

PUBLIC BOARD MEETING MINUTES

December 18, 2025

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

ATTENDANCE:

Supervisors Present: Steven Harlacher – Chairman
Ron Ruman – Vice Chairman
George Margetas – Supervisor

Staff Present: Kelsey Paul – Parks & Recreation Director
Keith Whittaker – Finance Director
Clif Laughman – Fire Chief
John Snyder – Police Chief
Kelly Kelch – Township Manager
Rainer Niederoest – Township Engineer
Ryan Cummings – Sewer/Stormwater Engineer
Andrew Herrold – Solicitor
Laura Mummert – Stenographer
Rich Shaw – Public Works Director
Rachelle Sampere – Zoning & Codes Officer

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 November 13, 2025, Public Hearing were provided for approval. Motion to approve the Public Hearing Minutes of November 13, 2025, as presented.

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

- B. The minutes of the November 13, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting minutes of November 13, 2025 as presented.

MOTION: R. Ruman

SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

A. None

OLD BUSINESS:

A. None

NEW BUSINESS:

- A. FINANCIAL SECURITY ESTIMATE FOR TRIMMER CAMPUS IMPROVEMENTS – Motion to table a financial security estimate for the Trimmer Campus Improvements located at 1900 Brenda Road for the replacement of an access drive, continuation of an existing access drive, associated improvements and stormwater management. *HRG has reviewed the financial security estimate submitted by Integrated Consulting and recommends financial security be held in the amount \$62,430.00.*

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

- B. T-901 PRELIMINARY SUBDIVISION & LAND DEVELOPMENT PLAN FOR THE ESTATES AT HONEY RUN (ORIGINALLY SUBMITTED AS PRE-LIMINARY SUBDIVISION PLAN FOR BAKER ROAD): Mr. Craig Smith from RGS was in attendance to answer any questions. After a brief presentation, Vice-Chairman Ruman asked about the widening of the road (Baker Road) to accommodate sidewalks. Mr. Smith explained there will be sidewalks throughout the proposed development, however it may be difficult to widen and add sidewalks to Baker Road to connect with Sunset Lane. Vice-Chairman Ruman asked them to look into this. A motion to conditionally approve a preliminary subdivision and land development plan depicting the proposed subdivision of a 48.640-acre parcel creating 65 residential lots and 2 homeowner's association lots, associated roads and stormwater management located along the south side of Baker Road near the intersection with Sunset Lane (Tax Map: JG; Parcel: 0033D) in the R-1 Residential Zone. The properties will be served by public water and public sanitary sewer. The following comments must be addressed prior to the Township Manager signing the plan:

Sanitary Sewer (HRG Review Comments)

1.	Drawing LD-47, Sheet 47 [109-15]: It is noted that the information that was formerly on Drawing LD-47, Sheet 47 is now on Drawing LD-48, Sheet 48. a. As discussed in the November 10, 2025 Siphon review meeting, it was discussed that the siphon pipes should be changed to 6-inch SDR-21 and provide guidance on the Drawings for the Contractor on how the pipe will be restrained. The drawings state that 6-inch and 8-inch DICL
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	pipe. The Ductile Iron pipe is allowable, but it should be Protecto-401 lined not Cement Lined. <i>Please provide a reasoning for why an 8-inch pipe will be used for Siphon 2. The Developer's Engineer shall provide a signed and sealed copy of the Siphon Calculations.</i>
2.	Drawing LD-57, Sheet 57 and Drawing LD-58, Drawing 58: a. Sheet 57 and Sheet 58 both show Siphon MH 1 and Siphon MH2 details. Remove whichever details are duplicates. b. Confirm what size the Downstream Siphon MH1 and Upstream Siphon MH2 structures will be.

