##### PUBLIC MEETING MINUTES

February 28, 2019

Chairman Hickey called the Public meeting to order at 7:11 p.m.

**ATTENDANCE**

Supervisors Present: Rosa Hickey, Chairperson

Steve J. Harlacher , Vice-Chairman

Supervisor Absent: Dave Markel, Supervisor

Staff Present: Kelly Kelch, Township Manager

Lori Trimmer, Recreation Director

Stephen Callahan, Public Works Director

Rachelle Sampere, Zoning Officer

John Snyder, Chief of Police

Clif Laughman, Fire Chief

Paul Wilson, Township Engineer

John Herrold, Township Solicitor

Tricia Smeltzer, Stenographer

Staff Absent: Keith Whittaker, Finance Director

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**POLICE PROMOTION AWARD CEREMONY**

A recognition and pinning ceremony was held to promote Matt Emig and John Hanuska as Lieutenants effective January 7, 2019. Also receiving a recognition and pinning ceremony were Adam Jordan and Adam Bruckhart as they were promoted to Sergeants effective February 3, 2019. Friends, family, and co-workers were in attendance.

**EXECUTIVE SESSION**

Chairman Hickey announced an Executive Session was held prior to tonight’s meeting to discuss personnel matters. No action was taken.

**PUBLIC COMMENTS**

1. Dr. Todd Davies – Dr. Davies wanted to stress the importance of safety for the students and staff of West York School District during bad weather. He also wanted to convey the importance and hope of continuing to work together with the Township to ensure that safety.

#### APPROVAL OF MINUTES

1. The minutes of the January 24, 2019 regular Public Meeting were presented for approval. Motion to approve the minutes of the January 24, 2019 regular Public Meeting as presented.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

#### OPEN FLOOR DISCUSSION

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. PLANNING COMMISSION APPOINTMENT: Motion to approve appointing Mr. David Beecher to the Planning Commission, due to a vacancy left by Mr. Ron Stare’s resignation. Mr. Beecher’s term will expire December 31, 2022.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. ROAD CLOSURE RATIFICATION: Motion was made to ratify a previously approved road closure for West College Avenue between Richland and Overbrook, by Waggner’s Construction, to set up a large crane from 8am to 4pm on Wednesday, February 13, 2019.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-10 ADDITION TO THE FEE SCHEDULE: Motion to approve Resolution 19-10, adding a fee into the previously approved 2019 Fee Schedule. The additional fee stems from the Water Authority charging a $35 fee to terminate water service for any property owner who fails to pay or make payment on their sewer/trash bill.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-11: Motion to approve Resolution 19-11 authorizing the West Manchester Township Public Works Director to be the designee of Penn Dot Traffic Signal Application Int#32, for Lincoln Highway and S. Salem Church Rd/Hanover Rd.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-12: Motion to approve Resolution 19-11 authorizing the West Manchester Township Public Works Director to be the designee of Penn Dot Traffic Signal Application Int#33, for West Market Street and Hokes Mill Rd.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-13: Motion to approve Resolution 19-11 authorizing the West Manchester Township Public Works Director to be the designee of Penn Dot Traffic Signal Application Int#34, for West Market Street and Baker Road/Trinity Road.
2. MOTION: MOTION: S. Harlacher
3. SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-14 SNOW EMERGENCY DECLARATION: Motion was made to ratify Resolution 19-14, declaring a Snow Emergency from 7 p.m. February 11th to February 13th at 7 a.m. 2019.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. RESOLUTION 19-15 SNOW EMERGENCY DECLARATION: Motion was made to ratify Resolution 19-15, declaring a Snow Emergency from 6 a.m. February 20th to 12 p.m. February 21st.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. FIRE TRUCK REPAINTING: Motion to table a request to have the ladder truck repainted due to corrosion issues. Chief Laughman said the truck is only seven years old, but re-painting would not be covered under the manufacturer’s warranty. He said the cost to repaint the entire truck would not exceed $35,00 but also mentioned this was not a budgeted expense. Vice-chairman Harlacher asked if there are any opportunities for the Fire Company to share in this cost. Chief Laughman said he will check with the Relief Association. Chairperson Hickey asked how long it would take to schedule the re-painting of the truck. Chief Laughman said three to four weeks.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. TROLLEY ROAD SANITARY SEWER DIVERSION PROJECT PAYMENT: Motion to approve a request to pay Wexcon, Inc. in the amount of $200,059.08 leaving a balance of $140,905.93 for the completion of the project. A letter of recommendation is on file from the Township Engineer to affirm this request.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. REQUEST TO ADVERTISE FOR A HANDICAPPED PARKING SPACE: Motion to approve a request to advertise for a new handicapped parking space at 1415 West College Avenue at the request of the current owner. Authentic documents have been provided by the owner and a Police Study has been completed.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. DISTRICT MAGISTRATE SEWER BILL: The Township has an agreement with the County of York for payment of utilities to the township. The amount due from the District Magistrate’s office has always been a 25% split. They asked the township to reduce it for them since they feel their usage is less than the 25% amount. The township offered $40/month a year ago and they declined this offer. Now, they are asking the township to re-consider that offer and make it retro-active to the original offer date. Motion to approve a request from the District Magistrate’s office to reduce their payment to $40/month, starting January 2019, for their sewer bill with the following conditions:

* The outstanding balance on the account must be paid in full (at the previously agreed upon interpretation of the rental agreement).
* The County of York agrees that the West Manchester Township Board of Supervisors will re-evaluate the flat fee, on a yearly basis and may, at its discretion, increase the flat fee in the amount not to exceed the previously agreed upon interpretation of the rental agreement of one quarter of the bill.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

1. NAMING OF THE AMERICAN LEGION FIELD REQUEST: Motion to approve a request from The American Legion and the Rec Advisory Committee to name the American Legion Field in honor of William Billet, who recently passed away.

MOTION: R. Hickey

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

1. REQUEST TO ADVERTISE AND ESTABLISH A PUBLIC HEARING: Motion to approve a request from Sheetz, Inc. to start the process of Transferring a Liquor License into West Manchester Township by holding a Public Hearing on March 28, 2019, which also requires advertising to hold the hearing.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

### ADMINISTRATIVE REPORTS

1. Recreation Director: Trimmer’s report was reviewed. No additional comments.
2. Finance Director: Whittaker’s report was reviewed. No additional comments.
3. Fire Chief: Chief Laughman’s report was reviewed. No additional comments.
4. Police Chief: Police Chief Snyder’s report was reviewed. No additional comments.
5. Manager: Manager Kelch’s report was reviewed. Manager Kelch said that he is working with the Solicitor to draft an Ordinance to try to recoup costs from residents who are not paying their sewer/trash bills. He would like to ask the Board to consider advertising for this Ordinance. By consensus the board will allow advertising of this Ordinance. No additional comments.
6. Engineer: Engineer Wilson’s report was reviewed. No additional comments.
7. Zoning Officer: The Zoning report was reviewed. Zoning Officer Sampere received a request from UPMC and Dawood to replace the existing public improvement and site improvement bonds with bonds of the same by Berkley Insurance to Travelers Casualty Insurance. Solicitor Herrold reviewed them and sees no issues. Motion was made to authorize the Township Manager to sign the release and accept the replacement bonds.

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

No additional comments.

1. Solicitor: Solicitor Herrold’s report was reviewed. No additional comments.
2. Public Works Director: Callahan’s report was reviewed. No additional comments.

**STORM WATER MANAGEMENT/MS4**:

Zoning Officer Sampere noted, during her report, that the Township’s MS4 Storm Water Inspector is available Monday thru Friday, 8 am to 4:30 pm to answer any questions relating to storm water management.

Manager Kelch pointed out what a great job Zane Williams does with the Stormwater Management.

#### APPROVAL OF BILLS

**Bills**: Motion to pay the following bills as presented:

**Fund** **Check No.** **Amount**

Warrant 19-02 Fund 01 26965 – 27099 $ 432,196.57

WMT Sewer Fund 3876-3915 $ 347,669.06

Liquid Fuels 639-661 $ 62,539.23

Payroll 03: Pay Pd. Ending 02/02/19 Paytime Vouchers $ 161,978.80

Payroll 04: Pay Pd. Ending 02/16/19 Paytime Vouchers $ 174,950.48

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Motion to adjourn the regular meeting at 8:06 pm

MOTION: S. Harlacher

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

Trish Smeltzer/Stenographer

MOTION TO APPROVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECOND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_