

## PUBLIC BOARD MEETING MINUTES

August 28, 2025

Chairman Harlacher called the meeting to order at 7:00 p.m.

### ATTENDANCE:

Supervisors Present:	Steven Harlacher - Chairman Ron Ruman – Vice Chairman
Supervisor Absent:	George Margetas – Supervisor
Staff Present:	Kelsey Paul – Parks & Recreation Director Keith Whittaker – Finance Director Chad Deardorff – Fire Lieutenant John Snyder – Police Chief Kelly Kelch – Township Manager Rainer Niederoest – Township Engineer Ryan Cummings – Sewer/Stormwater Engineer Rachelle Sampere – Zoning & Codes Officer Andrew Herrold – Solicitor Laura Mummert – Stenographer Rich Shaw – Public Works Director

### 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 July 24, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of July 24, 2025, as presented.

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

- B. The minutes of the July 24, 2025, Public Hearing were provided for approval. Motion to approve the Public Hearing Minutes of July 24, 2025, as presented.

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

**OPEN FLOOR DISCUSSION:**

None

**OLD BUSINESS:**

- A. UPDATE ON DANGEROUS BUILDING: Zoning Officer Sampere updated the Board that the owner of the dangerous building located at 4320 West Market Street has applied for a demolition permit.

**NEW BUSINESS:**

- A. ZONING ORDINANCE TEXT AND MAP AMENDMENT FOR PROPOSED PLANNED RESIDENTIAL DEVELOPMENT (PRD) OVERLAY ZONE: Motion to approve authorizing Township staff to forward the proposed Zoning Ordinance text and map amendment for the proposed Planned Residential Development (PRD) Overlay Zone to the York County Planning Commission and to the West Manchester Township Planning Commission for their review and comments. The Township Solicitor will advertise for a public hearing at a determined later date for the proposed Zoning Ordinance text and map amendment.

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

- B. GOLDEN EAGLE FENCE ISSUE: Motion to approve allowing the property owners at 1957 Golden Eagle Drive to apply for and receive a waiver from the Board to allow their existing fence to be replaced in the 10' wide utility easement.

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

- C. T-871 FINANCIAL SECURITY RELEASE REQUEST: Motion to approve a request from the Ferber Company to release the remaining \$140,959.16 financial security bond #211522 associated with their portion of the public improvements for the Wawa

project located at 4535 West Market Street. Dawood Engineers has reviewed the request, performed an inspection and recommends releasing \$87,660.85 and retaining \$53,298.31.

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

- D. T-900 PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR 1763 COLONY ROAD COMMERCIAL: Motion to table a preliminary/final land development plan depicting a proposed 96,768 sq. ft. flex-space building and related improvements on a vacant 6.75-acre tract of land located at 1763 Colony Road (Tax Map: JH; Parcel: 0056T) in the Light Industrial Zone. *The Applicant's Engineer requests that this plan be tabled to the September 25, 2025 Board of Supervisor's meeting.*

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

- E. RESOLUTION 25-11 RATIFICATION: Motion to ratify Resolution 25-11, a resolution of the Board of Supervisors approving the adoption of the West Manchester 2035, the Comprehensive Plan of West Manchester Township.

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

- F. TEFRA RESOLUTION 25-12: Motion to approve Resolution 25-12, a resolution to permit Albright Care Services to avail itself of tax-exempt financing for a project. This project does not obligate the Township to any financial agreement.

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

- G. RESOLUTION 25-02 FEE SCHEDULE UPDATE: Motion to approve a request to update Resolution 25-02, to add the new fees for HRG Engineering.

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

- H. ZONING ORDINANCE REVISION PROPOSAL: Motion to approve a proposal from HRG to update the zoning ordinance in accordance with the direction provided in the revised comprehensive plan. Manager Kelch clarified that this would be a zoning ordinance overhaul not a revision. The cost for this project is \$85,000.00 not to exceed \$95,000.00.

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

- I. HANDICAP PARKING REQUEST: Motion to approve a request for a handicapped parking designation for the property located at 1871 Hayward Road. The police department has reviewed the request and has recommended for approval. Staff recommends the Board authorize the Township Solicitor prepare and advertise an Ordinance to be considered at the September 2025 meeting.

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

- J. CONCORD PUBLIC FINANCIAL FINANCING AGREEMENT: Motion to approve entering into an agreement with Concord Financial to provide information and a financial analysis of the debt service and advice on how to move forward with the renovations and addition to the police department project. Total cost for this proposal is \$22,000.00. \$2,500.00 will be due at signing with the additional \$19,500.00 only payable if the Township decides to move forward.