Stormwater Management Ordinance (SWM): (HRG Comments)

1.	*Sidewalk across sanitary or storm sewer easements shall be 8" thick per the WMT Construction and Materials Specifications (02525-5.3.02.D) [113-17.L] <i>The applicant states the plan has been updated to call for heavy duty concrete (8" thick) in areas where storm or sanitary sewer crosses the sidewalk, however, these areas do not appear to be clearly identified. Additionally, the construction details do not appear to reflect the proposed 8" thick concrete sidewalk. Please reconcile. Please include the area around the pipe crossing I-D10 to I-D4 and OS-4 to I-F3.</i>
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Subdivision and Land Development Ordinance (SLDO):

1.	§121-14.D.11 <i>Proposed names for new streets.</i> What are the proposed names of the streets in the subdivision? This is listed as a requirement for a preliminary plan. Please contact the West Manchester Township Fire Chief at (717)792-3505 or email him at claughman@wmtwp.com to discuss proposed names and proposed addresses. Fire Chief Laughman requests that the Applicant not use any street names related to golf course to avoid potential confusion when responding to emergencies.
2.	§121-14.D.14 <i>A statement on the plan indicating any proposed waivers. This statement must be revised, prior to recordation of the plan, to acknowledge the outcome of the requested waiver.</i> Please update the cover sheet of the plan to reflect the action taken by the Board of Supervisors. <i>Acknowledged by the applicant.</i>
3.	§121-14.D.15 <i>Identification of any lands to be dedicated or reserved for public, semipublic or community use.</i> Will there be any lands dedicated or reserved for one of the above uses? <i>The applicant is proposing a fee in lieu of dedicating lands.</i>

4.	<i>§121-14.E.2 A sewer facilities plan revision (module or exemption mailer) or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. The applicant has submitted the sewage facilities plan exemption mailer for review by the Township Engineer.</i>
5.	<i>§121-14.G.2 Certifications and notifications. A statement by the individual responsible for the data to the effect the survey, plan and/or other general data are correct. (See Appendix No. 1) This statement must be placed on both plans and reports. Sign and seal the plans and reports. Acknowledged by the applicant.</i>
6.	<i>§121-21 As-built plan. Prior to the issuance of occupancy permits, submit 2 copies of the as-built plans to the Township Zoning Department. One (1) copy of the plan will be distributed to the Township Engineer. Acknowledged by the applicant.</i>
7.	<i>§121-23.K Street improvements. All streets must be constructed in accordance with the prevailing West Manchester Township construction and material specifications for land development. The final surface course shall not be installed until directed by the Township. Acknowledged by the applicant.</i>

General Comments:

1.	The sidewalk along Baker Road on Lot 33 does not appear to extend along the entire frontage of the lot. Please extend the sidewalk to the side property line or request a waiver.
2.	An Operation and Maintenance Agreement is required prior to approval by the Board of Supervisors. Acknowledged by applicant.
3.	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) Acknowledged by applicant.
4.	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) Acknowledged by applicant.

5.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) <i>Acknowledged by applicant.</i>
6.	The preliminary plan, as approved by the Board of Supervisors, shall be submitted in electronic format (i.e. PDF) <i>Acknowledged by applicant.</i>

Administrative Items to be Completed Prior to/Upon Plan Approval (HRG Review Comments)

1.	All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued [113-23]. <i>Acknowledged by applicant.</i>
2.	The applicant shall schedule all required inspections [113-24]. <i>Acknowledged by applicant.</i>
3.	Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction [113-24]. <i>Acknowledged by applicant.</i>
4.	Applicant shall be responsible for scheduling all required inspections with 48-hours' notice [113-24]. <i>Acknowledged by applicant.</i>
5.	Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan [113-25]. <i>Acknowledged by applicant.</i>
6.	Provide a signed and executed operations and maintenance (O&M) agreement [113-27]. <i>Acknowledged by applicant.</i>
7.	Provide a financial security estimate [113-28]. <i>Acknowledged by applicant.</i>
8.	Provide an improvement guarantee [113-28]. <i>Acknowledged by applicant.</i>
9.	The applicant shall pay all required fees. [113-29] <i>Acknowledged by applicant.</i>

At their regularly scheduled public meeting on December 18, 2025, the Board of Supervisors voted to approve the following requested waivers:

