

## PUBLIC BOARD MEETING MINUTES

April 24, 2025

Chairman Harlacher called the meeting to order at 7:03 p.m.

### ATTENDANCE:

Supervisors Present:

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

Staff Present:

Kelsey Paul – Parks & Recreation  
Keith Whittaker – Finance Director  
Clif Laughman – Fire Chief  
John Snyder – Police Chief  
Kelly Kelch – Township Manager  
Rainer Niederoest - Engineer  
Rachelle Sampere – Zoning & Codes  
Andrew Herrold – Solicitor  
Rich Shaw- Public Works  
Laura Mummert – Stenographer

### CALL TO ORDER:

- A. The Pledge of Allegiance was recited.
- B. Chairman Harlacher announced an executive session took place prior to the meeting to discuss personnel matters.

### PUBLIC COMMENT:

None

### APPROVAL OF MINUTES:

- A. The minutes of the March 27, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of March 27, 2025, as presented.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

## **OPEN FLOOR DISCUSSION:**

None

## **OLD BUSINESS:**

- A. AMUSEMENT TAX: This item was tabled from the March 2025 meeting. Manager Kelch updated the Board and public that since the last meeting, the Township held discussions with the executive director of the fair, and pending a written agreement the fair would give the Township \$80,000.00 a year for the impact on the Township. This agreement would be for five (5) years. This amount could increase if circumstances change. A motion was made by Supervisor Margetas and second by Vice Chairman Ruman to allow the Township Manager and Solicitor to negotiate and then draft a proposal for this agreement. The vote passed unanimously. Vice Chairman Ruman asked that staff report every six (6) months to the Board with updates.
- B. PARKS AND RECREATION SPONSORSHIP: This item was tabled from the March 2025 meeting. A discussion was had by the Board members and Manager Kelch. Vice Chairman Ruman asked the Board to consider allowing staff to investigate and begin to develop ideas for soliciting businesses to sponsor Township parks. Supervisor Margetas informed the Board that he was not in agreement with having staff do so. More discussion was had between the Board members. This item died for lack of motion.

## **NEW BUSINESS:**

- A. DRAFT COMPREHENSIVE PLAN DISCUSSION AND AUTHORIZATION TO ADVERTISE PUBLIC HEARING: Vice Chairman Ruman expressed to the Board that he would like to propose four (4) amendments to the draft plan. He explained the four different items. The Board members agreed the items were of importance to mention, but may not have a place in the comprehensive plan. They thought more so a place in the zoning plan that will take place after the comprehensive plan is approved. Supervisor Margetas shared his concern that he was unsure of what some of the items meant, and wanted time to look into it more. The Board agreed to have a discussion on the four proposed amendments at the May meeting. A motion to approve a request from staff to establish a public hearing with an estimated date of the June or July Board meeting, and authorize the Township Solicitor to advertise a public hearing when appropriate. The West Manchester Township Planning Commission has reviewed the draft comprehensive plan prepared by Gannett Fleming. At their public meeting on April 8, 2025, they voted to accept the draft, approve it for distribution to adjacent municipalities, to the West York Area School District, to the York County Planning Commission and to the Board of Supervisors for consideration.

MOTION: G. Margetas  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

- B. DANGEROUS BUILDING DISCUSSION AND AUTHORIZATION TO ADVERTISE PUBLIC HEARING: Discussion regarding a dangerous building located at 4320 West Market Street. Zoning Officer Sampere explained that things have become more difficult in reaching the owner for this property as they live in Europe. She explained she has asked Solitor Herrold to help her in locating this person. Solicitor Herrold explained that he is working to reach this person. When the appropriate actions are taken then he will be able to advertise for a public hearing if needed. A motion to approve a request from the Zoning Department to authorize the Township Solicitor to advertise a public hearing for the dangerous building.

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

- C. T-893 FINAL LAND DEVELOPMENT PLAN FOR FRITO LAY YORK ASF REMODEL FINANCIAL SURETY ESTABLISHMENT: Motion to approve establishing financial surety associated with the conditionally approved Final Land Development Plan for Frito Lay York ASF Remodel in the amount of \$66,827.00, as submitted by Haskell Architects and Engineers, PC. Dawood Engineers has reviewed the public improvements surety estimate and recommends the estimate be approved by the Board.