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

- K. SALARY ADJUSTMENT: Motion to approve a salary adjustment for a full-time employee in the police department.

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

- L. YORK COUNTY CONVENTION: Motion to approve authorizing Kelly Kelch and Laura Mummert to attend the York County Convention on October 29, 2025.

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

- M. SETTLEMENT AGREEMENT: Motion to ratify the previously proposed settlement agreement which was denied by the complainant between the Township and Ms. Rhonda Lucky. The Board allowed Kelly Kelch to act on behalf of the Township and sign the settlement agreement.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- N. IMPACT FEE AGREEMENT: Motion to approve entering into an impact fee agreement with the York County Agricultural Society. The Board was provided a draft copy of this agreement for their review.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- O. REPORT ON 2075 TAXVILLE ROAD BUILDING: Zoning Officer Sampere and Solicitor Herrold reported to the Board their findings for a possible dangerous building (garage) located at 2075 Taxville Road. Officer Sampere informed the Board that the homeowner had applied for a permit extension of eight (8) weeks to take care of the garage. Officer Sampere granted the extension, but advised the homeowner that if it was not taken care of by then the Township will move forward with next steps for the dangerous building. Solicitor Herrold recommended to the Board to declare the garage a dangerous building at the meeting so that the process could be started if the garage is not brought into code within the eight (8) weeks. A motion was made by Vice Chairman Ruman to declare the garage located at 2075 Taxville Road a dangerous building. Chairman Harlacher second the motion. Motion passed unanimously.

### **ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul announced that the RecDesk online registration was up and running. She also announced the fall newsletter will be mailed out to residents at the beginning of September. She thanked Megan Neff and other staff for their hard work on the newsletter. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker announced that insurance claims were up for this year and we will expect an increase for health insurance costs next year. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman was absent this month. Chad Deardorff, fire lieutenant was in his place. Lieutenant Deardorff

informed the Board of issues at fire scenes with restoration companies taking advantage of people in vulnerable situations. Chief Laughman had asked the Township Solicitor to draft a letter to enforce that this will not be tolerated. No further questions.

- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder announced that the Sunset Lane incident that occurred was handled the best way possible and as quickly as they could. Chief Snyder also reported to the Board that School Resource Officer Woody is doing an excellent job in the West York High School. He also said SRO Johnson in the West York Middle School was doing a great job too. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Kelch asked the Board to consider a motion to approve a transfer of funds in accordance with the Fiance Director's memo that was provided. A motion was made by Chairman Harlacher to approve this transfer of funds. Vice Chairman Ruman second the motion. Motion was passed unanimously. Manager Kelch also announced that the Public Works tentative contract was soon complete and should be on the agenda for approval by the Board by September. No further questions.
- F. TOWNSHIP ENGINEER: Engineer Niederoest report was reviewed. No further questions.
- G. SEWER/STORMWATER ENGINEER: Engineer Cummings was introduced as the Township engineer for HRG Engineering that will be handling Township sewer and stormwater projects going forward. There were no questions.
- H. ZONING OFFICER: Officer Sampere's report was reviewed. Manager Kelch complimented the new stormwater/MS4 Inspector, Stephanie Badin, for doing a great job so far in her new role. No further questions.
- I. SOLICITOR: Solicitor Herrold's report was reviewed. No further questions.
- J. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. No further questions.

#### **STORMWATER MANAGEMENT/MS4**

Zoning Officer Sampere noted that the Township's MS4 Storm Water Inspector is available Monday through Friday 8 a.m. to 4:30 p.m. to answer any questions related to storm water management.

**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	37316-37497	\$ 2,197,188.27
Liquid Fuels	1704-1719	\$ 236,381.29
Sewer Fund	6621-6662	\$ 74,898.20
Payroll #16 Pay Ending 07/26/25	Paytime Vouchers	\$ 147,331.87
Payroll #17 Pay Ending 08/09/25	Paytime Vouchers	\$ 150,951.61

Payroll #18 Pay Ending 08/23/25	Paytime Vouchers	\$	154,545.60
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MOTION: R. Ruman  
SECOND: S. Harlacher  
MOTION PASSED UNANIMOUSLY

**ADJOURNMENT:**

Motion to adjourn the meeting at 7:39 p.m.

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