W1.	§121-14.C.3 Existing features within 200 feet of the subject property. Dawood has no objections to this waiver.
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W2.	<p>§121-26.D.4.a Lot depth compared to lot width. All lots with a width of 60 feet or more shall contain a lot depth not less than ½ nor more than 3 times their width. The Applicant is requesting a longer lot depth for Lot 33 due to the irregular shape of the existing lot. Dawood has no objections to this waiver. HRG recommends approval of this waiver.</p>
W3.	<p>§113-12.P and §113-17.L Stormwater Pipe Diameter. The applicant is requesting to utilize 15-inch diameter pipe for System D (I-D9 TO M-D0), and I-A19 to I-A18, HW-A52 to I-A39, OS-4 to I-F3, I-E2 to I-E1 to the Existing Inlet, in accordance with §113-17.K Dawood has no objections to this waiver. HRG recommends approval and modification of this waiver request.</p>
W4.	<p>§113-17.E Stormwater basin bottom slope. The Applicant is requesting to utilize a flat bottom in SCM-001, SCM-003 and SCM-004, and a 1% bottom in SCM-002. Dawood has no objections to this waiver.</p>
W5.	<p>§121-33.C Landscaping Shade Trees. A waiver is being requested for the location of the required street trees for Lots 8 and 9. All residential lots shall be provided with one shade tree which is located no closer than 20 feet from any utility line. The Applicant is requesting to forego placing one shade tree on Lots 8 and 9 due to both lots being flag lots. Dawood has no objections to this waiver.</p>
W6.	<p>§113-17.G.4 Design standards for pipe velocity where the applicant is requesting relief to utilize a lesser velocity at pipe run OS-4 to I-F3, M-C52 to EW-C5, I-C53 to M-C53, I-D5 to I-D4, and I-D9 to I-D8. HRG recommends approval and modification of this waiver. The applicant shall include all applicable pipes.</p>
W7.	<p>§113-17.H.1 Inlet placement. The applicant is requesting to locate I-D9 on the curb radius. HRG recommends approval of this waiver request. Dawood has no objections to this waiver.</p>

W8.	§121-25 Curbs and Sidewalks. To allow the proposed sidewalk and curb along the Baker Road frontage to stop short of the adjacent property by approximately twenty (20) to thirty (30) feet in three instances due to the grades of the proposed street widening creating an elevation difference between the proposed sidewalk and the adjacent property by about four (4) feet.
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MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

C. T-903 FINAL LAND DEVELOPMENT PLAN FOR 4690 WEST MARKET

STREET & FINANCIAL SECURITY: A motion was made to conditionally approve the final land development plan depicting the construction of a garage with an office for an automotive machine and automotive repair shop with state inspection service, associated parking, stormwater management and landscaping located at 4690 West Market Street (Tax Map: 27; Parcel: 0301) in the Professional Office Zone. The property is served by public water and on-site septic. ***Dawood Engineers and HRG have reviewed the financial security estimate and recommend the amount of \$103,220.98 be held for public improvements financial security.*** The following comments must be addressed prior to recording the plan:

Stormwater Management Ordinance (SWM): (HRG's Review Memo #1)

1.	<i>All original seals, signatures, and notarizations shall be provided on each copy of the final plan and report prior to being recorded. §113-18.D</i>
2.	<i>All land disturbance activity shall not be initiated until a Stormwater Management Permit has been issued. §113-23.</i>
3.	<i>The applicant shall schedule all required inspections. §113.-24</i>
4.	<i>Applicant shall schedule a pre-construction meeting with the Township, the Township Engineer, and Township Stormwater Engineer prior to the start of any construction. §113-24</i>
5.	<i>Applicant shall be responsible for scheduling all required inspections with 48-hours' notice §113-24</i>
6.	<i>Upon completion of all required improvements, and prior to release of the performance bond, the applicant shall submit an as-built plan. §113-25</i>
7.	<i>Provide a signed and executed operations and maintenance (O&M) agreement. §113-27</i>
8.	<i>Provide a financial security estimate. §113-28</i>
9.	<i>Provide an improvement guarantee. §113-28</i>
10.	<i>The applicant shall pay all required fees. §113-29</i>

Subdivision and Land Development Ordinance (SLDO):

