

PUBLIC BOARD MEETING MINUTES

February 24, 2022

Chairman Harlacher called the meeting to order at 7:05 p.m.

ATTENDANCE:

Supervisors Present:

Steven Harlacher – Chairman
Dave Markel -Vice Chairman
(Called in)
Ronald Ruman - Supervisor

Staff Present:

Kelly Kelch – Township Manager
Lori Trimmer – Parks & Recreation
Keith Whittaker – Finance Director
Clif Laughman– Fire Chief
John Snyder – Police Chief
Rainer Neidoroest – Engineer
Rachelle Sampere – Zoning & Codes
Andrew Herrold – Solicitor
Rich Shaw – Public Works
Laura Mummert – Stenographer

CALL TO ORDER:

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.

PROPOSED NEW AGENDA ITEM

A. CONSIDERATION OF RESOLUTION 22-10: A motion was made to approve adding Resolution 22-10 under "New Business" for consideration by the Board.

MOTION: R. Ruman

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

PUBLIC COMMENT:

A. Donna Schrom, 200 N. Diamond Street, expressed her concern with a business that is across the street from her home. This business has non-working cars parked on the public street, and makes it very hard for large vehicles such as buses or the garbage trucks to safely come through. It also takes away parking for residents. Chief Snyder will investigate her concern.

B. Steve Brodbeck, 120 N. Diamon Street, also expressed his concern with this same business. He echoed what Ms. Schrom said, in that there are issues with parking on this street because of this business taking it up with cars they are working on. Mr. Brodbeck's concerns were also acknowledged, and Chief Snyder will be looking into this concern.

C. Bart Bartholomew, 1576 Haviland Road, asked the Board why the Resolutions and Ordinances that will be voted on by the Board cannot be made public before the meeting. Manager Kelch explained that this was not something the Township would do as it was not voted on by the Board. He told Mr. Bartholomew that any resident was more than welcome to ask questions before the voting of a Resolution or Ordinance. Mr. Bartholomew also asked why the elected auditors were not shown on the Township website. This concern was completed, and the elected auditors are now on the website under the "Boards & Committees" tab.

D. Theresa Laucks, 1656 Hempfield Drive, expressed her concern for a box truck that is Continually parked on the public road that blocks vision, and does not allow for school Buses to pass through safely. This was a concern in the past, and thought it was resolved, But the truck is back. Chief Snyder informed Ms. Loucks he would investigate thismatter. Supervisor Ruman suggested looking into the Ordinance and changing the wording to Include box trucks. The Board agreed to look into it.

E. Bernard Anthony, 3250 Woodberry Road, expressed his concern for the large amount Of trash along Old Salem Road. He offered to donate money, or products to help this Cause. Mr. Shaw explained that some of this trash sits on private property, and the Township unfortunately cannot remove it unless it lays in the right-of-way. A letter will Be sent to the landowner of this property. The Board said they would look into this issue.

APPROVAL OF MINUTES:

A. The minutes of the January 27, 2022, Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of January 27, 2022, as presented.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

No discussion was made.

OLD BUSINESS:

A. RV PARKING ORDINANCE 22-02: Motion to approve Ordinance 22-02, establishing parking regulations for recreational vehicles and boats on public roadways.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

B. TRANSPARENCY DISCUSSIONS: Discussion was made by the Board and the following items were agreed upon:

- When the new video system is installed, it was agreed on that meeting videos will be archived for one year. Laura Mummert informed the Board of her ongoing research into how or where the videos will be archived. A few options will be considered once the new video system is in place.
- Changes were made to the Township website regarding a new clickable link on the homepage that takes the viewer directly to agendas and minutes. Some other minor changes were made as well. The Board agreed to keep these changes.

NEW BUSINESS:

A. PENNSYLVANIA LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM: Johnyne McClary, Township Billing Officer for sewer and trash, gave a brief presentation to the Board regarding becoming a vendor of the PA Low-Income Household Water Assistance Program so that Township residents that have signed up for this program can participate. If agreed upon, the Township will mail letters and advertise on the Township website to those that qualify for this program. Motion was made to approve becoming a vendor of this program.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

B. RESOLUTION 22-07 PA AMERICAN WATER/YORK CITY ACT 537 PLAN SPECIAL STUDY: Motion to approve Resolution 22-07, a special study revision of the York City's Act 537 Plan. This study is an administrative function by the Pennsylvania Department of Environmental Protection (PADEP).

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

C. RESOLUTION 22-08 AMENDMENT TO THE 2021 BUDGET: Motion to approve Resolution 22-08, amending the 2021 budget as provided to the Board.

MOTION: S. Harlacher
SECOND: D. Markel
MOTION PASSED UNANIMOUSLY

D. ZONING ORDINANCE AMENDMENT (NON-CONFORMING USES): Motion to approve authorizing the Township Solicitor to advertise the amendment and schedule a public hearing to consider this matter. This amendment would allow reconstruction of a non-conforming use by right.

