##### PUBLIC MEETING MINUTES

January 25, 2018

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

**ATTENDANCE**

Supervisors Present: Dave Markel, Chairman

Steve J. Harlacher , Supervisor

Supervisor Absent: Rosa Hickey, Vice-Chairperson

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

Clif Laughman, Fire Chief

Paul Wilson, Township Engineer

John Herrold, Township Solicitor

Tricia Smeltzer, Stenographer

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**EXECUTIVE SESSION**

Chairman Markel announced an Executive Session was held on January 15, 2018 at 5:30p.m. and 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 December 14, 2017 Public Hearing Meeting were presented for approval. Motion to approve the minutes of the December 14, 2017 Public Hearing Meeting as presented.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. The minutes of the December 14, 2017 regular Public Meeting were presented for approval. Motion to approve the minutes of the December 14, 2017 regular Public Meeting as presented.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. The minutes of the January 2, 2018, Re-Organization Public Meeting were presented for approval. Motion to approve the minutes of the January 2, 2018 Re-Organization Public Meeting as presented.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

1. ORDINANCE 18-02: APPROVE A HANDICAPPED PARKING SPACE: Motion to approve Ordinance 18-02 allowing a new handicapped parking space at 1305 West College Avenue. Required advertising was approved at last month’s meeting and was duly advertised. Officer Sefchick has completed a site study on behalf of the police department and recommends approval, along with the Township Manager.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 18-03: PENSION ROLLOVER PROVISION: Motion to approve Ordinance 18-03 to allow the defined contribution pension plan to accept rollover pension amounts from participating employee plans.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

**NEW BUSINESS**

1. REQUEST TO ADVERTISE FOR A HANDICAPPED PARKING SPACE: Motion to approve a request to advertise for a new handicapped parking space at 1343 Old Salem Road. Officer Sefchick’s site study has been received and recommends approval of the advertisement.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. T-749 FINAL LAND DEVELOPMENT PLAN SURETY REDUCTION: Motion to approve a request from Church of the Open Door, 8 Carlisle Court, to reduce the surety amount by $23,370.00 – retaining $29,870.00 of the original guaranteed amount. A letter from the Township Engineer is on file supporting this request.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-833 FINAL SUBDIVISION PLAN: Motion to approve a final subdivision plan for Edward L. Wilt, located at 2004 Church Road, to subdivide an existing 0.535-acre lot and convey approximately 0.111 acre to an existing 0.781-acre lot with the following conditions and waivers. (Manager Kelch noted no additional lots are being created by this subdivision and stated staff recommends approval.)

***Comments:***

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

(Payment of all invoices, etc.)

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

PDF)

***Waivers:***

1. §121-14.C.1 Contours: acceptable interval, bench mark, datum.

2. §121-14.C.3 Provide existing features within 200’ of the site.

3. §121-23.C Improvements should be made to the existing road.

4. §121-25 Sidewalks shall be placed along all road frontages.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 2018-07: DESTRUCTION OF RECORDS: Motion to approve Resolution 2018-07 to allow the destruction of Police records from 1997-2016 in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments.

MOTION: D. Markel

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. He mentioned tomorrow starts field work for the Township audit; the actual start date of the audit is February 12, 2018. No additional comments.
3. Fire Chief: Chief Laughman’s report was reviewed. He stated that through a Pennsylvania State Fire Commission grant, the township received $27, 196.00, which will be used towards rescue equipment for Lincolnway Fire Company and debt reduction for Shiloh Fire Company. No additional comments.
4. Police Chief: Acting Chief Emig’s report was reviewed. No additional comments.
5. Manager: Manager Kelch’s report was reviewed. It was acknowledged that while Sergeant Emig is doing an excellent job as Acting Chief, an offer has been made to an outside applicant and it is expected to be able to make the announcement official at next month’s meeting. No additional comments.
6. Engineer: Engineer Wilson’s report was reviewed. He stated that an application was made to the township for payment #1 for the Fayette Street project for $186,627.50, which will leave a balance of $82,761.51. Motion was made to approve the release of funds for payment #1.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. Zoning Officer: The Zoning report was reviewed. No additional comments.

1. Solicitor: Solicitor Herrold’s report was reviewed. Solicitor Herrold thanked the Board for his re-appointment at the Re-Organization meeting. He also mentioned that he will be in a meeting next week discussing strategies on how to get money that is owed to the Township from York County. No additional questions or comments.
2. Public Works Director: Callahan’s report was reviewed. 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 18-01 Fund 01 25068 - 25286 $ 1,329,146.81

WMT Sewer Fund 3407-3453 $ 576,275.53

Liquid Fuels 424-441 $ 29,464.80

Payroll 26: Pay Pd. Ending 12/23/17 Paytime Vouchers $ 152,146.67

Payroll 01: Pay Pd. Ending 01/06/18 Paytime Vouchers $ 173,240.54

Payroll 02: Pay Pd. Ending 01/20/18 Paytime Vouchers $ 154,222.61

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:16 pm

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Trish Smeltzer/Stenographer

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

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

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