1.	<i>§121-16 & §121-17 Financial Security. Final plan applications that include public improvements that have not been installed shall include financial security... The amount of financial security shall be equal to 110% of the cost of completion estimated as of 90 days following the date scheduled for completion by the developer. Financial security must be provided prior to the plan being released for recording. Financial security shall comply with the provisions of this Article, the Pennsylvania Municipalities Planning Code, Act 247, as amended and other applicable laws of the Commonwealth. Common forms of financial security are bonds, irrevocable letters of credit and escrow accounts. West Manchester Township prefers that any letter of credit issued to the Township be automatically extended. <i>The Township Engineers have reviewed the financial</i></i>
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	<i>security estimate and the Board of Supervisors approved the estimate of \$103,220.98. Please provide financial security to West Manchester Township prior to the plan being released for recording.</i>
2.	<i>§121-17.D ... Upon approval by the Board of Supervisors of a final plan, the applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in the amount of 3.5% of the bond or other security. The amount deposited by the applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the applicant is not sufficient to cover such costs, the applicant shall furnish additional amounts, from time to time, when notified to do so. Engineering escrow will be required to be posted with the Township prior to the plan being released for recording. Provide engineering escrow in the amount of \$3,612.74 to West Manchester Township prior to recording the plan.</i>
3.	<i>§121-19 Maintenance Guaranty. The Board of Supervisors shall require the applicant to submit a maintenance guaranty or other approved guaranty as specified herein guaranteeing the structural integrity as well as function of any improvement shown on the final plan for a term not to exceed 18 months from the date of acceptance of dedication by the Board of Supervisors. Said guaranty shall not exceed 15% of the actual cost of installation of said improvements and be of the same type of financial security as required in this article.</i>
4.	<i>§121-21 As-built plan. Prior to issuance of occupancy permits, submit 2 copies of the as-built plans to the Township Zoning Department. One (1) copy of the plan will be distributed to the Township Engineer.</i>

General Comments:

1.	An Operation and Maintenance agreement is required prior to recording the plan. All signatures must be notarized.
2.	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)
3.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
4.	All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)
5.	A Knox box is required for each non-residential building. Please add a note to sheet 1 of 5 under General Notes. Contact Fire Chief Laughman at 717-792-3505 or claughman@wmtwp.com for location requirements, etc.

The Board of Supervisors granted the following requested waivers:

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.	Impact Statements. (§121-14.F) To waive requirements for preparation of impact statements.
W3.	Improvements to Existing Streets. (§121-23.C) To waive requirements for improvements to existing streets.
W4.	Curbs and Sidewalks. (§121-25) To waive requirements for installation of sidewalks and curbs along existing streets.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

D. T-904 FINAL SUBDIVISION PLAN FOR JEFFREY A. & PAMALA Y. BRADY:

A motion to conditionally approve a final subdivision plan depicting the lot consolidation of two (2) parcels (lot 20 and lot 21) along the 2500 block of Church Road to create one parcel of 37,061.21 sq. ft. (gross) / 32,239.16 sq. ft. (net) located

at 2580 Church Road (Tax Map 21; Parcel: 0020) in the R-3 Residential Zone. The property is served by public water and public sanitary sewer. No additional sewer capacity is being requested as part of this project. The following comments must be addressed prior to recording the plan:

Subdivision and Land Development Ordinance (SLDO):

1.	<i>§121-14.D.14 & §121-15.D A statement on the plan indicating any proposed waivers. This statement must be revised, prior to recordation of the plan, to acknowledge the outcome of the requested waiver(s). (Dawood Review Memo #1) (YCPC's Review Memo)</i>
2.	<i>§121-14.E.2 & §121-15.F.3 Verification should be provided indicating that the Planning Module for Land Development or Non-Building Waiver was approved by the Sewage Enforcement Officer or the PA Department of Environmental Protection. (YCPC's Review Memo)</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 (i.e. PDF)
3.	A new legal description for the newly combined lot must be prepared and recorded with the plan so that the York County tax maps are updated.

The Board of Supervisors granted the following requested waivers:

W1.	§121-25 Curbs and Sidewalks. Waiver requested not to provide curbs and sidewalks along the Church Road frontage.
W2.	§121-33.C Shade Trees. Waiver requested not to provide the residential lot with one (1) shade tree between the building setback line and 5 feet from the street right-of-way line.
W3.	§121-14.C.3 Existing Features. Waiver requested not to show existing features within 200 feet of the site.
W4.	§121-14.C.4.b & §121-15.C Existing features. Waiver requested not to show existing sanitary & water mains.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

E. T-905 FINAL LAND DEVELOPMENT PLAN FOR YORK LOGISTICS CO2

TRANSLOAD: to depict the installation of a 306 sq. ft. control conex structure and three (3) 91,000-gallon CO2 tanks, approximately 1,000 linear feet of new railroad siding and retrofitting existing stormwater management bioretention and detention facilities located at 2790 West Market Street (Tax Map IH; Parcel: 0030 and 0009) in the I-2 Light Industrial Zone. ***Review/Action: Dawood Engineers and HRG have reviewed the financial security estimate and recommend the amount of \$250,828.75 by held for the public improvements financial security.*** A motion to conditionally approve the final land development was made subject to the following comments being addressed prior to recording the plan:

