

PUBLIC BOARD MEETING MINUTES

January 28, 2021

Chairperson Hickey called the meeting to order at 7:00 p.m

ATTENDANCE:

Supervisors Present Remotely:

Rosa Hickey - Chairperson
Steven Harlacher – Vice-Chairman
Dave Markel – Supervisor

Staff Present:

Kelly Kelch – Township Manager
Andrew Herrold – Solicitor
Clif Laughman – Fire Chief
Laura Mummert – Stenographer

CALL TO ORDER:

Manager Kelch announced an executive session was held prior to tonight's meeting to discuss pending litigation and a personnel issue. No action was taken. There was an Executive Session held after the public meeting on December 17th, 2020, to discuss a personnel matter. No action was taken.

Manager Kelch stated that this Public Meeting would be closed to the public due to the COVID-19 Pandemic and the Governor's instruction for Stay-At-Home practices. However, this meeting was live to the public through the Township's Recreation and Fire Department Facebook pages. It was also stated that residents could make public comment on these pages and it would be addressed. Manager Kelch also provided two phone numbers that the public could call in with any concerns/questions.

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

- A. The minutes of the December 17, 2020 Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of December 17, 2020 as presented.

MOTION: D. Markel
SECOND: S. Harlacher

B. The minutes of the January 4, 2021 Reorganizational Meeting were provided for approval. Motion to approve the Reorganizational Meeting Minutes of January 4th, 2021 as presented.

MOTION: S. Harlacher
SECOND: D. Markel

OPEN FLOOR DISCUSSION:

No discussion was made.

OLD BUSINESS:

None.

NEW BUSINESS:

A. H.B. MCCLURE HVAC AGREEMENT Motion approved for a one-year contract with H.B. McClure for a preventative maintenance agreement at a cost of \$4,120.00.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

B. DESTRUCTION OF RECORDS: Motion approved for a request from the West Manchester Township Fire Department for the destruction of various Fire Department Records as listed:

- 2012 West Manchester Township Firefighters Relief Association Accounts Payable/Accounts Receivable/Bank Statements/Cash Receipts
- 2012 Lincolnway Fire Company Accounts Payable/Accounts Receivable/Bank Statements/Cash Receipts
- 2012 Shiloh Fire Company Accounts Payable/Accounts Receivable/Bank Statements/Cash Receipts
- 2015 Personnel Files (Only those who are no longer with the department)
- 2015 Incident Reports
- 2017 Incident Logs, Driver Logs, Activity Logs

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

C. APPROVAL TO RE-DEED PROPERTY OF SHILOH FIRE COMPANY: Motion approved to have the property that Shiloh Fire Company sits on re-deeded. This is due upon completion of the name change for the merger of Lincolnway Fire Company and Shiloh Fire Company to West Manchester Township Fire Department.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

D. ST. PAUL'S WOLF'S CHURCH LETTER OF UNDERSTANDING: Motion approved for entering into a letter of understanding with St. Paul's Wolf's Church in accordance with the attached agreement. This would be a two-year agreement between the church and the Township to allow use of church property for recreation related events in exchange for performing maintenance on the fields.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

E. AUDIT ENGAGEMENT LETTER: Motion approved to sign the attached engagement letter and return to Maher Duessel for them to perform the 2020 audit for the Township at a cost not to exceed \$29,940.00.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

F. EXCESS VEHICLE SALE: Motion approved for staff to complete the transfer of the excess vehicles to the high bidders as follows:

- 2006 GMC Dump - \$25,203.00
- 2014 Chevy HD 2500 PU - \$22,100.00
- 2012 GMC HD 2500 PU - \$20,250.00

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

G. HAVILAND ROAD SEWER EXPANSION: Motion approved to authorize Dawood to begin the design process for the Haviland Road Sewer Expansion Project.

Public Comment on Facebook platform from resident Ms. Brandy Shope. Ms. Shope asked the Board if this is a study, and will there be a RFP for the full design. Manager Kelch answered her questions.

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

H. T-834 FINAL LAND DEVELOPMENT PLAN MAINTENANCE GUARANTY RELEASE: Motion approved to release the 18-month guaranty letter of credit in the amount of \$4,327.91 to Mr. Athan Margetas that expired on December 27, 2020. A recommendation memo from Dawood Engineers was provided.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

I. T-857 FINAL LAND DEVELOPMENT PLAN FOR BAE SYSTEMS ACV TEST POND FACILITY: Motion approved for a Final Land Development Plan for BAE Systems ACV Test Pond located at 1100 Bairs Road.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. 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 asked for a motion to approve the temporary appointment of Donna Barshinger to active member of the Zoning Hearing Board effective immediately. Supervisor Markel made a motion to approve, and Vice-Chairman Haralcher second it. Motion passed unanimously.

Manager Kelch asked the Board for approval of the Codorun Farms settlement in amount of \$11,928.65. Vice-Chairman Harlacher made a motion to approve, and Chairperson Hickey second it. Motion was passed unanimously.

Manager Kelch asked the Board to approve a Letter of Engagement between the Township and Attorney Tom Wyatt for representation for the York City Sewer Authority. Chairperson Hickey made a motion to approve, and Vice-Chairman Harlacher second it. Motion was passed unanimously.

F. ENGINEER: Engineer Cordaro’s 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 Callahan’s report was reviewed. No further questions.

BILLS: Motion to pay bills as presented:

<u>FUNDS</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
General Fund	30001-30184	\$ 808,834.20
Liquid Fuels	940-957	\$ 22,328.08
Sewer Fund	4630-4676	\$ 1,272,584.81
Payroll#26 Pay Ending 12/19/20	Paytime Vouchers	\$ 121,836.99
Payroll#01 Pay Ending 01/02/21	Paytime Vouchers	\$ 126,380.27
Payroll#02 Pay Ending 01/16/21	Paytime Vouchers	\$ 121,169.71

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

Motion to adjourn the regular meeting at 7:21 p.m.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Attest:

Secretary

Chairman

Vice Chairman

Supervisor