

# PUBLIC MEETING AGENDA

December 19, 2024

## I. CALL TO ORDER

### A. WEST MANCHESTER TOWNSHIP FIRE DEPARTMENT OFFICER APPOINTMENT:

The Board of Supervisors will recognize four (4) officers who have been newly appointed to positions within the West Manchester Township Fire Department. Please join us in recognizing the following individuals:

- Nicholas Mann – District Chief
- Benjamin Bolden – Captain
- Chad Deardorff – Lieutenant
- Joseph Mann - Lieutenant

## II. PUBLIC COMMENT

The Chairperson will entertain comments from the public regarding any matter not scheduled for discussion on the agenda.

## III. APPROVAL OF MINUTES

- A. APPROVAL OF MINUTES: Motion to approve or modify the minutes from the November 14, 2024, Regular Public Meeting as presented.

## IV. OPEN FLOOR DISCUSSION

None

## V. OLD BUSINESS

- A. T-895 PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN FOR STEVE AND KAREN WASHINGTON: Motion to approve, revise, table or deny this request per the landowner for a preliminary subdivision and land development plan depicting the subdivision of a 29.88-acre parcel to create eleven (11) single family detached dwelling lots at the intersection of Taxville Road and Baker Road in the Rural Residential Zone. The plan also proposes an extension of public sanitary sewer service along Taxville and Baker Roads. Staff requests permission to forward the sewer planning module mailer to PA DEP for their review and action. The sewer planning module proposes 10 EDUs for this project. *This item was tabled at the November Board of Supervisors Meeting.*

- B. ORDINANCE 24-07 SOLAR SCREENING UPDATE: Motion to approve, revise, table or deny Ordinance 24-07, amending the solar facility ordinance. This item was discussed at the Public Hearing before the meeting and questions and comments were taken by the public and Board of Supervisors.
- C. RESOLUTION 24-12 ADOPTION OF 2024 YORK COUNTY HAZARD MITIGATION PLAN: Motion to approve, revise, table or deny Resolution 24-12, adopting the 2024 York County Hazard Mitigation Plan. *This item was tabled at the November 2024 Board Meeting as the County had not approved the plan at that time.*

## VI. NEW BUSINESS

- A. T-899 FINAL LAND DEVELOPMENT PLAN FOR SHEETZ #255 REBUILD: Motion to approve, revise, table or deny a final land development plan depicting the proposed demolition of the existing Sheetz store and canopies and the construction of a 6,139 square foot Sheetz store with 10 fueling positions, required parking spaces, and drive-thru facility located at 1484 Carlisle Road (Tax Map: 07; Parcel: 0138) in the Highway Commercial and R-3 Residential Zones. The land development plan includes sewer planning module exemption mailer proposing one (1) additional EDU for the development and a public improvements financial security estimate in the amount of \$1,002,716.18.
- B. RESOLUTION 24-13 ADOPTION OF 2025 BUDGET: Motion to approve, revise, table or deny Resolution 24-13, to adopt the 2025 General Fund Budget as advertised.
- C. RESOLUTION 24-14 FIX ASSESSMENT RATES FOR STREET LIGHTS: Motion to approve, revise, table or deny Resolution 24-14, fixing assessment rates for the year 2025 for street light purposes. Rates will remain unchanged at .60 per linear foot for improved property, and .15 per linear foot for unimproved property.
- D. RESOLUTION 24-15 ESTABLISHING A TAX RATE FOR 2025: Motion to approve, revise, table or deny Resolution 24-15, a tax levy resolution, establishing the tax rate for the year 2025 at 1.75 mils. The rate will remain unchanged.
- E. RESOLUTION 24-16 REFUSE DISPOSAL FEES: Motion to approve, revise, table or deny Resolution 24-16, establishing refuse disposal fees for 2025. Due to the new contract fees and the Solid Waste Authority's tipping fee cost increase, the refuse rate established will be \$96.00 per quarter for 2025. It is anticipated that this rate will remain consistent over the lifespan of the new Penn Waste contract.
- F. RESOLUTION 24-17 ESTABLISHING SEWER RENTALS: Motion to approve, revise, table or deny Resolution 24-17, establishing sewer rentals and charges for the Shiloh and Lincolnway sanitary sewer systems for the year 2025. The rates for 2025 will be \$244.25 residential base rate and \$254.25 for 31,800 gallons base rate plus an additional \$8.00 per thousand gallons over the base amount. The increase is part of the agreement with PA American Water based on the CPI average.

- G. 2025-2027 SIGNAL MAINTENANCE BID AWARD: Motion to approve, revise, table or deny awarding the 2025-2027 Signal Maintenance Bid to Signal Services Inc. This company is the current provider and came in as the lowest bidder.
- H. SUNSET LANE PARK STORMWATER PROJECT BID AWARD: Motion to approve, revise, table or deny awarding H&H General Excavating the Sunset Lane Park Stormwater Project bid in the amount of \$87,250.00. H&H was the lowest bidder for this project.
- I. 2025 FUND BALANCE POLICY: Motion to approve, revise, table or deny staff recommendation to establish the 2025 fund balance at a minimum of \$2,887,773.00. This policy is in place to ensure funds are available to pay bills acquired during the first quarter of the following year until revenues for that same year are collected.
- J. T-854 SURETY RELEASE FOR FINAL LAND DEVELOPMENT PLAN FOR PROJECT PHOENIX: Motion to approve, revise table or deny a request from Mike Jeffers of Kinsley Properties to release the remaining financial security of \$67,367.00 which has been held as a maintenance guarantee for the completed project for T-854 Final Land Development Plan for Project Phoenix located at 400 South Salem Church Road since December 15, 2022. Dawood Engineers has reviewed the request and recommends a bond reduction of \$55,735.00 with a remaining surety value of \$11,632.00.
- K. CALL BOX PRIORITY DESIGNATION: Motion to approve, revise, table or deny recommendation from staff to have the Board delegate the Township Fire Chief and Township Manager authority to sign changes to Fire/EMC responses in the Township.
- L. TAX COLLECTOR REQUEST:
  - A. Discussion on a request from the Tax Collector to increase the fees for tax certifications and duplicate bills.
  - B. Discussion on a request from the Tax Collector to increase the tax collector salary which would take effect on January 1, 2026. The salary has remained unchanged since the 1990's.

## **VII. ADMINISTRATIVE REPORTS**

- A. RECREATION DIRECTOR
- B. FINANCE DIRECTOR
- C. FIRE CHIEF
- D. POLICE CHIEF
- E. TOWNSHIP MANAGER
- F. ENGINEER
- G. ZONING OFFICER
- H. SOLICITOR
- I. PUBLIC WORKS DIRECTOR

**VIII. BILLS**

A. MOTION TO PAY BILLS

**IX. ADJOURNMENT**

A. MOTION TO ADJOURN