Required Agency Approvals (HRG's Review Memo #2):

1.	<u>Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan §113-18.E <i>The applicant states that they will provide a letter once received.</i></u>
2.	<u>Provide a copy of the NPDES permit §113-18.E.5 <i>The applicant states that they will provide a copy of the NPDES permit.</i></u>

Administrative Items to be Completed Prior to/Upon Plan Approval (HRG's Review Memo #2):

1.	<u>All original seals, signatures, and notarizations shall be provided on each copy of the final plan and report prior to being recorded §113-18.D</u>
2.	<u>All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued §113-23</u>
3.	<u>The applicant shall schedule all required inspections §113-24</u>
4.	<u>Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction §113-24</u>
5.	<u>Applicant shall be responsible for scheduling all required inspections with 48-hours' notice §113-24</u>
6.	<u>Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan §113-25</u>
7.	<u>Provide a signed and executed operations and maintenance (O&M) agreement §113-27</u>
8.	<u>Provide a financial security estimate §113-28</u>
9.	<u>The applicant shall pay all required fees §113-29</u>

Subdivision and Land Development Ordinance (SLDO):

2.	<u>§121-14.D.14 A statement on the plan indicating any proposed waivers. This statement must be revised, prior to recordation of the plan, to acknowledge the outcome of the requested waiver. Update the waiver requests listed on the plan as appropriate based upon the nature of the waiver and decision of the Board of Supervisors.</u>
3.	<u>§121-15.F.8 If applicable, verification must be provided indicating that the plan for erosion and sediment control was approved by YCCD.</u>

4.	<p><u>§121-14.G.(2) Certifications and notifications. A statement by the individual responsible for the data to the effect the survey, plan and/or other general data are correct (See Appendix No. 1.) This statement must be placed on both plans and reports. Sign and seal the plans and reports. (Dawood's Review Memo #2)</u></p>
5.	<p><u>§121-16 & §121-17 Financial Security. Final plan applications that include public improvements that have not been installed shall include financial security... The amount of financial security shall be equal to 110% of the cost of completion estimated as of 90 days following the date scheduled for completion by the developer. Dawood Engineers and HRG have reviewed the financial security estimate and recommend the Board of Supervisors require the applicant to provide financial security in the amount of \$250,828.75. Financial security shall comply with the provisions of this Article, the Pennsylvania Municipalities Planning Code, Act 247, as amended or other applicable laws of the Commonwealth. Financial security must be provided prior to the plan being released for recording. West Manchester Township prefers that any letter of credit issued to the Township be automatically extending.</u></p>
6.	<p><u>§121-17.D ...Upon approval by the Board of Supervisors of a final plan, the applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in the amount of 3.5% of the bond or other security. The amount deposited by the applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the applicant is not sufficient to cover such costs, the applicant shall furnish additional amounts, from time to time, when notified to do so. Engineering escrow will be required to be posted with the Township prior to the plan being released for recording. Please provide engineering escrow beginning balance in the amount of \$8,779.00.</u></p>
7.	<p><u>§121-19 Maintenance Guaranty. The Board of Supervisors shall require the applicant to submit a maintenance guaranty or other approved guaranty as specified herein guaranteeing the structural integrity as well as function of any improvement shown on the final plan for a term not to</u></p>

	<u>exceed 18 months from the date of acceptance of dedication by the Board of Supervisors. Said guaranty shall not exceed 15% of the actual cost of installation of said improvements and be of the same type of financial security as required in this article.</u>
8.	<u>§121-21 As-built plan. Prior to issuance of occupancy permits, submit 2 copies of the as-built plans to the Township Zoning Department. One (1) copy of the plan will be distributed to the Township Engineer. (Dawood's Review Memo #1)</u>

RECOMMENDED ADJUSTMENTS TO THE PLANS

Dawood believes several recommendations for improving the plans are warranted. This is consistent with [SALDO §121-22] which states, “the standards and requirements contained in this article shall apply as minimum design standards for subdivisions and/or land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply.

