

2021 REORGANIZATIONAL MEETING MINUTES
JANAURY 4, 2021

CALL TO ORDER

The meeting was called to order by Chairman Harlacher at 7:30 a.m.

Supervisor's Present: Steven Harlacher
 Rosa Hickey
 Dave Markel

Staff Present: Kelly Kelch, Township Manager
 Andrew Herrold, Solicitor
 Laura Mummert, Stenographer

Manager Kelch stated that this Public Meeting would be closed to the public due to the COVID-19 Pandemic and the Governor's instruction for Stay-At-Home practices. However, this meeting was live to the public through the Township's Recreation and Fire Department Facebook pages. It was also stated that residents could make public comment on these pages and it would be addressed. Manager Kelch also provided two phone numbers that the public could call in with any concerns/questions.

PUBLIC COMMENTS

None were made.

NEW BUSINESS

- Motion to elect Rosa Hickey as Chairperson of the Board of Supervisors for the year 2021.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to elect Steven Harlacher as Vice Chairman of the Board of Supervisors for the year 2021.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Township Manager for the year 2021.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Secretary for the year 2021; and Keith Whittaker as Assistant Secretary for the year 2021.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as Treasurer for the year 2021.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to recommend to the Board of Auditors that the Treasurer's Bond be set at \$1,000,000 for the year 2021.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to meet on those dates and times as attached and on such days as the Board specifies from time to time.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dawood Associates Inc., as Township Engineer at a rate of \$100 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are:

Principal/Director	\$144.00
Senior Engineer	\$129.00
Project Manager	\$115.00
PLS (Professional Surveyor)	\$98.00
Planner	\$88.00
Planner Assistant	\$50.00
Staff Engineer	\$90.00
Staff Professional	\$77.00
CADD Technician	\$72.00
Surveyor	\$57.00
Engineer Technician	\$67.00
Inspector	\$65.00
2-Man Survey Crew	\$72.00
Administrative Assistant	\$45.00

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Griest, Himes, Herrold, Reynosa LLP as Township Solicitor with Andrew Herrold as the primary contact, and John Herrold as secondary at a rate of \$225 per meeting and \$190 per hour for representation, billed on a monthly basis.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- Motion to appoint Eric Swiger, South Penn Code Consultants LLC, as the Township Alternate Sewage Enforcement Officer.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Ream, Carr, Markey & Woloshin LLP as Solicitor for the Zoning Hearing Board with Gavin W. Markey as primary contact person at a rate of \$110 per hour for his services.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to set the benefits for all non-uniformed employees as listed in the Non-Uniformed Personnel Policy.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to afford all Board of Supervisors members the same benefits and privileges of the Township Manager.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to set benefits for all uniformed personnel. Benefits for all Police Officers to be governed fully by the terms of the 2019-2023 Police Contract. The Police Chief's benefits to be governed by contract with the Chief, and the Lieutenant's to be contracted with the Lieutenant's.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to establish the wages for all non-uniformed Township Employees in accordance with the adopted 2021 General Fund Budget.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to authorize payment of current expenditures and allow staff to pay generally accepted expenditures, with the approval of the Township Manager, which become due prior to the Board's regular monthly meeting.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to name PNC Bank depository for all the Township funds except for the West Manchester Township Sewer Revenue Fund and funds deposited by the Township Tax Collector.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to name M&T Bank as depository for the West Manchester Township Sewer Revenue Fund.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to name First National Bank and Fulton Bank as depository for funds deposited by the Township Tax Collector.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2021 calendar year at a rate equal to the IRS approved rate (56 cents/mile).

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2021.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to authorize Markel, Hickey, Harlacher, and Kelch, or their designees, to attend the State Convention of the Pennsylvania State Association of Township Supervisors, and authorize payment of their expenses as allowed by the General Assembly.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Clifton Laughman as Emergency Management Coordinator and Kelly Kelch as Assistant Emergency Coordinator for West Manchester Township for calendar year 2021.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Jim Bentzel Jr. as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2025, with an effective date of January 1, 2021.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Patrick Hein as a member of the West Manchester Township Planning Commission, for a four-year term ending December 31, 2024 with an effective date of January 1, 2021.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Ron Stare as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2025, with an effective date of January 1, 2021.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- Motion to reappoint William Vangreen as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2023, with an effective date of January 1, 2021.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Todd Shoemaker as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2023, with an effective date of January 1, 2021.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Jan Dell to the Vacancy Board for the year 2021.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as Zoning Officer for the year 2021, and Zane Williams as Assistant Zoning Officer for year 2021.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2021.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2021.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as the voting delegate representing West Manchester Township on the York County Tax Collection Committee and Michele Emenheiser as an alternate.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Peter Schilling, Commonwealth Code Inspection Service Inc., as the West Manchester Township Building Code Official with Rachelle Sampere and Zane Williams as alternates.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 21-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2020.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 21-02, setting fees, rates, and costs for West Manchester Township for 2021.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 21-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2021.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 21-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2021, required by Act 205.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 21-05, appointing Kelly Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to authorize the West Manchester Township Fire Police and Fire Fighters to participate in activities per the attached letter from Township Fire Chief, Clifton Laughman, for the year 2021 for the purpose of worker's compensation coverage.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to approve allowing expenditure for the Township to partner with Dover Township in a feasibility study for the Little Conewago Creek. This is the first step for the known flooding issues. The cost is approximated around \$6,000.00.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- Discussion brought forth by Manager Kelch to reaffirm the Board's decision to not reinstate the LERTA zone on South Salem Church Road area. This was decided on at the July 2020 Board of Supervisor's Public Meeting. The Board unanimously agreed to keep this Ordinance in effect at today's meeting.

ADJOURNMENT

Vice-Chairman Harlacher thanked all those who volunteer their time on various committees and boards in the Township.

Motion to adjourn the Reorganization Meeting at 7:57 a.m.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Attest:

Secretary

Chairman

Vice Chairman

Supervisor