##### PUBLIC MEETING MINUTES

March 22, 2018

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

John Snyder, Chief of Police

Paul Wilson, Township Engineer

John Herrold, Township Solicitor

Clif Laughman, Fire Chief

Brenda Brown, Stenographer

**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**

Scouts and leaders from the Webelos 2 den from Pack 94 were in attendance as a fulfillment of their "Building a Better World Adventure" requirement. They were presented with a patch and a silver Township coin for attending tonight’s meeting.

#### APPROVAL OF MINUTES

1. The minutes of the February 22, 2018 Public Hearing Meeting were presented for approval. Motion to approve the minutes of the February 22, 2018 Public Hearing Meeting as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. The minutes of the February 22, 2018 regular Public Meeting were presented for approval. Motion to approve the minutes of the February 22, 2018 regular Public Meeting as presented.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. YORK COUNTY CONVENTION AND VISITORS BUREAU PRESENTATION: Kelly Amspacher, Sales Representative from the York County Convention and Visitors Bureau gave a brief presentation and handed out brochure packets regarding the events that will happen in York County this year.
2. RESOLUTION 18-10 SNOW EMERGENCY DECLARATION: Motion to ratify Resolution 18-10, declaring a Snow Emergency from March 6th 10 p.m. to March 8th 10 p.m. 2018.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 18-11 SNOW DISASTER EMERGENCY DECLARATION: Motion to ratify Resolution 18-11 declaring a Snow Disaster from March 6 to March 8, 2018.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 18-12 SNOW EMERGENCY DECLARATION: Motion to ratify Resolution 18-12, declaring a Snow Emergency from March 20th 6 p.m. to March 22nd 8 a.m. 2018.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 18-13 SNOW DISASTER DECLARATION: Motion to ratify

Resolution 18-13 declaring a Snow Disaster from March 20 to March 22, 2018.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 18-14 ‘SAFE DIGGING MONTH’: Motion to approve Resolution 18-14 declaring the month of April as ‘Safe Digging Month’ as recognized by the Pennsylvania One Call System.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. 2170 COBBLESTONE LANE REQUEST: Motion to approve a request from Joel and Terri Riedel to allow the placement of a fence through the sanitary and storm sewer easements on their property; conditioned on the execution of the agreement and payment of all outstanding invoices from the Solicitor.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. BANK LANE ROAD CLOSURE: Motion to approve a request from township staff to close Bank Lane from Maple Road to Manor Road on May 24th from approximately 8 a.m. to 5 p.m. for the purpose of conducting annual hose testing by the Fire Department.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. APPOINTMENT OF TAX APPEAL HEARING OFFICER: Motion to approve the appointment of Attorney Jennifer Brown of Flamm, Walton, Heimbach & Lamm PC as the tax appeal officer for West Manchester Township.

MOTION: S. Harlacher

SECOND: R. Hickey

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 $22,585.00 – retaining $7,285.00 of the original guarantee amount. A letter of recommendation is on file from Dawood Engineers.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. T-834 LOT CONSOLIDATION & FINAL LAND DEVELOPMENT PLAN: Manager Kelch had asked Gerry Funke, Engineer for GHI for The Vault Pizza & Grill, if he had a copy of the Township Engineer’s comments and if he agreed to them. Mr. Funke indicated he had a copy and agreed to them. Manager Kelch had also asked if he had read the sewer reports which indicated three EDU’s would need to be purchased as a condition of the sewer plan and asked if he agrees to this. Mr. Funke indicated he and the owner of the property, Athanasios Margetasdid agree to the purchase of three EDU’s. Motion to approve a Lot Consolidation & Final Land Development Plan for The Vault Pizza & Grill located at 1990 Carlisle Road, to combine two (2) lots and to expand the existing building and create an additional parking area. Approval was given with the following conditions and waivers:

*Conditions*:

1. Verification should be provided that the Planning Module for Land Development

was approved by the Sewage Enforcement Officer and/or the Pennsylvania Department of Environmental Protection (SLDO:121-15.F.3) The planning module mailer has been submitted to the township and will be forwarded to DEP.

1. An Operation and Maintenance Agreement will be required for this plan.

(SWMO: 113-26) The O&M agreement must be signed by the property owner and notarized.

1. A new deed should be prepared for the newly combined lot and recorded with the

plan so that the County Tax Map is changed.

1. All administrative items shall be addressed prior to the plan recording. (Surety,

Operation & Maintenance Agreement, Purchasing of 3 EDUs, payment of all invoices, etc.)

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

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

*Waivers*:

*W1*. A preliminary plan is required. (SLDO: 121-9)

*W2*. Plan scale to use 1” = 15” scale (SLDO: 121-14.a.1)

*W3*. Impact statement for transportation must be provided. (SLDO: 121-14.F.1)

*W4*. Improvements should be made to the existing road. (SLDO: 121-23.C)

*W5*. Sidewalks shall be placed along all road frontages. (SLDO: 121-25)

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. ZONING ORDINANCE TEXT AMENDMENT: Motion to establish a Public Hearing for May 24, 2018 and forward the request to the Planning Commission, regarding a text amendment to amend the landscaping island requirement for parking areas in the mixed-use zone.

MOTION: S. Harlacher

SECOND: R. Hickey

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. Chief Laughman requested approval for West Manchester Township to assist the City of York in any way possible during the Memorial Services for the two firefighters that died in the line of duty today. Motion to assist York City with the Memorial services.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. Police Chief: Chief Snyder’s report was reviewed. No additional comments.
2. Manager: Manager Kelch’s report was reviewed.

Brenda Brown wanted to take this opportunity to thank Becky, of Jumbo Chinese Restaurant, and Mike Landsman, of the Public Works department, for the large cross-stitched picture and frame hanging behind the Board.

1. Motion to approve Donna Barshinger as the Alternate to the Zoning Hearing Board and to acknowledge the resignation of Kevin Gable at the West Manchester Township Water Authority.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. Manager Kelch advised that a new Government Advisory Board was created by York County and representatives from West Manchester Township need to be established. Motion to appoint Kelly Kelch as the representative for the York County Government Advisory Board and to appoint Lori Trimmer as the Alternate.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. Engineer: Engineer Wilson’s report was reviewed. No additional comments.
2. Zoning Officer: The Zoning report was reviewed. No additional comments.

1. Solicitor: Solicitor Herrold’s report was reviewed. No additional 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 18-03 Fund 01 25402 - 25512 $ 427,010.91

WMT Sewer Fund 3484-3507 $ 174,678.31

Liquid Fuels 456-467 $ 15,588.88

Payroll 05: Pay Pd. Ending 03/03/18 Paytime Vouchers $ 146,969.67

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:30 pm

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Brenda Brown/Stenographer

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

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

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