##### PUBLIC MEETING MINUTES

October 27, 2016

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

John Herrold, Solicitor

Craig Wilson, Township Engineer

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**EXECUTIVE SESSION**

Chairman Harlacher announced that an Executive Session was held at 6:00 pm prior to tonight’s meeting to discuss personnel matters. No action was taken.

**PUBLIC COMMENTS**

None

#### APPROVAL OF MINUTES

The minutes of the September 22, 2016 regular Public Meeting were presented for approval. Motion to approve the minutes of the September 22, 2016 regular Public Meeting as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. PROMOTION TO SERGEANT: With the inception of the 12 hour shift schedule, Officer John Hanuska has been serving as Acting Sergeant for the new shift. He has been officially promoted to permanent Sergeant effective immediately. A Sergeant badge was presented to Officer John Hanuska. Motion to ratify this promotion was made by the Board.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. 2017 STRAY ANIMAL HOUSING AGREEMENT: Motion to approve entering into an agreement with the SPCA for stray animal housing at a cost of $9,447.00 for 2017, which is the same cost as 2016.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. 2017 GENERAL FUND BUDGET: Manager Kelch presented the 2017 General Fund Budget draft. Final presentation of the budget will occur at the November 10, 2016 meeting, after which it will be advertised for adoption at the December 15, 2016 meeting.
2. ORDINANCE 16-09: HANDICAPPED PARKING: Motion to approve Ordinance 16-09 for a handicapped parking space at 1344 W. College Ave.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. CLIF LAUGHMAN PROBATIONARY PERIOD EXPIRATION: Clif Laughman’s probationary period as Township Fire Chief ended on October 11, 2016. Motion to ratify his full-time, permanent status.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-814 SURETY RELEASE FOR 1450 KENNETH ROAD: Motion to approve the surety release in the amount of $44,020.00 recommended by Dawood inspection and As-Built review for 1450 Kenneth Road.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. T-827 MEMORIAL HOSPITAL LOT CONSOLIDATION PLAN: Motion to approve the lot consolidation plan for Memorial Hospital at 1605 Loucks Road with the following conditions and waiver agreed upon by Mr. Greg Davis, attorney representing the project for Memorial Hospital:

**Conditions:**

1. The Final Subdivision Plan is required to be approved and recorded prior to the Final Land Development Plan(s) being recorded.

2. All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, invoices, etc.).

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

**The following waivers were approved:**

1. §121-14.C(1) & 121-15.C Existing Features: Existing contours, existing cartways and existing utilities.

2. §121-14.C(2) & §121-15.C Existing Features: The names of all immediately adjacent landowners

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. T-825 MEMORIAL HOSPITAL CAMPUS FINAL LAND DEVELOPMENT PLAN: After lengthy discussions regarding Open Space land and Recreational Space land, there was a motion to approve the final land development plan for the Memorial Hospital Campus at 1605 Loucks Road/Roosevelt Avenue with the following conditions and waivers agreed upon by Mr. Greg Davis, attorney representing the project for Memorial Hospital:

**Conditions:**

1. A Highway Occupancy Permit and final design of the proposed intersections and improvements to Roosevelt Avenue are required to be approved and issued by PennDOT, prior to the recording of the plan.

2. §121.14 & 121.15.F All required Traffic comments from Dawood’s traffic engineer shall be satisfactorily addressed prior to the recording of the plan.

3. §121-16 Financial security, revised to include Loucks Rd and updated to current construction, in accordance with §121-17 is required prior to the recording of the plan.

4. §121-19 A Maintenance guaranty shall be submitted prior to the recording of the plan.

5. As-built plans in accordance with Section 121-21 of the West Manchester Township Subdivision and Land Development Ordinance shall be submitted to the Township upon completion of all required improvements and prior to the issuance of occupancy permits. As-built plans shall show the location, dimension and elevation of all public improvements, grading, and drainage structures.

6. Covenants and agreements in accordance with Section 150-116.4.J of the Zoning Ordinance are required to address the ownership, maintenance and utilization of the open space areas. Said covenants and agreements shall be perpetual and shall be recorded simultaneously with the approved plan.

7. Approval of the Major Modification to the Erosion & Sediment Control Plans and NPDES Permit by the YCCD is required prior to unconditional approval of the Final Land Development Plans.

8. The Sewage Facilities Operation and Maintenance Agreement shall be executed prior to and recorded with the Land Development plan.

9. The sewage facilities bond, escrow or other security in the amount of $77,196.50 shall be submitted to the Township prior to recording the plan.

10. The Final Subdivision Plan is required to be approved and recorded prior to the Final Land Development Plans being recorded.

11. The hospital should contact Richard Farr, Director of YATA and Rabbit Transit to coordinate bus service to the hospital and adjoining property.

12. All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, etc.).

13. All comments from the Township Engineer including those regarding §113 Stormwater Management Ordinance shall be addressed prior to recording of the Final Plan.

14. All plans as approved and recorded shall be submitted in electronic format (i.e. PDF)

15. Due to the requirements of PENNDOT regarding all future land development on the property, the following notice shall be placed prominently on the Notes and Legends page of the drawings:

NOTICE

All future Land Development plans for each and every “Potential Area” shown on the “Final Land Development Plan for Memorial Hospital Campus” shall be required to submit a Traffic Impact Study to West Manchester Township and PENNDOT for review and approval. PENNDOT has determined that the Memorial Hospital Campus is a phased development for traffic impact purposes and permitting. All owners or potential owners of the proposed future land development are advised that the developer may be required by PENNDOT or West Manchester Township to pay the entire cost for planning and installation of a traffic signal at the intersection of Loucks Road, Ivan Road and Old Memorial Way, when warranted and justified. Owners or potential owners of proposed land development in the “Potential Areas 2, 3, 4, 5, 6, 8, 9 and 11” shown on the plans should, using due diligence, determine what costs, if any PENNDOT and West Manchester Township would require the developer to pay for traffic improvements and installation of the above referenced traffic signal resulting from the proposed development.

16. Bonding in the form of a Letter of Credit will be required to be posted with the Township prior to recording of the plans, specific to the installation of the traffic signal at Loucks Road, Ivan Road and Old Memorial Way. An estimate for the amount to be bonded shall be prepared by the Applicant’s engineer and forwarded to the Township Engineer for review and approval.

**The following waivers were approved:**

1. §121-13.B; 121-23.C(1) & 121-23.K Design standards of Public Streets – specifically the requirements to use AASHTO #1 and #10 stone base.

2. §121-23.H Design standards for vertical alignment of streets (i,e, minimum grade of streets shall be 1%)

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-824 FINAL LAND DEVELOPMENT PLAN: Motion to approve the final land development plan for Memorial Hospital at 1701 Old Memorial Way with the following conditions and waivers agreed upon by Mr. Greg Davis, attorney representing the project for Memorial Hospital:

**Conditions:**

1. A Highway Occupancy Permit and final design of the proposed intersections and improvements to Roosevelt Avenue are required to be approved and issued by PennDOT, prior to the recording of the plan.

2. §121-16 Financial security in accordance with §121-17 is required prior to the recording of the plan.

3. §121-19 A Maintenance guaranty shall be submitted prior to the recording of the plan.

4. As-built plans in accordance with Section 121-21 of the West Manchester Township Subdivision and Land Development Ordinance shall be submitted to the Township upon completion of all required improvements and prior to the issuance of occupancy permits. As-built plans shall show the location, dimension and elevation of all public improvements, grading, and drainage structures. This should be noted on the plans.

5. Approval of the Major Modification to the Erosion & Sediment Control Plans and NPDES Permit by the YCCD is required prior to recording of the plan.

6. The hospital should contact Richard Farr, Director of YATA and Rabbit Transit to coordinate bus service to the hospital and adjoining property.

7. All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, etc.).

8. All comments from the Township Engineer including those regarding §113 Stormwater Management Ordinance shall be addressed prior to recording of the Final Plan.

9. All plans as approved and recorded shall be submitted in electronic format (i.e. PDF)

**The following waiver was approved:**

§121-23.R & 42-9.I The vertical and horizontal alignments of access drives shall conform to the specifications for minor streets as stated in §121-23L of the SALDO.

MOTION: D. Markel

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. He noted that 650 fire hydrant markers are being placed around the Township. No additional comments.
4. Police Chief: Chief Smith’s report was reviewed. Supervisor Hickey commented that she is happy to hear that our officers are able to assist surrounding townships in police matters. Vice-chairman Markel added that he is please to see the Speed Board around the township.
5. Manager: Manager Kelch’s report was reviewed. He reported action is needed by the Board to purchase a Right of Way from York Railway for a sewer project at the end of Fayette Street for $700. Motion was made to approve purchasing the Right of Way from York Railway.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Manager Kelch also wanted to take this opportunity to thank the West Manchester Township staff for all that they do. He is able to manage the Township more smoothly and efficiently because of them.

1. Engineer: Dawood’s report was reviewed. Engineer Wilson reported Filbert Street sewer repair is soon to be completed. He advised that action is needed by the Board for payment of the retainage amount to H&H for the Potomac Storm Sewer repair project. Motion was made to approve payment of the retainage amount to H&H for the Potomac Storm Sewer repair project.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. Zoning Officer: Love’s report was reviewed. No additional comments.
2. Solicitor: Herrold’s report was reviewed. No additional comments.
3. Public Works Director: Callahan’s report was reviewed. He noted that leaf collection has begun in the township. 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 16-10 Fund 01 23289 – 23379 $ 1,101,901.61

WMT Sewer Fund 2914-2956 $ 384,891.69

Liquid Fuels 169-192 $ 68,164.12

Payroll: Pay Period Ending 10/01/16 Paytime Vouchers $ 149,377.71

Payroll: Pay Period Ending 10/15/16 Paytime Vouchers $ 149,957.65

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 8:08 pm

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Tricia Smeltzer/Stenographer

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

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

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