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

E. T-825 FINAL LAND DEVELOPMENT SURETY RELEASE FOR UPMC PINNACLE HOSPITAL CAMPUS: Motion to approve the previously established maintenance bond in the amount of \$1,087,493.63 that has been held as an 18-month maintenance guaranty. A memo was received from Warehouse AE recommending release.

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

F. HANDICAPPED PARKING REQUEST: Motion to approve allowing Solicitor to prepare and advertise an ordinance for a handicap parking spot located at 1344 W. College Ave. The ordinance will then be placed on agenda for consideration by the Board at its meeting on March 24th.

MOTION: S. Harlacher
SECOND: D. Markel
MOTION PASSED UNANIMOUSLY

G. ORDINANCE 22-01 HANDICAPPED PARKING REQUEST: Motion to approve Ordinance 22-01, a handicap parking request for 3170 Robin Road and 129 North Diamond Street.

MOTION: R. Ruman

SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

H. BUSINESS PRIVILEGE/MERCANTILE TAX AUDIT PROGRAM: Motion to approve staff recommendation entering into a contract with Mr. Gary Williams from the CPA firm McCarthy & Company, PC, to perform business privilege/mercantile tax audits on various employers within the Township.

MOTION: S. Harlacher
SECOND: D. Markel
MOTION PASSED UNANIMOUSLY

I. RESOLUTION 22-09 ADOPTION OF THE AMENDED PROCURMENT POLICY: Motion to approve Resolution 22-09, approval and adoption of the amended procurement policy for West Manchester Township as provided to the Board.

MOTION: R. Ruman
SECOND: D. Markel
MOTION PASSED UNANIMOUSLY

J. RESOLUTION 22-10 SUBMISSION OF APPLICATION FOR PEMA GRANT: Motion to approve Resolution 22-10, authorizing staff to submit an application for the purpose of obtaining financial assistance from PEMA grant.

MOTION: S. Harlacher
SECOND: D. Markel
MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Ms. Trimmer announced the upcoming Gift card Bingo event happening at the end of March. She also thanked the Odd Fellows association for sponsoring the summer movie in the park. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Mr. Whittaker announced that the audit for 2021 would be pushed back to June as the appointed company was having staffing issues. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. The Board thanked Chief Laughman for his work on obtaining the PEMA grant. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder spoke to the residents that had voiced their concerns during Public Comment and informed them to be patient and he will do his best to deal with these matters. No further questions.

- E. TOWNSHIP MANAGER: Manager Kelch’s report was reviewed. Manager Kelch recognized Solicitor Herrold for his work on two pending litigation cases that were resolved in our favor. Kelch also announced that smoke testing was completed. Manager Kelch announced that there will be a special public meeting held on March 2nd at 6 p.m. regarding the York City Wastewater Treatment Plant being sold to PA American, and what has been resulting from that for our residents. Chairman Harlacher recognized Manager Kelch for his hard work and being a leader during the whole PA American deal. Supervisor Ruman asked the Board for consideration to support the Heritage Senior Center in Dover. Manager Kelch gave a brief overview of what the center was asking and how they help our Township residents. No further questions.
- F. ENGINEER: Engineer Neideroest’s report was reviewed. Mr. Niederoest explained the smoke testing has been completed in the Township. Some illegal connections were found, and a letter to the homeowner was sent out. The Board asked Mr. Niederoest to make a list prioritizing where sewer work will be completed, and to report back at the March meeting. No further questions.
- G. ZONING OFFICER: Officer Sampere’s report was reviewed. Ms. Sampere reported that Zoning Hearing Case 22-01 keeps coming up in her report because the applicant continually requests to appear at each meeting. No further questions.
- H. SOLICITOR: Solicitor Herrold’s report was reviewed. No further questions.
- I. PUBLIC WORKS DIRECTOR: Rich Shaw is temporarily filling in as Public Works Director. His report was reviewed. Mr. Shaw mentioned to the Board that they have been doing routine maintenance. No further questions.

STORMWATER MANAGEMENT/MS4

Zoning Officer Sampere noted that the Township’s MS4 Storm Water Inspector is available Monday thru 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	31765-31883	\$ 660,606.22
Liquid Fuels	1100-1115	\$ 42,836.00
Sewer Fund	5135-5166	\$ 87,921.31
Payroll#3 Pay Ending 1/29/22	Paytime Vouchers	\$ 113,821.38
Payroll#4 Pay Ending 2/12/22	Paytime Vouchers	\$ 117,338.68

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

Motion to adjourn the regular meeting at 8:24 p.m.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Attest:

Secretary

Chairman

Vice Chairman

Supervisor