

PUBLIC BOARD MEETING MINUTES

December 17, 2020

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

ATTENDANCE:

Supervisors Present Remotely:

Steven Harlacher - Chairman
Dave Markel – Vice-Chairman
Rosa Hickey – Supervisor

Staff Present:

Kelly Kelch – Township Manager
Andrew Herrold – Solicitor
Laura Mummert – Stenographer

CALL TO ORDER:

Chairman Harlacher announced an executive session was held prior to tonight's meeting to discuss personnel issues. No action was taken. There was an Executive Session held on December 8th, 2020, to discuss acquisition of real property for the York Water Authority. No action was taken.

Manager Kelch stated that this Public Meeting would be closed to the public due to the COVID-19 Pandemic and the Governor's instruction for Stay-At-Home practices. However, this meeting was live to the public through the Township's Recreation and Fire Department Facebook pages. It was also stated that residents could make public comment on these pages and it would be addressed. Manager Kelch also provided two phone numbers that the public could call in with any concerns/questions.

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

A. The minutes of the November 12, 2020 Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of November 12, 2020 as presented.

MOTION: R. Hickey
SECOND: D. Markel

OPEN FLOOR DISCUSSION:

No discussion was made.

OLD BUSINESS:

None.

NEW BUSINESS:

A. RESOLUTION 20-22 DECLARATION OF STATE OF EMERGENCY: Motion to approve Resolution 20-22, declaring a state of emergency to coincide with the state's proclamation due to COVID-19 pandemic.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

B. RESOLUTION 20-23 ADOPTION OF 2021 BUDGET: Motion to approve Resolution 20-23, adoption of the 2021 General Fund Budget as advertised.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

C. RESOLUTION 20-24 FIX ASSESSMENT RATES FOR STREET LIGHTS: Motion to approve Resolution 20-24, fixing assessment rates for the year 2021 for street lighting purposes. Rates will remain unchanged at \$.60 per linear foot for improved property, and \$.15 per linear foot for unimproved property.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

D. RESOLUTION 20-25 ESTABLISHING A TAX RATE FOR 2021: Motion to approve Resolution 20-25, a tax levy resolution, establishing the tax rate for the year 2021 at 1.75 mills. The rate will remain unchanged.

MOTION: D. Markel

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

E. RESOLUTION 20-26 REFUSE DISPOSAL FEES: Motion to approve Resolution 20-26, establishing refuse disposal fees for 2021. The rate will remain unchanged for 2021, even though there was an increase by York County Solid Waste Authority.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

F. RESOLUTION 20-27 ESTABLISHING SEWER RENTALS: Motion to approve Resolution 20-27, establishing sewer rentals and charges for the Shiloh sanitary sewer system and the Lincolnway sewer system for the year 2021. The rates will remain unchanged at \$165 residential base rate and \$175 for 31,800 gallons base rate plus an additional \$8 per thousand gallons over the base amount.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

G. APPROVAL OF AMMENDMENTS MADE TO THE BY-LAWS BY FIRE ADVISORY COMMITTEE: Motion to approve amendments made to the by-laws by the fire advisory committee due to the merging of Shiloh Fire Company and Lincolnway Fire Company as presented to the Board.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

H. RESOLUTION 20-28 HONORING SUPERVISOR ROSA HICKEY: Motion to recognize Supervisor Rosa Hickey as recipient of the 2020 Nightingale Award in the category of Nursing Administration Executive.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

I. COLONIAL HOUSE R-O-W APPLICATION REQUEST: Motion to approve the request for placement of sanitary sewer to this site . Applicant is requesting the Township be the permittee in exchange for a financial contribution that would cover any subsequent maintenance to the sewer lines. The Board requests that there be a Bond established by the Township Engineer.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

J. WEST YORK SCHOOL DISTRICT SRO AGREEMENT APPROVAL: Motion to table approving the amended agreement with the West York School District for the School Resource Officers (SRO). A copy was provided to the Board. The Board will discuss this at a later meeting after more information is gathered from the school district.

MOTION: D. Markel
SECOND: R. Hickey

MOTION TO TABLE PASSED UNANIMOUSLY

K. ORDINANCE 20-07, RESERVATION AND CAPACITY FEES: Motion to approve the extension of fee schedule for sewer reservations and capacity fees associated with the Lincolnway Sewer district. This would extend until December 31,2025. This rate will remain unchanged from the current rate. Solicitor Herrold also stated going forward this item would be done by Resolution and not an Ordinance.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

L. NEW WATER AUTHORITY MEMBER CONSIDERATION: Motion to approve appointing a new member to the Shiloh Water Authority to replace Rick Steinfelt. The new member will be Township resident Jake Javitt.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

M. POLICE DEPARTMENT CAPITAL CARRY-OVER REQUEST: Motion to approve a request from the police department to carry-over approximately \$47,000 from the capitol budget from this year to 2021 for the upfit of the 2020 Ford Transit Van that was postponed due to COVID-19.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

N. T-854 FINAL LAND DEVELOPMENT PLAN FOR PROJECT PHOENIX: Motion to approve a Final Land Development Plan for Project Phoenix for a proposed 220,000 square foot warehouse facility with a 120,000 square foot future building expansion area located at 400 South Salem Church Road. The Board also approved 5 EDU's for sewer capacity. This was conditionally approved subject to the following conditions being addressed prior to the plan being recorded:

Zoning Ordinance (ZO):

Comments have been addressed.

