

PUBLIC BOARD MEETING MINUTES

December 14, 2023

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

ATTENDANCE:

Supervisors Present:	Steven Harlacher – Chairman Ronald Ruman – Vice Chairman George Margetas - Supervisor
Staff Present:	Lori Trimmer – Parks & Recreation Keith Whittaker – Finance Clif Laughman – Fire Chief John Snyder – Police Chief Kelly Kelch – Township Manager Rainer Neidorest - 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.

EXECUTIVE SESSION:

Chairman Harlacher announced there was an executive session held prior to tonight's meeting to discuss personnel matters.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

A. The minutes of the November 9, 2023, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of November 9, 2023, as presented.

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

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

None

NEW BUSINESS:

- A. **RESOLUTION 23-17 ADOPTION OF 2024 BUDGET:** Motion to approve Resolution 23-17, to adopt the 2024 General Fund Budget as advertised.

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

- B. **RESOLUTION 23-18 FIX ASSESSMENT RATES FOR STREET LIGHTS:** Motion to approve Resolution 23-18, fixing assessment rates for the year 2024 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: S. Harlacher
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

- C. **RESOLUTION 23-19 ESTABLISHING A TAX RATE FOR 2024:** Motion to approve Resolution 23-19, a tax levy resolution, establishing the tax rate for the year 2024 at 1.75 mills. The rate will remain unchanged.

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

- D. **RESOLUTION 23-20 REFUSE DISPOSAL FEES:** Motion to approve Resolution 23-20, establishing refuse disposal fees for 2024. The rate will remain the same at \$60.00 a quarter for both residential and commercial consumption for the 2024 year.

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

E. RESOLUTION 23-21 ESTABLISHING SEWER RENTALS: Motion to approve Resolution 23-21, establishing sewer rentals and charges for the Shiloh and Lincolnway sewer systems for the year 2024. The rates for 2024 will be \$217.25 residential base rate and \$227.25 for 31,800 gallons base rate plus an additional \$8.00 per thousand gallons over the base amount.

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

F. REZONING REQUEST: Motion to approve a request from Township staff to establish a public hearing date of January 25, 2024, and authorize the Township Solicitor to advertise the rezoning request submitted by Jordan Chronister for the parcel located along Log Cabin Road (Tax Map: 13; Parcel: 0005A). The request is to rezone 1.33-acre parcel from Open Space to R-3 Residential. The West Manchester Township Planning Commission and the York County Planning Commission have reviewed the request and their recommendation memos were provided to the Board.

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

G. T-883 PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR PROPOSED CONTRACTOR'S OFFICE FOR MEASE OUT, LLC: The engineer working on this plan was present at the meeting and gave a brief overview of the proposed plan. Motion was made to approve the preliminary/final land development plan depicting an office facility located at 85 N. Fayette Street (Tax Map: 05; Parcel: 0163) in the Local Commercial Zone. The public improvements security estimate of \$17,941.00 has been reviewed by Dawood Engineers and found acceptable.

Subdivision and Land Development Ordinance:

1. §121-15.F.4 The plan must be signed by all of the owners of the land and contain a notarized statement of the owner's intent.
2. §121-15.F.9 & §121-16 & §121-17 Improvement Guaranties. Provide improvement guaranties for the required public improvements. The Board of Supervisors accepted the Public Improvements Estimate of \$17,941.00 submitted by Site Design Concepts and reviewed by Dawood Engineers.
3. §121-21 As built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements. Two (2) copies of the plan shall be submitted to the Township, which shall distribute one (1) copy to the Township Engineer and retain one (1) copy for the Township files.

General Comments:

1. All administrative items shall be addressed prior to the plan recording (payment of invoices, etc.)
2. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF). The plans shall contain all signatures, seals, recording information, etc.
3. A Knox box will be required on the building.

The Board of Supervisors granted the following waiver requests on December 14, 2023:

- W1. §42-9.D Access Drive Specific Design Standards. To allow some visual obstructions over three feet within the clear sight triangles.
- W2. §121-9 Preliminary Plan. To allow for the submission of combined preliminary/final land development plan.
- W3. §121-14.F.1 Traffic Impact Statement. To remove the requirement to provide a transportation impact statement.
- W4. §121-23.L.6.b Clear Sight Triangles. To allow some visual obstructions over three feet within the clear sight triangles.
- W5. §121-23.R.3 Access Drive Intersections. To allow some visual obstructions over three feet within the clear sight triangles.
- W6. §121-25 Sidewalks. To not require sidewalks along the entire frontage along West Philadelphia Street and North Fayette Street.

The Board of Supervisors also voted to accept the proposed financial security amount of \$17,941.00 associated with the required public improvements for the project.

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

H. T-884 FINAL SUBDIVISION PLAN FOR WESTGATE CAMPUS PHASE II PROPOSED LOT #7 AND LOT #8: Motion to approve a final subdivision plan depicting the subdivision of Lot 7 and Lot 8 from the parent tract located along Westgate Drive (Tax Map: JH; Parcel 0013) in the Professional Office Zone.

I. General Comments:

1. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
2. All final plans, as recorded, shall be submitted in electronic format. The plans shall contain all signatures, seals, recording information, etc.

