

# RE-ORGANIZATION MEETING MINUTES

January 3, 2023

## SUPERVISORS PRESENT:

Steven Harlacher – Chairman  
Ronald Ruman – Vice-Chairman

## STAFF PRESENT:

Kelly Kelch – Township Manager  
Andy Herrold - Solicitor  
Laura Mummert – Stenographer

## SUPERVISORS ABSENT:

Dave Markel - Supervisor

## **CALL TO ORDER**

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 2023.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Ronald Ruman as Vice-Chairman of the Board of Supervisors for the year 2023.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dave Markel as Supervisor of the Board of Supervisors for the year 2023.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Township Manager for the year 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Secretary for the year 2023; and Keith Whittaker as Assistant Secretary for the year 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as Treasurer for the year 2023.

MOTION: R. Ruman

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 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

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: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dawood Associates, Inc., as the Township Engineer at a rate of \$120 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are:

Principal/Director	\$225.00
Group Director	\$200.00
Senior Manager	\$170.00
Senior Engineer	\$160.00
Senior Professional	\$150.00
PLS (Professional Surveyor)	\$130.00
Senior Planner	\$140.00
Senior Designer	\$112.00
Staff Engineer	\$120.00
Staff Professional	\$107.00
Staff Designer	\$112.00
CADD Technician	\$87.00

Engineer Technician	\$80.00
Technician	\$75.00
Senior Inspector	\$95.00
2-Man Survey Crew	\$145.00
Administrative Assistant	\$60.00
Mileage Rate for Travel Between Inspection Locations in the Township	\$Current IRS Mileage Rate

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint MPL Law Firm 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: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer for 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to table the vacant position for South Penn Code Consultants, LLC, as the alternate Sewage Enforcement Officer. This item will be put on the January Board of Supervisors Agenda for action.

MOTION: S. Harlacher

SECOND: R. Ruman

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 \$115 per hour of his services.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Esquire as the Zoning Hearing Board stenographer for the year 2023. The stenographer rate will be \$200 an hour through March 2023, with a possibility of an increase after that date.

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: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

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

MOTION: R. Ruman

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, and the lieutenants benefits to be governed by contract with the lieutenants.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to establish wagers for all non-uniformed Township employees in accordance with the adopted 2023 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: R. Ruman

SECOND: S. Harlacher  
MOTION PASSED UNANIMOUSLY

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

MOTION: R. Ruman  
SECOND: S. Harlacher  
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: S. Harlacher  
MOTION PASSED UNANIMOUSLY

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

MOTION: R. Ruman  
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: R. Ruman  
SECOND: S. Harlacher  
MOTION PASSED UNANIMOUSLY

- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2023 calendar year at a rate equal to the IRS approved rate.

MOTION: R. Ruman  
SECOND: S. Harlacher  
MOTION PASSED UNANIMOUSLY

- Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

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 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Scott Thomassy as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2027, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion and discussion to appoint Melissa Smith to the recently vacated position by Jake Javitt on the West Manchester Township Water Authority, for a one-year term ending December 31, 2023, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Sonia Wise to the West Manchester Township Planning Commission, for a four-year term ending on December 31, 2026, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Tim Young as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2027, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Tom Wolfgang as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2027, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Joy Rusonis as a member of the West Manchester Township Zoning Hearing Board, for a three-year term ending on December 31, 2025, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion and discussion to table appointing a member to the vacant position on the West Manchester Township Zoning Hearing Board. Four (4) applicants applied for this position, and it was the decision of the Board to interview these applicants before making a decision.

MOTION: S. Harlacher  
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Mike Miller as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2025, with an effective date of January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Jan Dell to the Vacancy Board for the year 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as Zoning Officer for the year 2023, and Zane Williams as Assistant Zoning Officer for year 2023.

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 2023.

MOTION: R. Ruman

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 2023.

MOTION: R. Ruman

SECOND: S. Harlacher

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. Ruman

SECOND: S. Harlacher

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: S. Harlacher

MOTION PASSED UNANIMOUSLY



- Motion to allow staff to create an RFP to solicit bids for a new Building Code Official for the Township.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion and discussion to increase the current recreation fee in lieu of land for residential land development and subdivisions to \$1500.00 beginning January 1, 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 23-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2022.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 23-02, setting fees, rates, and costs for West Manchester Township for 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 23-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2023.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 23-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2023, required by Act 205.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 23-05, 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: 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 2023 for the purpose of worker's compensation coverage.

MOTION: R. Ruman  
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Discussion on prohibiting supervisors from participating in the West Manchester Township employee health insurance plan. Vice-Chairman Ruman made a motion to prohibit this beginning January 1, 2024. Vice-Chairman Ruman feels this is an unnecessary tax expenditure. Chairman Harlacher stated that per the 2<sup>nd</sup> class code, supervisors are afforded the same benefits as the employees. Solicitor Herrold also explained that he reached out to PSATS for their opinion on this and informed the Board this policy can be rescinded. Chairman Harlacher added that if they were to prohibit this expenditure, than all expenditures to the Board should be prohibited. After more discussion, Vice-Chairman Ruman withdrew his motion.

## **ADJOURNMENT**

- Chairman Harlacher announced the Board would be going into an Executive Session after the meeting to discuss litigation matters.
- Motion to adjourn the Reorganization Meeting at 8:05 a.m.

MOTION: S. Harlacher  
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY