

RE-ORGANIZATION MEETING MINUTES

January 3, 2022

SUPERVISORS PRESENT:

Steven Harlacher – Chairman
(Remotely)
Dave Markel – Vice-Chairman
(Remotely)
Ronald Ruman – Supervisor

STAFF PRESENT:

Kelly Kelch – Township Manager
Laura Mummert – Stenographer

CALL TO ORDER

A. Chairman Harlacher called the meeting to order at 7:30 a.m.

PUBLIC COMMENT

None

NEW BUSINESS

- Motion to appoint Steven Harlacher as Chairman of the Board of Supervisors for the year 2022.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dave Markel as Vice-Chairman of the Board of Supervisors for the year 2022.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Ronald Ruman as Supervisor of the Board of Supervisors for the year 2022.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Township Manager for the year 2022.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Secretary for the year 2022; and Keith Whittaker as Assistant Secretary for the year 2022.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as Treasurer for the year 2022.

MOTION: R. Ruman

SECOND: D. Markel

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 2022.

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: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dawood Associates, Inc., as the Township Engineer at a rate of \$110 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are:

Principal/Director	\$156.00
Senior Engineer	\$142.00
Project Manager	\$127.00
PLS (Professional Surveyor)	\$108.00
Planner	\$97.00
Planner Assistant	\$55.00
Staff Engineer	\$99.00
Staff Professional	\$85.00
CADD Technician	\$79.00
Engineer Technician	\$74.00
Inspector	\$72.00
2-Man Survey Crew	\$79.00

Administrative Assistant

\$50.00

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Greist, Himes, Herrold, Reynosa LLP as Township Solicitor, with Andrew Herrold as the primary contact at a rate of \$250 per meeting and \$210 per hour for representation, billed monthly.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer for 2022.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

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

MOTION: S. Harlacher
SECOND: D. Markel

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 of his services.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Esquire as the Zoning Hearing Board stenographer for the year 2022. Esquire recently acquired Geiger, Loria, Filius and McLucas whom the Township has appointed in previous years. The stenographer rate will remain unchanged at \$200 an hour.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

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

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

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

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

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

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to establish wagers for all non-uniformed Township employees in accordance with the adopted 2022 General Fund Budget.

MOTION: R. Ruman

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 meeting.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to authorize Keith Whittaker to sign liens on behalf of West Manchester Township.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

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

MOTION: R. Ruman
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

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

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to name First National Bank and Fulton Bank as depository for funds deposited by the Township Tax Collector. The new signer will be Bill Niehenke, as he was elected Tax Collector for the Township effective January 1, 2022.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2022 calendar year at a rate equal to the IRS approved rate (58.5 cents/mile).

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to designate Ronald Ruman as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2022.

MOTION: R. Ruman
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to authorize Markel, Ruman, 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: R. Ruman

SECOND: S. Harlacher

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 2022.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Lee Woodmansee as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2026, with an effective date of January 1, 2022.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Fred Walters as a member of the West Manchester Township Planning Commission, for a four-year term ending December 31, 2025, with an effective date of January 1, 2022.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Sonia Wise to the open position on the West Manchester Township Planning Commission. Ms. Wise will be taking the vacant position from Mr. Ruman, who stepped down from his position on the Planning Commission effective on December 31, 2021. Ms. Wise term will end on December 31, 2022, with an effective date of January 1, 2022.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Donald Gable as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2026, with an effective date of January 1, 2022.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to appoint Charles Jacobs as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2026, with an effective date of January 1, 2022.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Karla Farrell as a member of the West Manchester Township Zoning Hearing Board, for a three-year term ending on December 31, 2024, with an effective date of January 1, 2022.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Steve Hearn as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2024, with an effective date of January 1, 2022.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Jan Dell to the Vacancy Board for the year 2022.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED WITH A 2-1 VOTE

- Motion to appoint Rachelle Sampere as Zoning Officer for the year 2022, and Zane Williams as Assistant Zoning Officer for year 2022.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2022.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2022.

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: D. Markel

SECOND: R. Ruman

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: R. Ruman

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 22-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2021.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 22-02, setting fees, rates, and costs for West Manchester Township for 2022.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 22-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2022.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 22-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2022, required by Act 205.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 22-05, appointing Kelly Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

MOTION: R. Ruman
SECOND: D. Markel

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 2022 for the purpose of worker's compensation coverage.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

- A. LICENSE PLATE READER FOR POLICE DEPARTMENT: Motion to approve the purchase of a license plate reader for the police department using ARPA funds.

MOTION: S. Harlacher
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- B. FIRE HYDRANT AGREEMENT: Motion to approve entering into an agreement with Shiloh Water Authority that will allow the use of fire hydrants in the Township. This agreement will expire on December 31, 2024.

MOTION: D. Markel
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- C. REQUEST FROM SUPERVISOR RUMAN: Supervisor Ruman made a motion to allow him to represent the Board of Supervisors and the residents of West Manchester Township against the re-districting of the Township into the 31st district due to changes from the 2020 Census. Supervisor Ruman feels it is important to remain in the 29th district. The Board and Manager Kelch discussed this before making a motion.

MOTION: R. Ruman
SECOND: D. Markel

MOTION PASSED WITH A 2-1 VOTE

ADJOURNMENT

- Chairman Harlacher thanked all residents that run for the open committee and board positions within our Township each year.
- Motion to adjourn the Reorganization Meeting at 8:20 a.m.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

