

PUBLIC MEETING AGENDA

January 27, 2022

I. CALL TO ORDER

II. PUBLIC COMMENTS

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 of the December 16, 2021 Regular Public Meeting as presented.
- B. APPROVAL OF MINUTES: Motion to approve or modify the minutes of the January 3, 2022 Reorganizational Meeting as presented.

IV. OPEN FLOOR DISCUSSION

None

V. UNFINISHED BUSINESS

- A. RV PARKING ORDINANCE: Discussion by the Board for the proposed ordinance to regulate parking of boats and recreational vehicles (RV's) on public streets as well as to prohibit living in an RV while parked on a public street. If found acceptable, staff recommends authorizing the Solicitor to advertise and hold a public hearing at its meeting on February 24th.

VI. NEW BUSINESS

- A. PENN WASTE DISCUSSION: A Penn Waste representative will be present to discuss with the Board regarding the ongoing issues with missed collections in the Township.
- B. PA AMERICAN WATER/YORK CITY ACT 537 PLAN SPECIAL STUDY: Discussion by the Board for a request made by PA American Water that the Township review and approve a special study revision to its 537 Plan. This special study is an administrative function that is required by the Pennsylvania Department of Environmental Protection (DEP).
- C. RESOLUTION 22-06 DESTRUCTION OF RECORDS: Motion to approve, revise, table or deny Resolution 22-06, a request from the finance, police, and fire

departments for the destruction of various Financial, Police and 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
- 2014 Sewer/ Trash: Sewer Cards, Lock Box, Bank Statements, Accounts Payable, Accounts Receivable, Checks
- 2014 General Fund: Payroll, Accounts Payable, Accounts Receivable, Checks
- 2014 General Fund: Bank Statements
- 2016 Accidents
- 2016 Traffic Citations & Driving Records, Read File MCSAP Reports, Certificates of Accuracy for Vehicles Requests for Police Reports, Routine Correspondence, Monthly Reports, False Alarm Letters & Invoices, Selective Speed Enforcement, Seized License/Registrations and Tow Sheets.
- 2019 Parking Tickets, Warnings, PT-10's Incidents & Services (with attachments), Criminal History Checks (no record found), Dog Law, Curfew, Abandoned Vehicle Letters and Solicitation Permit Applications.

- D. T-865 SURETY REDUCTION FOR FINAL LAND DEVELOPMENT PLAN FOR 1441 OLD SALEM ROAD: Motion to approve, revise, table or deny a request from Cheryl Myers of Integrity First Home Buyers, LLC to return or reduce the letter of credit for the land development plan for 1441 Old Salem Road. Dawood Engineers has inspected the project and provided a recommendation to reduce the letter of credit from \$119,257.60 to \$17,798.00 to be held for 18 months as the required maintenance guaranty per §121-19.
- E. H.B. MCCLURE HVAC AGREEMENT: Motion to approve, revise, table or deny a one-year contract with H.B. McClure for a preventative maintenance agreement at a cost of \$4,250.00, which is an increase from last year's price of \$4,120.00.
- F. HANDICAPPED PARKING REQUEST: Motion to approve, revise, table or deny staff recommendation to allow the Solicitor to prepare and advertise an ordinance for a handicap parking spot located at 3170 Robin Road. This ordinance will then be placed on the agenda for consideration by the Board at its meeting on February 24th.
- G. HANDICAPPED PARKING REQUEST: Motion to approve, revise, table or deny staff recommendation to allow the Solicitor to prepare and advertise an ordinance for a handicap parking spot located at 129 N. Diamon Street. This ordinance will then be placed on the agenda for consideration by the Board at its meeting on February 24th.

- H. ROAD CLOSURES: Motion to ratify a road closure on Wilt Drive that occurred on January 19th, South Drive that occurred on January 20th, and Breezewood Road that occurred January 24th to the 28th for Columbia Gas to perform a non-emergency line replacement.
- I. ROAD CLOSURE: Motion to approve, revise, table or deny a road closure on North Drive that will occur January 31st to February 4th for Columbia Gas to perform a non-emergency line replacement.
- J. COLONIAL HOUSE SEWER ISSUE & R-O-W APPLICATION: Discussion by the Board regarding the agreement between Colonial House and the Township that the Township would be the permittee for a highway occupancy permit (HOP) to place sewer lines in the state right-of-way in exchange for financial contribution. Currently Colonial House has not paid this fee, and is requesting the payment be made in equal payments over a four-year period due to the increase in cost since the estimate was last made.
- K. TRANSPARENCY DISCUSSIONS: Discussion by the Board regarding transparency topics as follows:
- Streaming Board of Supervisors meetings on the Township website and both Facebook pages and archiving all meetings for one (1) year.
 - Meeting agendas posted as soon as available on the Township website homepage.
 - Posting on website all expiring terms for boards and commissions (Zoning Hearing, Recreation, Planning Commission) three months prior to expiration and invite applications. Current members can still respond if they wish to be re-appointed.
- L. AMERICAN RESCUE FUNDS RESOLUTION 21-24: Discussion on a proposed use for the rescue funds for the police department to purchase a license plate reader.
- M. NEW ROAD CREW POSITION: Motion to approve, revise, table or deny staff recommendation to create a new position that will be combined between the road crew and the parks/recreation department.
- N. ROAD CLOSURE ON BAKER ROAD: Motion to approve, revise, table or deny approval of the upcoming bridge project by PennDOT to close a portion of Baker Road for construction from February 10, 2022, to the anticipated end date of July 25, 2022. A traffic detour will be implemented and has been provided to the Board.
- O. REQUEST FOR PAYMENT: Motion to approve, revise, table or deny application for payment #6 from PSI Pumping Solutions Inc., for the Adams Street Pump Station Project in the amount of \$11,784.96.

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