MOTION: G. Margetas  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

- D. FIREWORKS PERMIT APPLICATION: Motion to approve a fireworks permit application from Image Engineering for use of Pyrotechnics during the Kid Rock Concert during the Music Festival at the end of May. All required documentation was provided.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- E. ROAD CLOSURES: Motion to ratify the following road closures that occurred in the month of April:

1. April 15<sup>th</sup> and 16<sup>th</sup> – W. Philadelphia Street from Diamond Street to Oxford Street for road milling and paving.
2. April 17<sup>th</sup> – Oxford Street from W. Market Street to Orange Street for road milling and paving on one lane of the road.
3. April 21<sup>st</sup> and 22<sup>nd</sup> – Oxford Street from W. Market Street to Orange Street for road milling and paving on one lane of the road.
4. April 23<sup>rd</sup> and 24<sup>th</sup> – W. Philadelphia Street from Oxford Street to Gotwalt Street for milling and paving.

MOTION: R. Ruman  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- F. AMENDING THE AGENDA: Motion to approve amending the agenda to add the road closure request below that was brought to Township staff's attention today, Thursday, April 24<sup>th</sup>.

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

- G. ROAD CLOSURES: Motion to approve the following road closure requests:

1. April 25<sup>th</sup> and 28<sup>th</sup> - Gotwalt Street from W. Market Street to W. Philadelphia Street and W. Philadelphia Street from Gotwalt Street to Forrest Street for milling and paving.
2. April 29<sup>th</sup> – Berwick Street from W. Philadelphia Street to Filbert Street for milling and paving.

MOTION: G. Margetas  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

- H. POLICE DEPARTMENT SERVICE WEAPON REPLACEMENT AND UPGRADE: Motion to approve allowing the police department to update current duty weapons and ancillary equipment/ammunition at an estimated cost of \$20,000.00.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- I. AUTHORIZATION TO PURCHASE: Motion to approve a request from the public works department to purchase a previously budgeted truck with scissor lift at a cost not to exceed \$190,795.00

MOTION: R. Ruman  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

**ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul was welcomed by the Board as the new Parks and Recreation Director. Director Paul updated the Board and also announced the new Parks and Recreation Assistant, Connor Gerrick, who was in attendance. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that staff was waiting on the results from the audit. He also announced that the transition to a new payroll provider was taking place. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman announced the department received a grant for smoke detectors to give out to the public. He thanked Township staff for handling the increase in resident traffic in the office from individuals coming in to pick them up. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder announced that Rock the Country event is coming up in May at the fairgrounds. This will be a large event over two (2) days and require over 65 law enforcement officers to be in attendance. The Chief said his department along with fire and EMS have been working with the fair to ensure this is a safe event. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Kelch announced that a list of the updated polling places has been placed on the Township website. There have been some changes that residents should look to see where their new voting place has moved too. Manager Kelch also announced that the Township took action against Penn Waste with a fine for missed collections in March and April. Hoping that service will improve. No further questions.
- F. ENGINEER: Engineer Niederoest report was reviewed. No further questions.
- G. ZONING OFFICER: Officer Sampere's report was reviewed. No further questions.
- H. SOLICITOR: Solicitor Herrold's report was reviewed.. No further questions.
- I. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. No further questions.

**BILLS:** Motion to pay bills as presented:

<b><u>FUNDS</u></b>	<b><u>CHECK NO.</u></b>	<b><u>AMOUNT</u></b>
General Fund	36775-36933	\$ 919,896.45
Liquid Fuels	1653-1663	\$ 4,748.60
Sewer Fund	6482-6523	\$ 779,806.98
Payroll #8 Pay Ending 04/05/25	Paytime Vouchers	\$ 122,844.84
Payroll #9 Pay Ending 04/19/25	Paytime Vouchers	\$ 127,275.94

MOTION: R. Ruman  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

**ADJOURNMENT:**

Motion to adjourn the meeting at 8:10 p.m.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY