##### PUBLIC MEETING MINUTES

September 22, 2016

Chairman Harlacher called the Public meeting to order at 7:11 p.m.

**ATTENDANCE**

Supervisors Present: Steve J. Harlacher, Chairman

Dave Markel, Vice-Chairman

Supervisor Absent: 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 August 25, 2016 Public Hearing Meeting; for the Giant Food Stores Liquor License Transfer were presented for approval. Motion to approve the August 25, 2016 Public Hearing Meeting minutes; for the Transfer of a Liquor License for Giant Food Stores; as presented.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

The minutes of the August 25, 2016 regular Public Meeting were presented for approval. Motion to approve the minutes of the August 25, 2016 regular Public Meeting as presented.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. ACKNOWLEDGEMENT OF THE 2017 PENSION MMO: Motion to acknowledge the uniform and non-uniform mandatory municipal obligations.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 16-31 REGIONAL CHESAPEAKE BAY POLLUTANT REDUCTION PLAN: Motion to approve a request from the York County Planning Commission to Opt In a new regional approach to address the requirements of the Chesapeake Bay Pollutant Reduction Plan. Monica Love was designated as the Municipal Representative with Zane Williams designated as the Alternate.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. T-826 FINAL LAND DEVELOPMENT PLAN: Motion to approve the final land development plan for Trillium CNG, 415 Zarfoss Drive with the following conditions and waivers:

**Conditions:**

1. 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. Assurance for compliance shall be a part of the surety to be posted with the Township prior to recording of the final plans.
2. Approval of the Erosion & Sediment Control Plans and revised NPDES Permit by the YCCD is required prior to unconditional approval of the Final plan.
3. All comments from the Township Engineer, including those regarding §113 Stormwater Management Ordinance and the traffic Impact Statement shall be addressed prior to recording of the plans.
4. All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, payment of invoices, etc.).
5. All final plans as recorded shall be submitted in electronic format (i.e. PDF).

**The following waivers were approved:**

1. **§121-23.K** Street Improvements are required to conform to Township Specifications for Industrial Street, specifically regarding the required pavement section
2. **§121-9.A** Waiver of Preliminary Plan – Preliminary plan is required for all land developments, subdivision and/or land developments involving new streets and subdivisions involving six (6) or more lots.
3. **§121-25** Sidewalks and Curbs - Sidewalks and curbs shall be provided along the frontage of the entire property unless a waiver is granted.
4. **§42-9.G** Unless specifically approved by the Board of Supervisors, no access drive shall have a curb cut exceeding thirty-five (35) feet.
5. **§121-14 F(1)(a)[1] & 121-14.F(b)6** Transportation Impact Statements – Requiring to include average daily traffic (ADT) and level of service adequacy studies for Zarfoss Road and the proposed driveway.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. REVISED LEASE AGREEMENT: Motion to approve a revised lease agreement between West Manchester Township and the West York School District for Sunset Lane Park.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. ORDINANCE 16-09 HANDICAPPED PARKING: Motion to approve authorization to advertise for a handicapped parking space at 1344 W. College Avenue.

MOTION: D. Markel

SECOND: S. Harlacher

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. Motion to approve the Fire Department to participate in the Dover Borough Halloween Parade on Sunday, October 2, 2016.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. Police Chief: Chief Smith’s report was reviewed. He noted the York Fair was more successful than in past years. No additional comments.
2. Manager: Manager Kelch’s report was reviewed. After speaking with the auditors, it was noted the Township has $14,317.91 in uncollectable account receivable debt. Manager Kelch stated it would cost more in legal fees to try to recover this debt. Motion was made to write off the debt.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

1. Engineer: Dawood’s report was reviewed. No additional comments.
2. Zoning Officer: Love’s report was reviewed. She thanked Mike Landsman, Lori Trimmer, and Steve Callahan for helping with the stormwater seminar held last week.
3. Solicitor: Herrold’s report was reviewed. No additional comments.
4. Public Works Director: Callahan’s report was reviewed. He received official notification from FEMA regarding reimbursement for the January 22, 2016 snow storm.

**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 16-09 Fund 01 23134 – 23241 $ 327,583.55

WMT Sewer Fund 2881-2913 $ 446,763.36

Liquid Fuels 155-168 $ 4,427.40

Payroll: Pay Period Ending 09/03/16 Paytime Vouchers $ 144,004.41

Payroll: Pay Period Ending 09/17/16 Paytime Vouchers $ 150,558.96

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 7:16 pm

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Tricia Smeltzer/Stenographer

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

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

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