##### PUBLIC MEETING MINUTES

May 24, 2018

Chairman Markel called the Public meeting to order at 7:11 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

Tricia Smeltzer, 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**

None

#### APPROVAL OF MINUTES

1. The minutes of the April 26, 2018 regular Public Meeting were presented for approval. Motion to approve the minutes of the April 26, 2018 regular Public Meeting as presented.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. REQUEST TO ADOPT ORDINANCE 18-05: Motion to approve a request to adopt Ordinance 18-05, which will repeal and replace Chapter 20 of Ordinance 92-04, known as the Fire Department Ordinance. Chief Laughman explained that this Ordinance will allow the Township to appoint line officers as opposed to elections, as in the past. This Ordinance will also allow the Township easier access to review the finances of the Fire Department.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Chief Laughman requested approval to appoint temporary line officers. Motion to approve this request.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RIDINGS WAY STORM SEWER PIPE: Motion to ratify the cost to repair a significant portion of a storm water pipe that collapsed on Ridings Way earlier this month. Engineer Wilson evaluated the situation and recommended the pipe be repaired immediately due to the potential danger to residents. Approximate cost to repair the pipe is estimated at $246,000.00. Public Works Director Callahan noted that no open trenching is required for this project.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. TRAFFIC STUDY REQUEST: Motion to approve a request to proceed using the services of the Township Engineer to complete a traffic study to establish the speed limit for certain adopted portions of Walnut Bottom Road and Golden Eagle Drive. A resident approached the township regarding speed limit signs for this area. Sergeant Emig did a preliminary review and recommended a traffic study be completed. Manager Kelch spoke to Sergeant Emig regarding this matter. Because the road is currently not posted, the default speed limit is 35 mph however, due to the traffic volume and road configuration, the posted speed may need to be slower. Staff recommends approval to have a traffic study done by the Township Engineer.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 18-06 TEXT AMENDMENT TO THE ZONING ORDINANCE: Motion to approve Ordinance 18-06; a request by UPMC Pinnacle to allow a text amendment to the West Manchester Township Zoning Ordinance. Specifically, their request was to amend the landscaping and screening requirements in the Mixed-Use Zoning District, placing shade trees on the parking lot exterior instead of placing them in interior parking lot islands.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. NATIONAL NIGHT OUT: Several members of the Township staff, Police Department, and volunteer Firefighters will be lending assistance to organize this FREE event for the community. Staff recommends approval for the purpose of Worker’s Compensation for the Township volunteers. Motion to approve a request to hold the Township’s 2nd annual National Night Out on Tuesday, August 7, 2018 at Sunset Lane Park.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. OLDE TYME CARNIVAL FIREWORK’S PERMIT: Chief Laughman received an application from the Recreation Department. Their insurance paper work and approval from the school is in order and on file. Motion to approve a request for a firework’s permit with the fireworks to be held on Tuesday, July 17, 2018, with a rain-date of July 18, 2018 at Trimmer Elementary School.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. T-835 PRELIMINARY/FINAL LAND DEVEOPMENT PLAN**:** Grant Anderson from Manchester Mall Associates, LLC was in attendance to answer any questions that may be asked. Motion to approve a preliminary/final land development plan for Manchester Mall Associates, LLC for a proposed medical office (Urgent Care) located at 717 Town Center Drive, Lot 5, with the following Conditions and Waivers:

( It was noted that Supervisor Hickey is associated with Wellspan and will, therefore, abstain from voting on this matter.)

***Conditions:***

*Subdivision and Land Development Ordinance (SLDO):*

1. *Appropriate sewer planning documentation must be submitted. (SLDO: 121-15.E.3)*
2. *Improvement guarantees are required for any proposed public improvements.  (SLDO: 121-15.F.9)*

*Stormwater Management Ordinance (SWMO):*

1. *An as-built plan will be required. (SWMO:  113-25)*
2. *An Operation and Maintenance Agreement will be required for this plan. (SWMO: 113-26)*

*General Comments:*

1. *All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, payment of all invoices, purchasing of 3 EDUs, etc.)*
2. *All final plans as recorded shall be submitted in electronic format (i.e. PDF)*

***The following waivers were approved:***

*W1. Preliminary Plan. (SLDO: 121-9)*

*W2. Maximum plan size of 24”x36”. (SLDO:  121-14.A.3)*

*W3. Impact Statements. (SLDO:  121-14.F.1)*

*W4. Improvements should be made to the existing road. (SLDO: 121-23.C) Applicant has proposed repairing portions of Haviland Road that front the project site.*

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

MOTION: S. Harlacher

SECOND: D. Markel

ABSTENTION: R. Hickey

MOTION PASSED UNANIMOUSLY

1. T-791 REDEVELOPMENT PRELIMINARY/FINAL LAND DEVELOPMENT PLAN SURETY REDUCTION/RELEASE: Manager Kelch asked for a revision of this request; requiring the applicant to post the mandatory 15% maintenance fee. Motion to approve a request from Site Design Concepts on behalf of M & R Investors to release the security bond in the amount of $1,179,369.87, less the required 15% for maintenance guaranty, bringing the total to $176,905.48. A letter of recommendation is on file from Dawood Engineers.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 18-15 APPROVAL OF A PLANNING MODULE WHICH WOULD REVISE THE OFFICAL SEWAGE FACILITIES PLAN: Staff recommended approving this resolution, which would revise the official Sewage Facilities Plan, for The Vault Pizza & Grill located at 1990 Carlisle Road. This resolution was needed in order for staff to submit the sewer planning module to DEP for their approval. Motion to approve Resolution 18-15 with the condition of the applicant providing all applicable sewer planning module information to the Township.

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. No additional comments.
4. Police Chief: Chief Snyder’s report was reviewed. No additional comments
5. Manager: Manager Kelch’s report was reviewed. He reminded the Board that action is needed on a previously discussed personnel matter. Motion to approve amendment #3 to the Manager’s agreement.

MOTION: D. Markel

SECOND: R. Hickey

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. He gave a brief update on the school SRO agreement. The Township has revised the agreement and Solicitor Herrold will be providing the school’s attorney with the updated agreement tomorrow. 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 18-05 Fund 01 25675 - 25825 $ 524,986.28

WMT Sewer Fund 3551-3587 $ 667,852.34

Liquid Fuels 485-498 $ 20,335.42

Payroll 09: Pay Pd. Ending 04/28/18 Paytime Vouchers $ 151,224.98

Payroll 10: Pay Pd. Ending 05/12/18 Paytime Vouchers $ 157,664.35

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Chairman Markel stated the Board will be going back into Executive session directly following tonight’s meeting to discuss personnel matters.

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:36 pm

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Tricia Smeltzer/Stenographer

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

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

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