

RE-ORGANIZATION MEETING MINUTES

January 2, 2024

SUPERVISORS PRESENT:

Steven Harlacher – Chairman
Ronald Ruman – Vice-Chairman
George Margetas - Supervisor

STAFF PRESENT:

Kelly Kelch – Township Manager
Laura Mummert – Stenographer

CALL TO ORDER

Chairman Harlacher called the meeting to order at 7:34 a.m.

PUBLIC COMMENT

None

NEW BUSINESS

- Motion to appoint Steven Harlacher as Chairman of the Board of Supervisors for the year 2024.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Ronald Ruman as Vice-Chairman of the Board of Supervisors for the year 2024.

MOTION PASSED UNANIMOUSLY

- Motion to appoint George Margetas as Supervisor of the Board of Supervisors for the year 2024.

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Township Manager for the year 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Kelly K. Kelch as Secretary for the year 2024; and Keith Whittaker as Assistant Secretary for the year 2024.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as Treasurer for the year 2024.

MOTION: S. Harlacher

SECOND: G. Margetas

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 2024.

MOTION: R. Ruman

SECOND: G. Margetas

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: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Dawood Associates, Inc., as the Township Engineer at a rate of \$130 per meeting with all other engineering services billed on an hourly basis as submitted by the Township which are included in the 2024 Fee Schedule.

MOTION: G. Margetas

SECOND: R. Ruman

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 \$225 per hour for representation, billed monthly.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer for 2024.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Eric Swiger for South Penn Code Consultants, LLC, as the alternate Sewage Enforcement Officer for 2024.

MOTION: R. Ruman

SECOND: G. Margetas

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 \$120 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 2024. The stenographer rate will remain the same at \$200 an hour.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to add Martin Luther King Jr. Day as a holiday for all non-contracted employees.

MOTION: S. Harlacher

SECOND: G. Margetas

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: G. Margetas

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: G. Margetas

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 2024-2028 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: S. Harlacher
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

- Motion to establish wagers for all non-uniformed Township employees in accordance with the adopted 2024 General Fund Budget.

MOTION: G. Margetas
SECOND: R. Ruman
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 becomes due prior to the Board's regular meeting.

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

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

MOTION: G. Margetas
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: G. Margetas
MOTION PASSED UNANIMOUSLY

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

MOTION: G. Margetas

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: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2024 calendar year at a rate equal to the IRS approved rate.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2024.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to authorize Margetas, 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: S. Harlacher

SECOND: R. Ruman

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 2024.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Melissa Smith as a member of the West Manchester Township Water Authority for a five-year term ending December 31, 2028, with an effective date of January 1, 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to reappoint David Beecher to the West Manchester Township Planning Commission, for a four-year term ending December 31, 2027, with an effective date of January 1, 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Lisa Krout to the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2028, with an effective date of January 1, 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Jennifer Bennett as a member of the West Manchester Township Recreation Advisory Committee, for a five-year term ending on December 31, 2028, with an effective date of January 1, 2024.

MOTION: S. Harlacher
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Jan Dell to the Vacancy Board for the year 2024.

MOTION: S. Harlacher
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Adam Prey as a member of the West Manchester Township Zoning Hearing Board, for a three-year term ending on December 31, 2026, with an effective date of January 1, 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Todd Shoemaker on the West Manchester Township Fire & Emergency Services Advisory Committee for a three-year term ending on December 31, 2026, with an effective date of January 1, 2024.

MOTION: G. Margetas
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to reappoint Gregory Chandler as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2026, with an effective date of January 1, 2024.

MOTION: S. Harlacher
SECOND: G. Margetas

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, 2026, with an effective date of January 1, 2024.

MOTION: R. Ruman
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as Zoning Officer for the year 2023, and Zane Williams as Assistant Zoning Officer for year 2024.

MOTION: G. Margetas
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2024.

MOTION: S. Harlacher
SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2024.

MOTION: R. Ruman

SECOND: G. Margetas

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: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to appoint Code Administrators, Inc., as the West Manchester Township 3rd Party Building Code Permit Plan Reviewer & Inspection Agency; and Rachele Sampere and Zane Williams as alternates.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 24-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2023.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 24-02, setting fees, rates, and costs for West Manchester Township for 2024.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 24-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2024.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 24-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2024, required by Act 205.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- Motion to adopt Resolution 24-05, appointing Kelly Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

MOTION: G. Margetas

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 2024 for the purpose of worker's compensation coverage.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

- Manager Kelch announced that the December 2023 Board of Supervisors Meeting would not be available online for streaming due to technical difficulties.
- Motion to adjourn the Reorganization Meeting at 7:45 a.m.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY