##### PUBLIC MEETING MINUTES

July 31, 2017

Chairman Harlacher called the Public meeting to order at 7:02 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

Art Smith, Chief of Police

Clif Laughman, Fire Chief

Craig Wilson, Township Engineer

Staff Absent: Monica Love, Zoning Officer

John Herrold, Township Solicitor

**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**

1. Master Sergeant Scott Little from the United States Air Force , 193rd Special Ops Division, attended and thanked the following firefighters for their help in a Live Fire Structure Burn Training: Matt Miller Jr., Zachary Givens, Chuck Givens, Joshua Markle, and Fire Chief Clif Laughman. Chairman Harlacher also noted the appreciation from the Board for these members.
2. The following residents attended the meeting and spoke in support of the Heritage Rail Trail to extend into West Manchester Township:

* Karla Farrell, 911 Smith Drive
* Richard Renn, 1420 Green Meadow Drive
* Darlene Senft, 890 Stoverstown Road
* Sharon Christ, 20 Sussex Circle
* Terri Reichard, 25 S. Oxford Street
* Pastor Mike Campbell, 833 Stoverstown Road

#### APPROVAL OF MINUTES

1. The minutes of the June 22, 2017 Public Hearing meeting, for an amendment to the West Manchester Township Zoning Ordinance, were presented for approval. Motion to approve the minutes of the June 22, 2017 Public Hearing meeting as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. The minutes of the June 22, 2017 regular Public Meeting were presented for approval. Motion to approve the minutes of the June 22, 2017 regular Public Meeting as presented.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. ORDINANCE 2017-05 FOUR WAY STOP SIGN: Manager Kelch mentioned the traffic study was completed by the Police Department and the Township engineer - with support from both. Motion to approve Ordinance 17-05, proposing a four way stop sign at the intersection of North Drive and Wyndhurst Court. Supporting documentation is attached to the Ordinance.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 2017-07 AMENDING ORDINANCE 15-02 INTERGOVERNMENTAL COOP AGREEMENT FOR CHESAPEAKE BAY POLLUTANT REDUCTION PLAN: Manager Kelch noted the new Ordinance has more cost details and outlines the financial commitment of the township over the next five years. Motion to approve Ordinance 17-07, amending and restating the original Ordinance 15-02 of the Intergovernmental Coop Agreement for the Chesapeake Bay Pollutant Reduction Plan.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. READOPTION OF THE EMERGENCY RESPONSE PLAN : Motion to approve re-adopting the Emergency Response Plan that has been reviewed and updated per the PEMA directive D2007-1. Chief Laughman supported the minor changes that were being proposed.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-820 FINAL SURETY RELEASE: Motion to approve the final release of surety for 2505 Lemon Street - Tom Clingan.- for the Land Development Project in the amount of $29,003.00. A letter of support from the Township engineer is on file.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. T-829 FINAL LAND DEVELOPMENT PLAN: At the applicant’s request, motion was made to table the revised final land development plan for Frontier Development, 1401 Kenneth Road.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ANNUAL BLOCK PARTY ROAD CLOSURE: Motion to approve a request from residents at Ridings Way asking for permission to close Ridings Way between Hempfield Drive & Deerford Way for a neighborhood block party to be held Saturday, August 26, 2017 between 6-10PM. The rain date for this event is September 2nd, same times. They were also approved for the use of barricades for the road closure to help insure safety.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. REQUEST TO HOLD A 5K ‘BLIZZARD RUN’: Motion to approve a request from the Dairy Queen on Roosevelt Avenue to conduct a “Blizzard Run”, a 5K run on Saturday, September 9th, 2017 which will begin and end at Sunset Lane Park. The run will begin at 9:00AM and proceed on Brenda Rd., Potomac Av., South Dr., Wilt Dr., North Dr., Seneca Dr., Heather Dr. and back to the park expecting the run to end by 11 AM. The entire event is proposed to begin at 7 AM and end at 2 PM. They are purchasing their own liability insurance. This event has been done in the past and was very successful with no problems. Proceeds from this event will benefit several charities for Childhood Cancer. Chief Smith noted 500 runners were in attendance last year at this event.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ‘TRUCK OR TREAT’ ROAD CLOSURE: Motion to approve a request from Fire Chief Laughman to close Hempfield Road between Loman Road and Dove Drive for the Annual Truck or Treat on October 31st.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. NATIONAL NIGHT OUT: Motion to approve covering any employee, for the sake of Worker’s Compensation, that participates during the West Manchester Township’s First National Night Out on August 1st at Sunset Lane Park.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ANNUAL BLOCK PARTY ROAD CLOSURE: Motion to approve a request from Vicki Blouse for the Annual Block Party for the 1900 block of Filbert Street on September 16th from 3:00 PM until 9:00 PM.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

### ADMINISTRATIVE REPORTS

1. Recreation Director/Assistant Manager: Trimmer’s report was reviewed. Director Trimmer mentioned that the Summer events are winding down and wanted to make everyone aware that a new event called Grubbin and Groovin will be held October 6th from 5-8pm at Sunset Lane Park.
2. Finance Director: Whittaker’s report was reviewed. Director Whittaker advised all department heads have their budget information. He will be starting on the Budget soon.
3. Fire Chief: Chief Laughman’s report was reviewed. He stated that the County 911 system was down yesterday and is currently still down. The 911 staff is handling the call volume.
4. Police Chief: Chief Smith’s report was reviewed. No additional comments.
5. Manager: Manager Kelch’s report was reviewed. He asked the Board to allow him to issue a letter to York Rail stating that he has the ability to make decisions regarding sewer issues. Motion to allow Manager Kelch to issue a letter to York Rail to bind the Township to contracts.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Manager Kelch announced that he will not be at the August Board meeting, but Lori Trimmer will be in charge in his absence.

1. Engineer: Engineer Wilson’s report was reviewed. No additional comments.
2. Zoning Officer: Officer Love’s report was reviewed in her absence. No additional comments.
3. Solicitor: Solicitor Herrold’s report was reviewed in his absence. No additional comments.
4. Public Works Director: Callahan’s report was reviewed. No additional comments.

**STORM WATER MANAGEMENT/MS4**:

Manager Kelch 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:

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

Warrant 17-07 Fund 01 24338 – 24510 $ 1,160,979.61

WMT Sewer Fund 3213-3255 $ 483,831.92

Liquid Fuels 331-356 $ 15,483.51

Payroll: Pay Period Ending 06/24/17 Paytime Vouchers $ 154,662.59

Payroll: Pay Period Ending 07/08/17 Paytime Vouchers $ 155,970.07

Payroll: Pay Period Ending 07/22/17 Paytime Vouchers $ 160,442.83

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:35 pm

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Tricia Smeltzer/Stenographer

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

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

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