1.	<u>Update the trip generation letter to provide a more detailed discussion about the intended business plan and provide local trip generation data derived from the existing site. The ITE data for this land use is limited. [11/5/2025 – Dawood] A trip generation letter has been included. The statement in the text noting additional truck traffic resulting from the proposed development is inconsistent with the second Trip Generation table. Please clarify.</u>
2.	<u>Neither the plans or trip generation letter seem to address the potential additional rail traffic to the site. There are times where the railroad crossings at W Market St and/or Hokes Mill Rd are temporarily occupied with trains that appear to be positioning to drop rail cars in the yard or at neighboring sites. Please provide information explaining how this change will affect traffic at those crossings. [11/5/2025 – Dawood] Please provide a statement confirming there would be no change in operation over the grade crossing on Market Street. For example, would staging and off-loading the new CO2 cars require a train to stop across Market Street or cross and reverse across Market Street while shunting occurs?</u>
3.	<u>Add a sheet showing internal circulation and turning patterns for vehicles/trucks entering, loading and leaving the site.</u>
4.	<u>[11/5/2025 – Dawood] Provide all electrical distribution equipment per National Electrical Code and utility requirements, including wire, conduit, circuit breakers, and cabinets. Provide typical photocell or electronic control to de-energize the luminaries during the day.</u>

<u>5.</u>	<u>[11/5/2025 – Dawood] Sheet LD-01 includes the detail for a stop sign but it doesn't include the word "STOP" on the sign itself. Please revise.</u>
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General Comments:

<u>1.</u>	<u>An Operation and Maintenance agreement is required prior to recording the plan. All signatures must be notarized.</u>
<u>2.</u>	<u>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)</u>
<u>3.</u>	<u>All administrative items shall be addressed prior to plan recording (payment of all invoices, financial security submitted to the Township, etc.)</u>
<u>4.</u>	<u>All final plans, as recorded with all required signatures, shall be submitted in electronic format after recording. (i.e. PDF)</u>
<u>5.</u>	<u>Comments from the Township Engineers' review memos will be incorporated into the Township's review memos to the Planning Commission and the Board of Supervisors.</u>

The Board of Supervisors granted the following requested waivers:

<u>W1.</u>	<u>Preliminary Plan. §121-9 Which requires the submission of a preliminary plan application and approval prior to the submission of a final plan application.</u>
<u>W2.</u>	<u>Clear Sight Triangle §121-23.L</u>
<u>W3.</u>	<u>Sidewalks and Curbs §121-25</u>
<u>W4.</u>	<u>Landscaping §121-33</u>
<u>W5.</u>	<u>Access Drives §121-23.R.1 Limits access drives to 24' wide. The existing access drive is 41' wide at West Market Street and has existed since the 1930s.</u>

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

- F. RESOLUTION 25-16 ADOPTION OF THE 2026 BUDGET: Motion to approve Resolution 25-16, adoption of the 2026 General Fund Budget as advertised.

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

- G. RESOLUTION 25-17 FIX ASSESSMENT RATES FOR STREET LIGHTS: Motion to approve Resolution 25-17, fixing assessment rates for the year 2026 for streetlight purposes. Rates will remain unchanged at .60 per linear foot for improved property, and .15 per linear foot for unimproved property.

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

- H. RESOLUTION 25-18 ESTABLISHING A TAX RATE FOR 2026: Motion to approve Resolution 25-18, a tax levy resolution, establishing the tax rate for the year 2026 at 1.75 mils. The rate will remain unchanged.

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

- I. RESOLUTION 25-19 REFUSE DISPOSAL FEES: Motion to approve Resolution 25-19, establishing refuse disposal fees for 2026. The refuse rate will remain unchanged at \$96.00 per quarter for 2026.

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

- J. RESOLUTION 25-20 ESTABLISHING SEWER RENTALS: Motion to approve Resolution 25-20, establishing sewer rentals and charges to the Shiloh and Lincolnway sanitary sewer systems for the year 2026. The rates for 2026 will remain unchanged at \$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.

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

- K. CALL BOX PRIORITY DESIGNATION: Motion to approve 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.

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

- L. ROAD CLOSURE RATIFICATION: Motion to ratify a road closure that occurred on November 11th, 2025, on Darlington Road from Route 116 to Margate Road for gas line repair.

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

- M. CITIBOT SUBSCRIPTION AGREEMENT: Motion to approve entering a three (3) year contract with Citibot, Inc. at a price of \$8,926.00 that includes an annual subscription for text alerts and text chats for Township staff and residents to communicate.

