##### PUBLIC MEETING MINUTES

June 22, 2017

Chairman Harlacher called the Public meeting to order at 7:10 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

Monica Love, Zoning Officer

Art Smith, Chief of Police

Clif Laughman, Fire Chief

Suzanne Griest, Township Solicitor

Craig Wilson, Township Engineer

**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**

None

#### APPROVAL OF MINUTES

The minutes of the May 25, 2017 regular Public Meeting were presented for approval. Motion to approve the minutes of the May 25, 2017 regular Public Meeting as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. REZONING REQUEST:

Manager Kelch stated this is not an ‘official’ rezoning request. John Baranski (for Donald Bricker) was present at the April board meeting inquiring about the steps needed to submit an official rezoning request at Bannister, Adams and White Streets to be rezoned from R5 to Local Commercial (LC). At that time, the Board advised Mr. Baranski to contact surrounding property owners to get their feedback. Instead of doing this, he sent out letters advising the neighbors that he was rezoning the area. Manager Kelch asked for a show of hands in the audience who received letters. Approximately 10-12 people responded. He also asked for a show of hands as to how many people oppose the prospective rezoned area and the same number of people raised their hands. Manager Kelch advised Mr. Halterman, attorney for Mr. Baranski, in order for an official rezoning request to be submitted, they must have signatures of surrounding neighbors and it doesn’t seem likely that will happen.

Mr. Tim Eskridge Jr., legal counsel from CGA Law Firm representing the surrounding residents, expressed their objection to the possible rezoning request. Five residents also spoke in opposition to the idea of rezoning that area. Chairman Harlacher thanked everyone for coming out to tonight’s meeting. No action was taken.

1. ORDINANCE 2017-01 ‘NO PARKING’ REQUEST:

Motion to approve Ordinance 17-01 restricting parking on the south corner of School Street. Details are in the Police study that was completed by Officer Sefchick.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 2017-04 DROP ORDINANCE AMENDMENT:

Motion to approve Ordinance 17-04 permitting a police officer to have 24 months from their superannuation date to declare for the DROP program.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. AUTHORIZE PREPARING AND ADVERTISEMENT OF ORDINANCE 2017-05:

Motion to approve preparing and advertising of Ordinance 17-05 proposing a four way stop sign at the intersection of North Drive and Wyndhurst Court. Manager Kelch praised Officer Sefchick for his thorough report and saving the Township money. Engineer Wilson agreed with Officer Sefchick’s findings.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 2017-06 PROPOSED TEXT AMENDMENT:

Motion to approve Ordinance 17-06 authorizing a text amendment to the West Manchester Township Zoning Ordinance to address the requirements within the Regional Commercial zone. Manager Kelch reminded Zoning Officer Love to send a copy of the Ordinance to the York County Planning Commission.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-828 FINAL LAND DEVELOPMENT PLAN:

Motion to approve a final land development plan for Roosevelt Holdings, L.P. at 413 Zarfoss Road with the following:

Conditions:

1. All comments from the Township Engineer, including those regarding §113

Stormwater Management Ordinance, shall be addressed prior to recording of the plans.

1. All administrative items shall be addressed prior to plan recording (surety, Operation

& Maintenance Agreement, invoices, etc.).

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

Waivers:

1. §121-9 Preliminary Plan

2. §121-14.F.1 – Transportation Impact Statement

3. §121-25 - Installation of sidewalk and curb along the entire frontage

4. §121-23.C All existing streets at the perimeter and/or through the development shall

be improved according to the Township specifications.

