

PUBLIC MEETING MINUTES

November 12, 2015

Chairman Hickey called the Public meeting to order at 7:02 p.m.

ATTENDANCE

Supervisors Present: Rosa Hickey, Chairperson
Dave Markel, Vice-Chairman

Supervisors Absent: Steve J. Harlacher, 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
Richard Trout, Acting Fire Administrator
John Herrold, Solicitor
Craig Wilson, Township Engineer

Staff Absent: Art Smith, Chief of Police

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Chairman Hickey announced an Executive Session was held at 6:00 pm prior to tonight's meeting to discuss a personnel matter. No action was taken.

PUBLIC COMMENTS

Tom Harleman, 230 Lincolnway Drive, related several zoning concerns in his neighborhood. Zoning Officer Love indicated she will follow up on them.

APPROVAL OF MINUTES

The minutes of the October 22, 2015 regular Public Meeting were presented for approval. Motion to approve the minutes of the October 22, 2015 regular Public Meeting as presented.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. RESOLUTION 15-24: Motion to approve Resolution 15-24; honoring Mike Goodling as a member of the West Manchester Township Planning Commission.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- B. ASSISTANT SECRETARY: Motion to approve the appointment of Lori Trimmer to Assistant Secretary for the remainder of 2015.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- C. APPOINT AUDITORS ADVERTISEMENT: Motion to approve authorizing the advertisement of MaherDuessel, CPA's to prepare the 2015 audit report and financial statement in place of the elected Board of Auditors.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- D. 2016 STRAY ANIMAL HOUSING AGREEMENT: Motion to approve a request to enter into an agreement with the SPCA for stray animal housing at a cost of \$9,447.00 for 2016, which is the same cost as 2015.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- E. 2016 GENERAL FUND BUDGET: Presentation of the Final Draft of the 2016 Budget, with a tax increase from .214 mil to .8 mil. Motion to approve advertisement.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- F. ADDENDUM TO ORDINANCE 90-10: Motion to approve advertising to add 'Community Activities' into Ordinance 90-10 requiring all Township Community Activities with more than 200 people in attendance to recycle.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- G. ROAD CLOSURE REQUEST: Motion to approve a request to close Brenda Road from 10:00 a.m.-11:15 a.m. for Diamond Dash 2016 which is a 5k run to be held on Saturday May 21st, 2016 from 8:30 AM until 1:00 PM. The majority of the run will be within Sunset Lane Park, the parking lot and driveway at Trimmer Elementary School and Brenda Road from the cul-de-sac to Sunset Lane.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- H. ORDINANCE 15-06 FLOODPLAIN ORDINANCE: Motion to approve adoption of Ordinance 15-06 The Floodplain Ordinance.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- I. T-809 MEMORIAL HOSPITAL CAMPUS : Representative Greg Davis appeared to present the Preliminary Land Development Plan and Lot Consolidation Plan. Manager Kelch addressed some concerns he had with one of them being the initial proposed Recreation space. The plan was approved with the following conditions and waivers:

Conditions:

1. §150-116.4.J(2) An Open Space Master plan is required to be approved by the Board of Supervisors. Said plan should detail areas which will be dedicated or reserved for public, semi-public or community use. Staff recommends that the plan be similar to C-700 with all nonessential information removed or 'grayed-out' and shall include limits of open space, and natural features to be protected. *Please include public, semi-public or community use. This will be recorded with the Final Land Development Plan.*
2. Approval of the Erosion & Sediment Control Plans and approved NPDES Permit by the YCCD is required prior to unconditional approval of the Preliminary plan.
3. All comments from the Township Engineer shall be addressed prior to unconditional approval of the Preliminary plan.
4. A Highway Occupancy Permit is required by the PA Department of Transportation pursuant to Section 420 of the Act of June 1, 1945 (P.L. No. 428), known as the "State Highway Law", before street access or modification to an existing street entrance to a state highway is permitted. The PENNDOT HOP shall have received final approval and permit issued from the PENNDOT with a copy of permit and approved plans forwarded to the West Manchester Township as a condition of application/plan approval and prior to the recording of the Final Subdivision/Land Development Plans.
5. All administrative items shall be addressed prior to unconditional approval of the Preliminary Plan, including but not limited to the establishment of an escrow fund for the inspection of public improvements §121-17.E.

6. 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.
7. PA DEP Sewage Facilities Planning Module approval is required prior to unconditional approval of the Preliminary Plan.
8. All plans as approved shall be submitted in electronic format (i.e. PDF)
9. CHS is committed to work with staff of West Manchester Township to show dedicated recreation land, if feasible, provided it will not interfere with the operation of the campus.

The following waivers were approved:

1. §121-14.A.1 Scale of plan – The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet or 100 feet to the inch.
 2. §121-23.J Minimum street right-of-way and cartway widths. Applicant is requesting two 15' wide travel lanes with a 10' wide landscaped median. In areas where turning lanes are provided, the width will be 40' wide.
 3. §121-25 Sidewalks and Curbs - Sidewalks and curbs shall be provided along the frontage of the entire property unless a waiver is granted. Applicant notes that walking paths are provided throughout the site, and grading to permit the future installation of sidewalks are provided.
 4. §121-15.D.2 Suggested Street address for all new lots.
 5. §121-14.D.10 Final vertical and horizontal alignment on one sheet for each proposed street, stormwater management facility, sanitary sewer (including manholes numbers) and water distribution system.
- J. T-810 MEMORIAL HOSPITAL REPLACEMENT HOSPITAL : Representative Greg Davis appeared to present the Preliminary Land Development Plan. The plan was approved with the following conditions and waivers:

