include the new Violence in the Workplace policy into the current West Manchester Township Personnel Policy.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. Manager Kelch requested a status update, by the Township Solicitor and during the Township Solicitor’s report, regarding the fines that the County inadvertently received into the wrong township’s funds.
2. Engineer: Engineer Wilson’s report was reviewed. He stated that an application was made to the township for payment #2 of the Fayette Street project for $69,292.05, which will leave a balance of $13,469.45. Approval was given by consensus to approve the release of funds for payment #2.
3. Zoning Officer: The Zoning report was reviewed. No additional comments.

1. Solicitor: Solicitor Herrold’s report was reviewed. Solicitor Herrold met with the parties involved with the misappropriation of funds from the County on February 1 to map out how to approach the situation. Vice Chair Hickey asked if there is a precedence set in dealing with something like this. Attorney Herrold said unfortunately there is not. The County is saying that the townships that have been under paid must work it out with the townships that were over paid monies. Attorney Herrold thinks this will go to litigation. During the February 1st meeting, it was suggested to go outside York County to get a solicitor for all the townships that were under paid their monies. No additional questions or comments.
2. Public Works Director: Callahan’s report was reviewed. The Board noted the good job the Public Works crews did during the few snow/ice events this winter. 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 18-02 Fund 01 25287 - 25401 $ 452,918.52

WMT Sewer Fund 3454-3483 $ 294,839.37

Liquid Fuels 442-455 $ 37,067.58

Payroll 03: Pay Pd. Ending 02/03/18 Paytime Vouchers $ 144,693.00

Payroll 04: Pay Pd. Ending 02/17/18 Paytime Vouchers $ 157,315.64

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Chairman Markel stated the Board will be going back into Executive Session to discuss personnel matters.

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:43 pm

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Trish Smeltzer/Stenographer

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

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

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