Subdivision and Land Development Ordinance (SLDO):

1. The waiver statement must be revised to reflect the outcome of the decision of the Board of Supervisors. (§121-14.D.14)
2. An "Available Capacity Letter" from York City Wastewater Treatment Plant (received) and from West Manchester Township will be required along with the DEP Planning Exemption Application being signed by an Authorized Township Representative are required prior to submitting the entire package to DEO for approval. (§121-14.E.2)
3. Verification must be provided that the plan for erosion and sediment control was approved by the York County Conservation District. (§121-15.F.8)
4. Improvement guaranty and financial security will be required prior to recording the plan. (§121-16 & §121-17)
5. Engineering escrow shall be delivered to the Township, prior to recording the plan, in the form of a check payable to the Township in the amount equal to 3.5% of the bond or other security. If the amount furnished is not sufficient to cover inspections, administrative and other related costs, the applicant shall furnish additional amounts from time to time, when notified to do so. (§121-17.D)
6. A maintenance guaranty will be required for eighteen (18) months from the date of acceptance of dedication by the Board of Supervisors guaranteeing structural integrity, as well as function, of any improvement shown on the final plan. (§121-19)
7. As-built plans will be required prior to the issuance of occupancy permits. Submit 2 copies of as-built plans to the Township office. (§121-21)

Stormwater Management Ordinance (SWMO:)

1. For all regulated earth disturbance activities, erosion and sediment control BMPs shall be designed, implemented, operated and maintained during the regulated earth disturbance activities. An Erosion and Sedimentation plan and subsequent details and notes shall be provided as part of the land development plan set. (§113-12.D) This has been received and is currently under review by YCCD.
2. Provide As-Built drawings and completion certificate upon completion of the stormwater management facilities. (§113.25.A&B)
3. Provide a financial guaranty for all stormwater management facilities. (§113-28)

General Comments:

1. The applicant shall provide an Erosion and Sedimentation Control Plans to show locations where BMPs and controls are located as per the Sequence of Construction on PCSM-2.
2. The applicant shall obtain the necessary NPDES stormwater discharge permit and provide all necessary documentation.
3. In reference to the Traffic Assessment Letter (TAL), the YCPC transportation staff recommends that the estimated number of daily truck trips be provided, as well as the total number of site trips. If the developer anticipates more than 100 truck trips per day, adjacent municipalities should be informed of this development as regionally significant. The applicant has stated that only truck trips per day are estimated. **Dawood does not see a need for further action.**
4. Township officials should be aware that the Lincoln Highway (SR 30)/Hanover Road (SR 116)/South Salem Church Road (T-883) intersection was recently retimed through the YAMPO Congestion Management Process (CMP) Traffic Signal Timing Project. PennDOT approved the retiming of this traffic signal on September 3, 2020. The new signal timings are found as recommendations in the Traffic Signal Operations Evaluation Study which was conducted for this intersection. If the consultant has not done so already, the analysis for the Traffic Assessment Letter should be revised accordingly. **Further discussion is required.**
5. The signatures and seals of the individuals responsible for the plan shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F)
6. The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4)
7. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
8. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)

The following waivers were granted by the Board of Supervisors:

Waiver Requests:

- W1. Preliminary Plan. (§121-9) Which requires the submission of a preliminary plan application and approval prior to the submission of a final plan application.
- W2. Preliminary Plan Submission standards. (§121-14) No public improvements are proposed that would be offered for dedication to the municipality and the requirements of the preliminary plan will be included as part of the final plan submission.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

O. APPLICATION FOR PAYMENT: Motion approved to release payment number two (2) for Mr. Rehab in the amount of \$98,321.20 for the Market Street to Zarfoss Road Sewer Project.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

P. RESOLUTION 20-29 SNOW EMERGENCY: Motion to ratify Resolution 20-29, declaration of snow emergency from December 16th, 2020 at 10:00 a.m. until December 18th, 2020 6:00 a.m. The Board thanked the Public Works Department and 1st Responders for everything they did during this emergency.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. No further questions.

- E. TOWNSHIP MANAGER: Manager Kelch’s report was reviewed. No further questions.
- F. ENGINEER: Engineer Cordaro’s 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 Callahan’s report was reviewed. No further questions.

BILLS: Motion to pay bills as presented:

<u>FUNDS</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
General Fund	29870-30000	\$ 479,327.13
Liquid Fuels	918-939	\$ 15,099.35
Sewer Fund	4583-4629	\$ 1,455,940.41
Payroll#24 Pay Ending 11/21/20	Paytime Vouchers	\$ 113,978.35
Payroll#25 Pay Ending 12/05/20	Paytime Vouchers	\$ 122,022.09

MOTION: D. Markel
 SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

Chairman Harlacher announced another Executive Session would be held after the meeting to discuss another personnel matter.

The Board thanked all Department Heads for their hard work this year. They thanked Chief Snyder and the police department for their involvement with “Shop with a Cop”, and to Walmart and the West York School District for their help.

The Board also wished all Township residents a happy holiday.

Motion to adjourn the regular meeting at 7:27 p.m.

MOTION: R. Hickey
 SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Attest:

Secretary

Chairman

Vice Chairman

Supervisor