Conditions:

1. PA DEP Sewage Facilities Planning Module approval is required prior to unconditional approval of the Preliminary Plan.
2. Approval of the Erosion & Sediment Control Plans and NPDES Permit by the YCCD is required prior unconditional approval of the Preliminary plan.
3. 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.
4. A Highway Occupancy Permit is required by the PA Department of Transportation pursuant to Section 420 of the Act of June 1, 1945 (P.L. No. 428), known as the "State Highway Law", before street access or modification to an existing street entrance to a state highway is permitted. The PENNDOT HOP shall have received final approval and permit issued from PENNDOT with a copy of permit and approved plans forwarded to the West Manchester Township as a condition of application/plan approval and prior to the recording of the Final Subdivision/Land Development Plans.
5. All administrative items shall be addressed prior to unconditional approval of the Preliminary Plan.

6. All comments from the Township Engineer shall be addressed prior to unconditional approval of the Preliminary Plan.
7. All plans as approved shall be submitted in electronic format (i.e. PDF)

The following waivers were approved:

1. §121-25 Sidewalks and Curbs - Sidewalks and curbs shall be provided along the frontage of the entire property unless a waiver is granted.
 2. §42-8(F) The number of access drives intersecting with a street line may not exceed one (1) per lot. The Board of Supervisors may grant permission for additional access points where required to meet exceptional circumstances and where frontage of unusual length exists.
 3. §42-9(A)1 Access Drives shall be located not less than 300' from intersections of right-of-way lines of an arterial road.
 4. §42-9(C) If two (2) access drives are permitted by the Board, they shall be separated by a minimum 300' in commercial and industrial zones.
 5. §42-9(G) Unless specifically approved by the Board of Supervisors, no access drive shall have a curb cut exceeding thirty-five (35) feet.
- K. T-814 1450 KENNETH ROAD : Representative Joe Stein, from PennTerra Engineering, Inc., appeared to present the Final Land Development Plan for a new drive through coffee-shop at this location. The plan was approved with the following conditions and waivers:

Conditions:

1. All comments from the Township Engineer including those regarding §113 Stormwater Management Ordinance shall be addressed prior to submission to the Board of Supervisors.
2. All administrative items shall be addressed prior to plan recording (surety, Operation & Maintenance Agreement, Inspection Escrow, etc.).
3. All final plans as recorded shall be submitted in electronic format (i.e. PDF)

The following waivers were approved:

1. Sec. §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.
 2. §121.14.C.3 & 121.15.C Existing Features – The locations of existing features within 200'
 3. §42-9.G Unless specifically approved by the Board of Supervisors, no access drive shall have a curb cut exceeding thirty-five (35) feet.
 4. §42-9.J Access Drives – Access drive intersections shall conform to the specifications for minor streets as stated in §121-23L of the West Manchester Township Subdivision and Land Development Ordinance – specifically, curb radii minimum of 20'
 5. §121.14.F(1) & 121.15.F Transportation Impact Statement – Transportation Impact statements are required for all nonresidential uses.
 6. §113-17.G(4) Stormwater Management Ordinance – Requires a minimum velocity of 2.5 feet per second in conveyance pipes
- L. T—800 SURETY REDUCTION: Motion to approve a request from 325 South Salem Church Road for a reduction in surety bond by \$530,304.00 bringing the retained amount to \$491,392.00. A letter from the Township Engineer has been received supporting this request.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director/Assistant Manager: Trimmer's report was reviewed. No additional comments.
- B. Finance Director: Whittaker's report was reviewed. No additional comments.
- C. Fire Chief: Trout's report was reviewed. No additional comments.
- D. Police Chief: Chief Smith's report was reviewed. No additional comments.
- E. Manager: Manager Kelch's report was reviewed. The following action items were presented to the board:

Motion to appoint Keith Whittaker, Finance Director, to full-time status.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Motion to approve advertising the 2016 meeting schedule.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Motion to approve the following dates for firefighters to attend training and be covered under the Township's workers' compensation:

November 23rd - York County Fire School Structure Burn Training
November 24th - HACC in Harrisburg for Flashover Training
November 28th - York County Fire School Structure Burn Training

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- F. Engineer: Dawood's report was reviewed. Engineer Wilson noted several attempts to contact West York Borough have been initiated with no response. No additional comments.
- G. Zoning Officer: Love's report was reviewed. No additional comments.
- H. Solicitor: Herrold's report was reviewed. He stated contact was initiated to Penns Preserve with no response. No additional comments.
- I. Public Works Director: Callahan's report was reviewed. 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:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
Warrant 15-11 Fund 01	21910 – 22010	\$ 235,877.00
WMT Sewer Fund	2509-2533	\$ 1,006,035.21
Payroll: Pay Period Ending 10/31/15	Paytime Vouchers	\$ 148,644.59

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Vice-Chairman Markel requested staff to research possible signalization at the intersection of Bannister Street and Adams Street due to accidents.

EXECUTIVE SESSION

Chairman Hickey stated that there will be an Executive Session held following this meeting, with no actions being anticipated.

ADJOURNMENT

Motion to adjourn the regular meeting at 8:19 pm

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary
Tricia Smeltzer/Stenographer

MOTION TO APPROVE: _____
SECOND: _____
DATE: _____