3. New legal descriptions for Lot 7, Lot 8 and the residual parcel must be prepared and recorded with the plan, so the York County tax maps are updated.
4. Please revise the Address/UIP Information Table to include only the information for Lot 3, Lot 7 and Lot 8 at this time. Please provide a sticker to cover this information block. (This has been done in the past and the York County Recorder of Deeds office did not object to it.)

There were no waivers requested with this plan. There was no financial security required for this plan.

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

- I. HOT WATER HEATER REPLACEMENT: Motion to affirm an emergency replacement of 81-gallon hot water heater and Armstrong electronics mixing valve at the Lincolnway fire station at a cost of \$19,575.00 by Bortner Bros. Inc. This was an unbudgeted expenditure from the capital fund.

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

- J. RESOLUTION 23-22 DEED OF DEDICATION: Motion to approve Resolution 23-22, accepting the deed of dedication for the 3600 +/- square feet to be dedicated to the Township along the South Salem Church Road right-of-way.

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

- K. NOISE ORDINANCE EXEMPTION: Motion to approve a proposed exemption to Ordinance 23-04, exempting the following three (3) items from the noise ordinance.
- FOP Firearms Range located off Indian Rock Dam Road. This range is a pre-existing use and “public” use in that it was created for the performance of certain specialized Governmental functions. Supervisor Ruman asked that if firing practice would occur at night that the Township would be informed to let local residents know it will be occurring.
 - Hunting on private and public property in accordance with the PA State Game Law.
 - Township Sponsored Events

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

- L. PLANNING COMMISSION APPOINTMENT: The Board discussed that it received Four (4) applications from residents interested in serving on the vacant spot for Township Planning Commission. Chairman Harlacher made a motion to appoint Felicia Dell to the open position. Vice-Chairman Ruman spoke out about his concerns with Ms. Dell serving as she was employed on the York County Planning Commission and there could be conflict of interest. A motion was then made again to appoint Ms. Felicia Dell to the Township Planning Commission that would begin on January 1, 2024, for a term of four (4) years.

MOTION: S. Harlacher
SECOND: G. Margetas
MOTION PASSED WITH A 2-1 VOTE

- M. SPEED LIMIT SIGN REQUEST: Motion to approve authorizing the Township Solicitor to advertise for an Ordinance to be established and post a speed limit sign of 25 mph on Golden Eagle Drive from Sunset Lane to Loman Avenue in accordance with the submitted traffic study and recommendation. Consideration of the Ordinance will then be placed on the agenda for action by the Board as its January 25th meeting.

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

- N. MUNICIPAL SERVICE AGREEMENT AND ADDENDUM: Motion to approve entering into a municipal service agreement for maintenance of traffic signals with C.M. High, Inc. for the traffic signal located at U.S. Route 30 and Kenneth Road intersection. This motion will also cover addendum #1 added to the agreement.

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

- O. UPMC WIND TUNNEL IMPROVEMENTS: Motion to affirm the decision of the Township Manager for the UPMC Wind Tunnel improvements in accordance with state regulations.

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

- P. HVAC MAINTENANCE AGREEMENT: Motion to approve renewing the HVAC Preventative Maintenance Agreement with HB McClure for a period of one (1) year. The total cost would be \$8,095.00 and would include the HVAC and Controls.

MOTION: S. Harlacher
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- Q. MOWING BID AWARD: Motion to approve awarding Tee to Green the Township Mowing Bid in the amount of \$95,230.00. This contract will be in effect from January 1, 2024, until December 31, 2026.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- R. YORK COUNTY QUICK RESPONSE TEAM DONATION REQUEST: Motion to approve a \$1,000.00 donation to the York County Quick Response Team who aided the Township in three (3) different situations for 2023. Chairman Harlacher thanked those officers who participate on this team.

MOTION: G. Margetas
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- S. CHANGE ORDER #1 WEST MARKET STREET PUMP STATION: Motion to table this request for change order #1 for the West Market Street Pump Station project. Engineer Neidorest explained to the Board that the information provided was incorrect, and that it would be best to table this when all information was gathered and correct.

MOTION: S. Harlacher
SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Trimmer announced that the Winter edition of the newsletter has been sent out. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that the York County Tax Bureau named KC McClary the new director. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Laughman announced that the ISO audit went well. He also announced that a decision would be made by Friday if a modified route would be necessary for the Santa run over the weekend. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch applauded all departments for giving back to the various programs, whether it was

United Way or helping the fire department with their charitable donations. 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. He announced leaf collection had officially ended. 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:

<u>FUNDS</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
General Fund	34551-34713	\$ 880,774.85
Liquid Fuels	1415-1420	\$ 3,243.57
Sewer Fund	5896-5933	\$ 439,715.83
Payroll #24 Pay Ending 11/18/23	Paytime Vouchers	\$ 126,767.79
Payroll #25 Pay Ending 12/02/23	Paytime Vouchers	\$ 134,763.51

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

ADJOURNMENT:

Chairman Harlacher thanked staff for a great year. Supervisor Margetas announced that he was looking forward to serving and getting to meet everyone. Motion to adjourn the regular meeting at 7:52 p.m.

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