5. §42-9.G Access Drive Ordinance - Unless specifically approved by the Board of

Supervisors, no access drive shall have a curb cut exceeding thirty-five (35) feet.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-799 LAND DEVELOPMENT PLAN SURETY REDUCTION FOR NORMANDIE RIDGE (ALBRIGHT CARE SERVICES):

Motion to approve a request to request to release the entire public improvements surety of $15,801.00. A letter from the Township engineer was received supporting this request.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. REZONING REQUEST:

A request and fees were submitted to the Township, from Albright Care Services (Normandie Ridge), to rezone five parcels on Roosevelt Avenue from R-3 Residential to R-4 Residential. Motion to approve forwarding this request to the York County Planning Commission and to establish and advertise for a Public Hearing on August 24, 2017.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. OLDE TYME CARNIVAL FIREWORKS PERMIT:

Motion to approve a request for a firework permit with the fireworks to be held on July 18, 2017, with a rain-date of either July 19, 2017 or October 6, 2017 at Trimmer Elementary School.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. BANK LANE CLOSURE: Motion made to ratify a previous road closure for Bank Lane between Maple Road and Manor Road during the hours of 11:00 AM to 7:00PM on June 15, 2017, to allow fire hose testing.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. NEIGHBORHOOD BLOCK PARTY: Motion to approve a request from the Thistle Downs HOA to hold an ‘End of Summer/Back to School’ neighborhood block party on September 9, 2017 from 4-7pm. Rain date would be September 16, 2017. They are requesting to have a portion of Elderberry Street closed off; from the corner of Aster/Elderberry to the corner of Winterberry/Elderberry.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

### ADMINISTRATIVE REPORTS

1. Recreation Director/Assistant Manager: Trimmer’s report was reviewed. The Board commended the job done at Loman Park. No additional comments.
2. Finance Director: Whittaker’s report was reviewed. No additional comments.
3. Fire Chief: Chief Laughman’s report was reviewed. He stated that he updated and revised the Fire Department Disciplinary Policy. Motion to approve the revisions.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. Police Chief: Chief Smith’s report was reviewed. He announced his retirement at the end of this year. He also invited the public and announced the First West Manchester Township Police National Night Out to be held August 1, 2017 from 5:30-8:30pm at Sunset Lane Park. This is a FREE event with Food – Music – Games – Giveaways. The Police Department challenged the Fire Department to a friendly game of Tug of War. No additional comments.
2. Manager: Manager Kelch’s report was reviewed.
3. He received a memo from the Finance Department regarding excess escrow liabilities. Staff would like to request authorization to work with the Township Engineer to review and return funds if possible. The Board of Supervisors approved by consensus.
4. Manager Kelch reiterated that Chief Smith will be retiring at the end of this year. Staff would like to request authorization to use an experienced firm, Safe City Solutions, for possible replacement options of the Chief. The Board of Supervisors approved by consensus.
5. Due to extreme sunlight during different times of the day/year, Manager Kelch has researched options for obtaining window shades in the Board room. By consensus, the Board of Supervisors approved the cost of installing window shades at $7,000.
6. Manager Kelch and Attorney Ron Lucas will be petitioning Penn Dot in Harrisburg tomorrow to allow an access road to Haviland Road, provided there are no safety issues in doing so.

1. Engineer: Dawood’s report was reviewed. Engineer Wilson commented that Church Road paving went well and residents seem to be happy. No additional comments.
2. Zoning Officer: Love’s report was reviewed. No additional comments.
3. Solicitor: Solicitor Herrold’s report was reviewed in his absence with Solicitor Griest present. No additional comments.
4. Public Works Director: Callahan’s report was reviewed. Director Callahan stated paving will start on July 5 from Greenwood to Taxville Road. A detour will be necessary. 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:

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

Warrant 17-06 Fund 01 24213 – 24337 $ 402,092.73

WMT Sewer Fund 3182-3212 $ 979,540.75

Liquid Fuels 313-330 $ 59,945.99

Payroll: Pay Period Ending 05/27/17 Paytime Vouchers $ 149,979.03

Payroll: Pay Period Ending 06/10/17 Paytime Vouchers $ 149,791.88

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:52 pm

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Tricia Smeltzer/Stenographer

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

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

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