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

- N. TOWNSHIP 457 PLAN COMPLIANCE AMENDMENT: Motion to approve acknowledgement and adherence of secure act provisions and authorizing the Township Solicitor to prepare and advertise an Ordinance to be compliant with the Secure Act of 2022.

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

- O. RESOLUTION 25-21 SEWER RESERVATION AND CAPACITY FEES FOR LINCOLNWAY SEWER: Motion to approve Resolution 25-21, to amend the sewer reservation and capacity fees for the Lincolnway Sewer system as recommended by Dawood Engineers for 2026-2030.

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

- P. RESOLUTION 25-22 PLAN REVISION FOR NEW LAND DEVELOPMENT SEWER PLANNING MODULE FOR 1722 CARLISLE ROAD: Motion to approve Resolution 25-22, a sewer planning module to be submitted for York Area Real Estate Partners, LLC, for the property at 1722 Carlisle Road to disconnect from the on-lot septic system and connect to the public sanitary sewer system by the Shiloh Interceptor flowing to the Dover Wastewater Treatment Plant. The planning module is proposing 1 EDU for the single-family detached dwelling.

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

- Q. CHANGE ORDER #2 TIME EXTENSION REQUEST: Motion to approve a request to extend the contract with Mr. Rehab, adding an additional 76 days to the contract duration for the 2025 Sewer Pipe Rehabilitation Project.

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

- R. CHANGE ORDER #2 RATIFICATION: Motion to ratify Change Order #2 request from Wexcon for an emergency sewer lateral at 113 North Forrest Street. The total cost was \$11,220.00.

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

- S. CHANGE ORDER #3 REQUEST: Motion to approve Change Order #3, a request from Wexcon for a full manhole replacement at a total cost of \$16,810.00. This request also includes a request to extend the duration of the 2025 Sewer Manhole Rehabilitation Project by 61 days.

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

- T. AUTHORIZATION TO ADVERTISE: Motion to approve authorizing the Township Solicitor to prepare and advertise for an Ordinance to amend the code of West Manchester Township to extend parking restrictions for commercial and large vehicles to additional residential zones. This will be acted on at the January 2026 board meeting.

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

- U. T-892 FINANCIAL SECURITY ESTIMATE FOR YORK GARBER 2: Motion to approve a financial security estimate for the York Garber 2 solar farm project located at 1750 Taxville Road (Tax Map IG; Parcel: 0059) in the Agricultural Zone. Dawood Engineers has reviewed the public improvements estimate and recommends the Board approve the applicant's estimate to establish financial security in the amount of \$933,348.00.

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

- V. AMERICAN WATER/AQUA APPLICATION TO MERGE: Motion to approve authorizing Attorney Tom Wyatt to enter an appearance on behalf of the Township on this matter.

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

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul announced the Winter Newsletter was sent out to residents and the winter programs can be signed up using recdesk. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker announced that the Township passed the liquid fuels audit. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman announced the Secret Santa program was a success, and thanked the police department and those that volunteered. He also announced that Santa Claus will be making his tour around the Township on December 20th and 21st. 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 announced that the zoning ordinance meetings have been going well. No further questions.
- F. TOWNSHIP ENGINEER: Engineer Niederoest report was reviewed. No further questions.
- G. SEWER/STORMWATER ENGINEER: Engineer Cummings report was reviewed. There were no questions.
- H. ZONING OFFICER: Officer Sampere's report was reviewed. No further questions.
- I. SOLICITOR: Solicitor Herrold's report was reviewed. There were no questions.
- J. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. Director Shaw said leaf collection had finished. 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	37834-37978	\$ 676,015.46
Liquid Fuels	1753-1764	\$ 61,690.88

Sewer Fund	6754-6796	\$ 1,880,156.82
Payroll #24 Pay Ending 11/15/25	Paytime Vouchers	\$ 148,971.58
Payroll #25 Pay Ending 11/29/25	Paytime Vouchers	\$ 153,692.90
Payroll #26 Pay Ending 12/13/25	Paytime Vouchers	\$ 149,324.15

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

ADJOURNMENT:

A. Chairman Harlacher announced that the Board would be going back into executive session after the public meeting to discuss a personnel matter.

Motion to adjourn the meeting at 7:55 p.m.

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